



Powers and duties of officers and employees

³[7. **Officers of the University.**- The following shall be the officers of the University :-

- (1) The Chancellor,
- (2) The Vice-Chancellor,
- (3) The Pro Vice-Chancellor,
- (4) The Financial Adviser,
- (5) The Dean, Students' Welfare,
- (6) Proctor,
- (7) Registrar,
- (8) Inspector of Colleges,
- (9) Finance Officer, and
- (10) Such other person or persons as may be declared officers of the University by the Statues.]

Legislative Changes-This section was substituted by Act 68 of 1982. Prior to its substitution this section read as follows:-

"7. **Officers of the University:**-The following shall be the Officers of the University, namely:-

- (1) the Chancellor,
- (2) the Vice-Chancellor,
- (3) the Pro-Vice-Chancellor,
- (4) the Dean, faculty of Students' Welfare,
- (5) the Registrar,
- (6) the Inspector of Colleges,
- (7) the Finance Officer,
- (8) such other persons as may be declared by the statutes to be the officers of the University."

¹[8. **Transfer of Offices.**-Officers of the University under serial nos. 4 to 9 of section 7, may be transferred by the Chancellor to another University on the same or any other equivalent post or within the University on any other equivalent post.]

Legislative changes (after 1982)- This section was substituted by Bihar Ordinance 39 of 1986 and continued till finally Act 3 of 1990 was passed breaking the chain of Ordinances. Prior to its substitution this section read as follow :

"8. **Transfer of Officers-**(i) The officers of the University (excluding the Chancellor, the Vice-Chancellor, the Pro-Vice Chancellor, Dean, Students' Welfare and Proctor) may be transferred by the Chancellor on the recommendation of the Vice-Chancellor or otherwise, to an equivalent post in another University.

(ii) The Vice-Chancellor may transfer officers mentioned in serials (5) to (8) in sub-section (1) of section 7 to any equivalent post or revert them to their substantive post in the same University".

9. The Chancellor.-(1) The Governor of Bihar shall be the Chancellor and shall, by virtue of his office, be the head of the University and the President of the Senate, and shall, when present, preside over meetings of the Senate, and at any convocation of the University.

(2) The Chancellor shall have the powers to inspect the University, its buildings, laboratories, workshops and equipment, any College or hostel, the teaching or examinations conducted, or any act done by the University, and to get such inspection done by such person or persons who may be directed by him and to inquire or to cause an inquiry made, in like manner, in respect of any matter connected with the University ²[and it shall be the duty of the officers of the concerned University and College to render necessary assistance in such inspections :]

Provided that the Chancellor shall, in every case, inform the Vice-Chancellor of his intention to inspect or inquire or to get the inspection or inquiry conducted and the University shall be entitled to representation therein.

(3)(a) The Chancellor may send the results of such inspection or inquiry to the Vice-Chancellor and the Vice-Chancellor shall communicate the views of the Chancellor to the Syndicate and the Academic Council.

³[(b) The Syndicate and the Academic Council shall report to the Chancellor within the specified period, such action, if any as has been taken or is proposed to be taken upon the results of such inspection or enquiry.]

(c) where the Syndicate and the Academic Council fail to take action up to the satisfaction of the Chancellor within a reasonable time, the Chancellor may, after considering the explanation furnished or representation filed by ⁴[xxx] the Syndicate and the Academic Council, give such direction as he considers fit and the Syndicate and the Academic Council shall at once comply :

¹[Provided that notwithstanding anything contained in sub-section (3) the Chancellor, if he deems necessary, on the basis of report received from the Vice-Chancellor or otherwise, may call for explanation from any teacher or officer of the University or colleges affiliated to it and after the consideration on the charges, issue such direction as he deems fit, and the Vice-Chancellor, the Syndicate and the Academic Council or the Governing body or Ad hoc committee, as the case may be shall comply with it within the specified period.]

²[(4) The Chancellor may, by order in writing, annul any proceeding or order of the University which is not in conformity with this Act, the Statutes, the Ordinance or the Regulation or for which adequate reason is lacking :

Provided that before making any such order or direction he shall call upon the University to show cause within the time specified why such order or direction should not be made, and if any cause is shown within the said time limit, he shall consider the same.]

