


ii. The powers and duties of its officers and employees

The Chancellor (*Act- Section 8.*)

- (1) The Chief Minister of the State shall by virtue of his office be the Chancellor of the University.
- (2) The Chancellor, shall, if present, preside at convocation of the University for conferring degrees.


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Vice-Chancellor (Act- Section 8 (3))

There shall be a Vice-Chancellor appointed in the manner prescribed by the Statutes who shall be the Principal Executive and Academic Officer of the University and ex-officio Chairman, of the Executive Council, Academic Council and Finance Committee and he shall, in the absence of the Chancellor preside at any convocation for conferring degrees.

Statute -2:

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

Provided that, if the Chancellor does not approve any of the persons so recommended, he may call for fresh recommendations.

(2) The Committee shall consist of-

- (i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;
- (ii) a member to be nominated by the University Grants Commission; and
- (iii) two members, not being connected with the University or any institution recognized by, or associated with the University, to be nominated by the Executive Council.

(3) The Vice-Chancellor shall be a whole time salaried officer of the University.

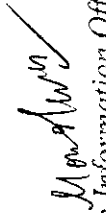
(4) The Vice-Chancellor shall hold office for a minimum term of the three years extendable upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

(5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

(i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:


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Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice – Chancellor.

(iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.

(iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.

(v) The Vice-Chancellor shall be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under sub clause (iv).

(vi) if the office of the Vice-Chancellor becomes vacant, the functions of office shall until some person is appointed under clause (i) to the vacant office, be performed by such person as is designated by the Chancellor.

3. Powers and duties of Vice-Chancellor -

(1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.

(3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.

(4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.

(5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

*** Ordinance:**

1. In addition to what is provided in the Act and Statutes, the Vice-Chancellor shall also have the following powers:-

- (i) to make appointment of staff other than teachers and officers of the University.
- (ii) to grant promotions, increments, honoraria, overtime allowance etc.. to the staff of the University.
- (iii) to sanction casual leave in favour of Deans of Schools and officers above the ranks of Deputy Registrars in accordance with the prescribed Regulations.
- (iv) to sanction special casual leave in favour of the Deans of Schools, Heads of Departments and officers of the university.
- (v) to sanction leave of all kinds (except casual leave and special casual leave as mentioned at S.No. (iii) and (iv) above in favour of all eligible employees in accordance with the prescribed leave Regulations,
- (vi) to sanction crossing of efficiency bar,
- (vii) to sanction deputation of the University staff for University work,
- (viii) to sanction deputation of officers and teachers for attending meetings and conferences organised by different academic bodies.
- (ix) to enforce discipline among the teaching and administrative staff of the University in accordance with the Statutes and Ordinances,
- (x) to admit eligible students to degree in-absentia,
- (xi) to sanction late admission of students to various courses in the teaching Departments of the University on genuine grounds and in accordance with the relevant Statutes, Regulations/ Ordinances,
- (xii) to place under suspension an officer or a teacher, on grounds of misconduct, according to the procedure laid down in the Statutes/Regulations/Ordinances and report the matter to the Executive Council when it meets next.
- (xiii) to authorise temporary appointment of teachers for a period not exceeding six months and extending it till the end of the academic session in case regular appointment against the post could not be made,
- (xiv) to sign the certificates/degrees that the University awards,
- (xv) to sanction scholarships and fellowships to students in accordance with the prescribed regulations,
- (xvi) to write-off loss not exceeding Rs. 2000/- in any individual case subject to a maximum of Rs. 10,000/- (book value) in a year,
- (xvii) to delegate any of his powers to any other officer/teacher of the University.

* Statute 3(6) of the First Statute of the University

Dean of School of Studies (Act-Section 8 (4))

There shall be a Dean for each School of Study who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute - 4

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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 for the purpose.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

(3) The Dean shall have the right to be present and to speak at any meeting of a Board or Committee of the School, as the case may be, but not the right to vote thereat unless he is a member thereof.

*** Ordinance:**

1. In addition to what is provided in the Act and Statutes, the Dean, School of Studies shall also have the following powers and duties:-

- (iii) to ensure proper functioning, due observance of statutes, regulations / ordinances and maintenance of discipline in the School,
- (iv) to ensure implementation of the decisions of the authorities of the University and the Vice-Chancellor,
- (v) to coordinate teaching and research in the School in consultation with Heads of the Departments,
- (vi) to arrange examinations of the students of the School in accordance with the statutes/ regulations/ordinances in consultation with the Heads of the Departments in the School,
- (vii) to ensure proper maintenance of record of attendance and sessional awards of students, and
- (viii) to perform such other duties as may be assigned to him by the Vice-Chancellor.

