

**MANUAL 2**  
**Powers and duties of officers**  
**[Section 4(1)(b)(ii)]**

S.No.	Designation of post	Powers and duties
1.	Vice Chancellor	<p>As per Statute-4</p> <p>* (1) (a) The Vice-Chancellor shall be ex-officio chairman of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee.</p> <p>(b) The Vice-Chancellor shall chair the meetings of the Court, in case Chancellor is unable to do so.</p> <p>(2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.</p> <p>(3) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.</p> <p>(4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decision of all the authorities of the University.</p> <p>(5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such power to such officer or officers as he may deem fit.</p> <p>(6) The Vice-Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such officer during his absence.</p> <p>(7) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and, if he so decides may delegate such power to another officer of the University.</p> <p>* (8) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Court, with the approval of Chancellor, and the meetings of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee.</p> <p>(9) The Vice-Chancellor shall have the power to make short-term appointments, with the approval of the Board of Management, for a period not exceeding six months, of such persons as he may consider necessary for the functioning of the University.</p>

2.	The Deans	<p>Clause (4) of Statute 6 of First Statute The Dean shall be the head of the school of studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school of studies.</p> <p><b>Ordinance 34 Clause 6</b></p> <p><b>6. Academic Responsibilities &amp; Authorities :</b></p> <p>i. Deans shall be responsible for implementing the Vision and Mission of the University in their respective Schools.</p> <p>ii. Deans shall be the Principal Academic Executive Officer for their respective Schools and shall exercise supervision and control over the affairs of their respective Schools for implementing the decisions taken by the different Statutory Bodies of the University and the Vice- Chancellor of the University.</p>
		<p>iii. Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Schools as laid down in Sub Clause (4) of Statute 6 of First Statute.</p> <p>iv. Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Schools such as Board of Studies, School Research Committees and any other Body that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.</p> <p>v. The Deans shall be responsible for an overall academic development of their respective Schools including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co curricular activities (including extension services) of their respective Schools.</p> <p>vi. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative</p>

		<p>activities within their Schools and the University and the monitoring mechanism that may be laid down by the University from time to time by way of FADS/CAS/Research &amp; Consultancy.</p> <p>vii. Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Schools through strict adherence to time table, attendance records and initiating disciplinary action/s, etc.</p> <p>viii. Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Vice Chancellor so that their recruitment/ appointments are finalized latest by the close of April for each academic session; this exercise must ensure providing of a minimum period of three months for the University for the completion of the recruitment process.</p>
		<p>ix. The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective Schools.</p> <p>x. The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Schools are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the University.</p> <p>xi. Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.</p> <p>xii. Deans shall act the Chairmen of the School Library Committees of their Schools and as such they would ensure the timely availability of the required books in the University Information Resource Centre.</p>
		<p>xiii. Deans shall be responsible for maintaining discipline among the students of their respective Schools in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.</p> <p>xiv. Deans should convene the meetings of the faculty members of their respective Schools at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective Schools.</p>

		<p><b>7. Administrative Responsibilities:</b></p> <p>i. The entire teaching and non teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Schools in so far as conduct of academic programme/s and coordination with other Schools and administrative departments is concerned.</p> <p>ii. Deans shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 04 days for attending any seminar / workshop/ conference, etc., for all teaching and non teaching staff as per rules on the subject notified separately; they shall, however, act as recommending authority for the grant of all other kinds of leaves.</p> <p>Provided further, the Deans shall be responsible for conveying the Personnel Branch of the University at least 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.</p> <p>iii. Deans should provide necessary guidance to the concerned faculty of their respective Schools for filling up of the formats prescribed for Faculty Appraisal and Development System /CAS.</p> <p>iv. Deans shall have the authority to grant approval to the faculty of their respective Schools for attending mandatory Orientation/ Faculty Development Programmes within India provided such programmes are scheduled in summer/ winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the Vice-Chancellor shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.</p> <p>v. All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean that may be initiated by any faculty and staff of the respective School, shall be routed through the Office of the Dean. The correspondence received from the different Schools, without having routed through respective Deans, shall not be entertained by the Competent Authorities of the University.</p> <p>Deans shall, however, ensure that no correspondence is withheld beyond a reasonable time (normally one week) and the same is forwarded to the concerned authorities of the University.</p> <p>vi. Deans shall act as the Custodian of the records and other</p>