¹[(4क) कुलाधिपति अपने द्वारा पारित किसी आदेश को पुनर्विलोपित कर सकेगा अथवा वापस ले सकेगा यदि वह ऐसा पुनर्विलोपन या वापसी न्याय की दृष्टि से उचित समझे अथवा अभिलेखों के आधार पर पूर्व में पारित आदेश को गलत पाये]]

(5) Every proposal for the conferment of an honorary degree shall be subject to confirmation of the Chancellor.

(6) Where power is conferred upon him by this Act or the Statutes to nominate persons to authorities and bodies of the University, the Chancellor shall, to the extent necessary and without prejudice to such power, nominate persons to represent interests not otherwise represented.

²[(7)(i) The Chancellor shall have power to transfer the officers and teachers of the University from one University to another or in the same University on the same post or on any other equivalent post; the transferees shall retain their respective seniority.

(ii) The Chancellor shall have the power to issue direction to the Universities in the administrative or academic interest of the Universities which he considers to be necessary. The direction issued by the Chancellor shall be implemented by the Vice-Chancellor, Syndicate, Senate and other bodies of the Universities as the case may be.

(iii) Any person aggrieved by such order of the Chancellor may file representation to the Chancellor, who on consideration of the representation shall have the power to affirm, modify or rescind his earlier order and pass such order or orders which he may deem fit and proper.]

²[(8) The Chancellor shall have such other powers as are conferred on him by this Act or the Statutes.]

Legislative changes (after 1982)-Sub-section 7 of this section was inserted and existing sub-section 7 re-numbered as sub-section 8 by Ordinance 39 of 1986 which was continued by successive ordinances till the enactment of Act 3 of 1990.

10. ³“(1)(i) Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

(ii) The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public notification or nomination or a talent search process or in combination. The members of the above Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance to be given in writing along with the panel to be submitted to the Chancellor.

(iii) Following shall be the constitution of the Search Committee.

(a) A member nominated by the Chancellor, who shall be an eminent Scholar/Academician of national repute or a recipient of Padma Award in the field of education and shall be the Chairman.

- (b) The Director or Head of an institute or organization of national repute, such as, India Institute of Technology, Indian Institute of Science, Indian Space Research Organization, National Law University of National Research Laboratory or Vice-Chancellor of a statutory University nominated by the Chancellor as Member.
- (c) A member nominated by the State Government who shall be an eminent Academician and have full knowledge of the academic structure and problems of higher education of the State.”

(2) The Vice-Chancellor shall be appointed by the Chancellor in consultation with the State Government.

1[(3) (a) The Vice-Chancellor shall be wholtime officer and shall hold office during the pleasure of the Chancellor.

(b) Subject to the foregoing provisions of this section the Vice-Chancellor shall ordinarily hold office for a term of three years and on the expiry of the said term he may be reappointed by the Chancellor in consultation with the State Government and he shall hold office at the pleasure of the Chancellor for a term not exceeding three years.]

1[(4) (i) उनकी नियुक्ति के अन्य बन्धेज और शर्त राज्य सरकार के परामर्ष से कुलाधिपति अवधारित करेंगे।]

(ii) जहाँ कुलपति के रूप में नियुक्त व्यक्ति केन्द्र या राज्य सरकार या किसी विश्वविद्यालय से या किसी अन्य श्रोत से पेंशन पाता हो वहाँ उसे देय पेंशन की राशि को उसे देय पेंशन का अंश माना जायेगा।]

(5) The Vice-Chancellor shall be the principal executive and academic officer of the University, the Chairman of the Syndicate and of the Academic Council and shall be entitled to be present and speak at any meeting of any authority or other body of the University and shall in the absence of the Chancellor preside over meetings of the Senate and of any convocation of the University :

(6) The Vice-Chancellor shall subject to the provisions of this Act, the Statutes and the Ordinances have power to make appointment to posts within the sanctioned grades and scales of pay and within the sanctioned strength of the ministerial staff and other servants of the University not being teachers and officers of the University and have control and full disciplinary powers over such staff and servants.