* Statute 4(2) of the First Statutes of the University

Registrar (Act-Section 8(5))

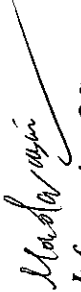
There shall be a Registrar who shall act as Secretary of the Executive Council and the Academic Council and he shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute-5

- (1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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 for the purpose.
- (3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.
- (4) The Registrar shall-
 - (a) be the custodian of the records, the common seal and other properties of the University as the Executive Council shall commit to his charge;
 - (b) conduct the official correspondence of the Executive Council and the Academic Council;
 - (c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
 - (d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;
 - (e) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (f) perform such other duties as may be specified in the Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.
- (g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff and to suspend them pending inquiry to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
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 in regard to him.
- (ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

(iii) In a case where the inquiry discloses this 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 for such action as the Vice-Chancellor may deem fit:

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


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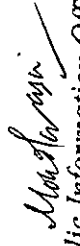
Finance Officer (Act-Section 8(6))

There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

Statute -6

- (1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
- (2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for 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 for the purpose.
- (3) 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 financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances;
Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.
- (4) Subject to the control of the Executive Council, the Finance Officer shall -
 - (a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;
 - (b) see 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 for the next financial year 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 collection of revenue, and advise on the methods of collection employed;
 - (f) have the accounts of the University regularly audited by an internal audit party;
 - (g) see that the registers of buildings, land, furniture and equipment are maintained upto date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

- (h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
- (i) Call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.
- (5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.


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Statutory Officers of the University (Act- Section 8(7))

There shall be such other officers as provided for in the Statutes. *Statute*

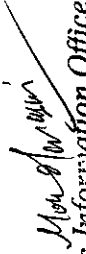
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(1) The following shall also be the officers of the University, namely:-

- (a) Dean of Students.
- (b) Chief Proctor.
- (c) Librarian
- (d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

- (b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.
- (c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for 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 for the purpose.
- (d) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.


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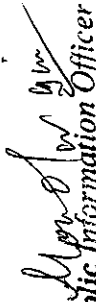
Dean of Students

** Ordinance*

1. The Dean of Students shall have the following powers and duties:-

- i) to coordinate the work of students' services and concerned agencies and motivate faculty participation in various Students' Welfare programmes.
- ii) to devise ways and means for promoting social and moral values of students and inculcating among them regard for great ideals like patriotism, devotion to duty, pursuit of truth, etc.,
- iii) to plan, organise and supervise the working of Halls, Hostels, Canteens, Cooperative Stores, Counselling /Placement Cell(s), Auditoria, Community Hall, etc.,
- iv) to plan, organise and conduct students' welfare programmes like cultural and literary activities, festivals and extension and special lectures.
- v) to ensure maintenance of discipline and deal with cases of students' indiscipline on the University Campus in accordance with the prescribed Regulations,
- vi) to provide Secretarial services to the Discipline Committee constituted in accordance with the relevant Regulations,
- vii) to prepare calendar of Students' Welfare activities of the University every year in consultation with Heads of the teaching departments,
- viii) to prepare/review the reports of activities pursued during the year,
- ix) to recommend Railway and Airline concessions in favour of students going to, their homes during vacations, educational tours, participation in tournaments, debates etc.
- x) to exercise the powers of Chief Proctor in his absence,
- xi) to perform such other functions as the Vice-Chancellor of the University may direct.

* Statute 7 (2) (d) of the First Statute of the University


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Chief Proctor (Statute 7(3))

(a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as maybe assigned to him by the Vice-Chancellor.

(b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

Librarian (Statute 7(4))

(a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;

(b) The duties and powers of the Librarian shall be regulated by the Ordinances.


* Ordinance:

1. The Librarian shall have the following powers and duties:-

- i) to ensure maintenance of library facilities.
- ii) to control the functioning of library staff.
- iii) to conduct all official correspondence for the library.
- iv) to sanction casual leave to the staff of the library.
- v) to scrutinize lists of books recommended for purchase by the Departments of the University,
- vi) to place orders for purchase of books, journals and all other requirements within the limits of the sanctioned budget allocation and in accordance with the regulations.
- vii) to process and certify all bills after proper verification and attest accession and accounts registers maintained in the library.
- viii) to write off books lost or damaged in the library up to the value of Rs. 500/- at a time and Rs. 2000/- in a year.
- ix) to act as Member- Secretary of the Library Committee.
- x) to perform such other functions as may become necessary for efficient functioning of the library or as the Library Committee/Vice-chancellor may direct.

xi) to delegate any of his powers and duties to any other officer(s) of the library
with the prior approval of the Vice-chancellor.

* Statute 7 (4)(b) of the First Statute of the University


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Controller of Examinations (Statute 7(1))

The following shall also be the officers of the University, namely:-

(d) Controller of Examinations.

The Controller of Examination shall perform such duties and discharge other responsibilities as are assigned to him by the Vice-Chancellor.

Other Officers of the University


1. In addition to the officers mentioned under Statute (7) of the First Statutes of the University, there shall be any of the following Officers, as may be decided by the Executive Council:-

- i. Deputy Registrars
- ii. Assistant Registrars
- iii. Secretary to the Vice-Chancellor
- iv. Deputy Librarian
- v. Assistant Librarian
- vi. Medical Officer
- vii. Director Physical Education
- viii. Executive Engineer
- ix. Environmentalist
- x. Students' Counsellor /Placement Officer
- xi. Cultural Officer
- xii. Technical Officer
- xiii. Security Officer

2. The duties, powers and functions of the above Officers shall be prescribed by the Vice-chancellor in consultation with the Registrar/Finance Officer/ Controller of Examinations/Librarian, etc.

3. The posts of Assistant Registrars shall be interchangeable with private secretary to the Vice-Chancellor.

* Section 15(a) and 16(b) of the Act


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