		<p>stocks and capital assets for their respective Schools including maintaining a proper register for the capital assets.</p> <p>vii. Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective School and the Administrative Branches of the University.</p> <p><b>8. Financial Responsibilities:</b></p> <p>i. Preparing the Budget of the School for each financial year and submission of the same latest by the close of November 30; these Estimates should cover both Plan and Non-plan Expenditures for the School and should cover the anticipated recurring and non recurring expenditures under both the Heads as per the developmental plan for the School; if need be, Revised Estimates for each financial year be forwarded to the University by the School latest by the close of October 31st each financial year.</p>
		<p>ii. Exercise such financial powers as approved by the Finance Committee.</p> <p>iii. Making disbursement of honorarium to the entire faculty, engaged both from within the School and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the University.</p> <p>However, the Dean shall obtain prior approval of the Vice-Chancellor for engaging the faculty (both from within the School and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification by a Committee, comprising of the Coordinator and two other faculty members of the concerned School and headed by the Dean.</p>
		<p>iv. Proper accounting, documentation and utilization of the funds allocated by the University under the budget head of 'imprest'.</p> <p>v. Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the School including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.</p> <p>vi. Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31<sup>st</sup> each year.</p>

3	Registrar	<p><b>Statute 7</b></p> <p><b>7. The Registrars</b></p> <p>.....</p> <p>(4) A Registrar designated specially in this behalf by the Board of Management shall have the power to take disciplinary action against such employees, excluding teachers, as may be specified by the Board of Management by general or special order made in this behalf.</p> <p>(5) An appeal shall lie to the Vice-Chancellor against any order made by the Registrar in pursuance of clause (4).</p> <p>(6) In cases where an inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, consequent to the inquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit:</p> <p>Provided that in such a case an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty on an employee.</p>
		<p>(7) The Board of Management shall designate a Registrar to act in one or more of the following capacities, namely:-</p> <ul style="list-style-type: none"> <li>(i) Secretary to the Court.</li> <li>(ii) Secretary to the Board of Management.</li> <li>(iii) Secretary to the Academic Council.</li> <li>(iv) Secretary to the Planning Board.</li> <li>(v) Secretary to the Board of Affiliation</li> </ul> <p>(8) A Registrar so designated shall, in relation to the authority concerned, --</p> <ul style="list-style-type: none"> <li>(i) be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to his charge;</li> <li>(ii) issue notices and convene meetings of that authority and the committees appointed by it;</li> <li>(iii) keep the minutes of the meetings of that authority and the committees appointed by it;</li> <li>(iv) conduct the official proceedings and correspondence ;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>(v) supply to the Chancellor a copy each of the agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.</li> </ul> <p>(9) Any Registrar may be designated by the Vice-Chancellor to represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.</p> <p>(10) The Registrar shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be</p>

		required from time to time by the Board of Management or the Vice-Chancellor.
4	Controller of Finance	<p>Statute 8 clause 5</p> <p>(5) The Controller of Finance shall –</p> <p>(i) exercise general supervision over the funds of the University and advise it as regards its financial policies; and</p> <p>(ii) perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances:</p> <p>Provided that the Controller of Finance shall not incur any expenditure or make any investment exceeding one lakh rupees without the prior approval of the Board of Management.</p> <p>(6) Subject to the control of the Vice-Chancellor and the Board of Management, the Controller of Finance shall –</p> <p>(i) hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University;</p> <p>(ii) see that the limits fixed by the Finance Committee for recurring and nonrecurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;</p> <p>(iii) be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;</p> <p>(iv) keep a constant watch on the cash and bank balances and investments;</p> <p>(v) watch the progress of collection of revenue and advise on the methods of collection employed;</p> <p>(vi) ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University;</p> <p>(vii) bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault; and</p> <p>(viii) call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions</p> <p><b>(7) Any receipt given by the Controller of Finance or by the person or persons duly authorized in this behalf by the Board of Management shall be a sufficient discharge for payment of</b></p>