²[(7) कुलपति को सिनेट, उसकी समितियों एवं उप-समितियों, सिन्डीकेट, उसकी समितियों एवं उप-समितियों, विद्वत परिषद् एवं विश्वविद्यालय के अन्य प्राधिकारों की बैठक बुलाने की शक्ति होगी एवं वह उन बैठकों का पदेन सभापति होगा तथा अपनी अलभ्यता के कारण किसी अन्य अधिकारी को बैठक बुलाने एवं उसका सभापतित्व करने हेतु प्राधिकृत कर सकेगा।]

(8) The Vice-Chancellor shall have the powers to visit and inspect the Colleges and buildings, laboratories, workshops and equipments thereof and any other institution associated with the University, and he shall have the right of making an inquiry or causing an inquiry to be made, in like manner in respect of any matter connected with such Colleges and institutions.

(9) The Vice-Chancellor shall address the Principal of such College with reference to the result of such inspection or inquiry and, thereupon, it shall be the duty of such Principal to communicate the views of the Vice-Chancellor to the governing body of the College and to report to the Vice-Chancellor such action

if any, taken or proposed to be taken upon the result of such inspection or inquiry.

(10) It shall be lawful for the Vice-Chancellor to issue, from time to time any direction to the Principal of a College in which post-graduate teaching conducted under clause (16) of section 4 and such Principal shall comply with a..... such directions accordingly.

¹[(11) The Vice-Chancellor shall exercise general control over the educational arrangement of University and shall be responsible for the discipline of the University. It shall be lawful for the Vice-Chancellor to take all steps which and necessary for maintaining the academic standard and administrative discipline of the University.]

(12) If at any time, except when the Syndicate or the Academic Council i..... in session, the Vice-Chancellor is satisfied that an emergency has arisen requiring him to take such immediate action involving the exercise of any power vested in the ²[Syndicate or Academic Council] by or under this Act, the Vice-Chancellor shall take such action as he deems fit, and shall report the action taken by him to such authority which may either confirm the action so taken or disapprove of it.

(13) It shall be the duty of the Vice-Chancellor to see whether the proceeding of the University are carried on in accordance with the provisions of this Act, the Statutes, the Ordinance, the Regulations and the Rules or not and the Vice-Chancellor shall report to the Chancellor every proceeding which is not in conformity with such provisions.

For so long as the orders of the Chancellor are not received on the report of the Vice-Chancellor that the proceeding of the University is not in accordance with this Act, the Statutes, the Ordinance, the Regulation and the Rules, The Vice-Chancellor shall have the powers to stay the proceeding reported against.

³[(14) कुलपति को विष्वविद्यालय द्वारा घोषित किसी विभाग या महाविद्यालय के किसी शिक्षक को कुलाधिपति द्वारा स्वीकृत मार्ग निर्देशक सिद्धान्त के अनुसार उस विष्वविद्यालय द्वारा घोषित किसी अन्य विभाग या महाविद्यालय के किसी समकक्ष पद पर स्थानान्तरित करने की शक्ति होगी ।]

⁴[**Illustration-** 'equivalent post' means Reader and Principal in the pay-scale of Reader, Professor and Principal in the pay-scale of Professor.]

³[(15) The Vice-Chancellor shall exercise such other powers and perform such other duties as are conferred or imposed on him by this Act, the Statutes, the Regulations or the Rules.]

⁴[(16) The Vice-Chancellor shall have overall responsibility in maintaining good academic standard and promoting the efficiency and good order of the University.

(17) Save as otherwise provided in the Act, or the Statutes the Vice-Chancellor of the Chancellor, and teachers and shall define their duties;

(18) The Vice-Chancellor shall have power to take disciplinary action against all employees of the University including officers and teachers of the University;

(19) An appeal shall lie to the Chancellor against the order of the Vice-Chancellor imposing the penalty of dismissal, removal from service or reduction in rank.]

Legislative changes (after 1982)- This section has registered following changes;

- (i) Substitution of sub sections (3), (4), (11),
- (ii) Insertion of illustration to sub-section (14), and
- (iii) Insertion of sub-sections (16) to (19).