		<b>moneys to the University.</b>
5.	Controller of Examination	<p>Vide Office Order No. F.1(6)(40)/2005/Estt./6450 Office Order 22.09.2005</p> <p>2. <b><u>Planning Division</u></b> would be responsible for the following works:</p> <p>(i) To draw a Five Years Plan for the Examinational Branch keeping in view its expanding responsibilities due to increase in the number courses and the students;</p> <p>(ii) To compile and prepare a Manual of Examinations for the University specifying the details of each and every aspect pertaining to the working of exams, particularly the role which our affiliated institutes can play in the whole process;</p> <p>(iii) To prepare Annual Plan for the Examination branch;</p> <p>(iv) To suggest and identify the areas/functions of the Examination Branch which can be outsourced;</p> <p>(v) To identify the computer software and systems pertaining to the functioning of Examination which are already available in the market.</p> <p>3. <b><u>Implementation Division</u></b> would be responsible for the following works:</p> <p>(i) Smooth conduct of all the End Term Exams.;</p> <p>(ii) To bring down the pendency to Zero level in respect of Declaration of Results, Issuance of Semester/Consolidated Mark Sheets and Degrees;</p> <p>(iii) Online and timely declaration of examination results;</p> <p>(iv) Online and timely issuance of Marks Sheets;</p> <p>(v) Online redressal of the grievances of the students.</p> <p>(vi) Any other work which was being done by Examination Branch for conduction End Term Examination.</p>





**Guru Gobind Singh Indraprastha University**  
Kashmere Gate, Delhi-110006

Annexure-1  
27

No.F.1(6)(40)/2005/Estt./6450

Dated: 22.09.2005

**OFFICE ORDER**

1. Because of administrative reasons and in the interest of the University, it has been decided to split the **Examination Branch** in two Divisions namely **Planning and Implementation**
2. **Planning Division** would be responsible for the following works:
  - (i) To draw a **Five Years Plan** for the Examination Branch keeping in view its expanding responsibilities due to increase in the number courses and the students;
  - (ii) To compile and prepare a **Manual of Examinations** for the University specifying the details of each and every aspect pertaining to the working of exams, particularly the role which our affiliated institutes can play in the whole process;
  - (iii) To prepare **Annual Plan** for the Examination branch;
  - (iv) To suggest and identify the areas / functions of the Examination Branch which can be **outsourced**;
  - (v) To identify the computer **softwares and systems** pertaining to the functioning of Examination which are already available in the market.
3. **Implementation Division** would be responsible for the following works:
  - (i) Smooth conduct of all the **End Term Exams**;
  - (ii) To bring down the **pendency** to Zero level in respect of Declaration of Results, Issuance of Semester / Consolidated Mark Sheets and Degrees;
  - (iii) Online and timely declaration of examination **results**;
  - (iv) Online and timely issuance of **Mark Sheets**;
  - (v) Online redressal of the **grievances** of the students.
  - (vi) Any other work which was being done by Examination Branch for conducting End Term Examination.
4. This Issues with the approval of the Competent Authority.

(V.K. Jain)  
Registrar

Copy to:

- (i) All Deans/Heads
- (ii) Director of Colleges
- (iii) Director, Academic Affairs
- (iv) Director, Students Welfare
- (v) Principal, Indira Gandhi Institute of Technology
- (vi) Controller of Examination
- (vii) Controller of Finance
- (viii) All Dy. Registrars / Assistant Registrars
- (ix) All affiliated Institutions
- (x) Advisor to Hon'ble Vice-Chancellor