The amendments having started from Ordinance 39 of 1986 till Act 3 of 1990 provides different date of effect to the different amendments made in the section.

The date of effect for the substitution of sub-section (11), insertion of illustration to sub-section (14) and insertion of sub-sections (16) to (19) is 17.12.1986 when Ordinance 39 of 1986 was promulgated. The substitution of sub-sections (3) is effective from 18.4.1987 when Ordinance 13 of 1987 was promulgated.

The substitution of sub-section (4) is effective from 30.1.1990 being the date of enactment of Act 3 of 1990.

Sub-sections- (3), (4) and (11) originally read as follows:-

“(3) The Vice-Chancellor shall be a whole time officer and shall hold office for a period of three years with effect from the date on which he assumed charge. On the expiry of the said period, he may be re-appointed for another term not exceeding three years.”

“(4) (i) The Vice-Chancellor shall be paid a salary of three thousand rupees per mensem. Other terms and conditions of his appointment shall be determined by the Chancellor in consultation with the State Government.

(ii) Where the person appointed as Vice-Chancellor is in receipt of a pension from Central or State Government the amount of the pension payable to him shall be treated as part of the salary specified in clause (i).”

“(11) The Vice-Chancellor shall give effect to the orders of the Syndicate regarding the appointment, transfer, dismissal or suspension of an officer or teacher of the University and shall exercise general control over the educational arrangements of the University and shall be responsible for the discipline of the University.”

11. Removal of the Vice-Chancellor.- (1) If at any time and after such inquiry as may be considered necessary, it appears to the Chancellor that the Vice-Chancellor-

- (i) has failed to discharge any duty imposed upon him by or under this Act, the Statutes, the Ordinances, or
- (ii) has acted in a manner prejudicial to the interests of the University, or
- (iii) is incapable in managing the affairs of the University, then the Chancellor may, notwithstanding the fact that the term of office of the Vice-Chancellor has not expired, require, the Vice-Chancellor, by an order in writing stating the reason therefor, and after consulting the State Government, to resign his post from the date, as may be specified in the order.

(2) No orders under sub-section (1) shall be passed unless a notice stating the specific grounds on which such action is proposed

has been served and a reasonable opportunity to show cause against the proposed order has been given to the Vice-Chancellor.

(3) On and from the date specified in sub-section (1), it shall be deemed that the Vice-Chancellor has resigned his post and the office of the Vice-Chancellor shall be deemed vacant.

12. Pro-Vice-Chancellor.¹[(1) The Pro-Vice-Chancellor shall be appointed by the Chancellor in consultation with the State Government in the same manner as prescribed for appointment or Vice-Chancellor.]

(2) The Pro-Vice-Chancellor shall be a whole-time officer of the University. He shall hold office, on such conditions as may be determined, by the Chancellor, in consultation with the State Government, for a period not exceeding three years during the pleasure of the Chancellor.

¹[(3) Where the person appointed as Pro-Vice-Chancellor gets pension from the Central or the State Government or any University or from any other source, the amount of pension due to him from such source shall be deemed to be the part of his salary as Pro-Vice-Chancellor.]

¹[(4) Subject to the provisions of this Act, the Pro-Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed or as may be conferred or imposed on him, from time to time, by the Vice-Chancellor.]

¹[(5) ²[The Pro-Vice-Chancellor shall be responsible for admission and conduct of the examination up to Bachelor course and the publication of the result of the examination conducted by the University up to Bachelor course and shall be responsible for student welfare.]

³**[12A. Financial Adviser.-** (1) The Financial Adviser shall be a whole time officer. He shall be appointed by the Chancellor either on deputation or by re-employment from amongst the officers of the Indian Audit and Accounts Services or from any other Accounts Service of Government of India. Until such an officer is appointed the present incumbent may continue to work as the Financial Adviser.

(2) The terms and conditions of service of the Financial Adviser shall be determined by the Chancellor in consultation with the State Government and he shall ordinarily hold the post for three years.

(3) In all proposal having financial implication the advice of the Financial Adviser shall be mandatory.

(4) The Financial Adviser shall be ex-officio member of the Finance Committee.

(5) The Financial Adviser shall work under the Administrative control of the Vice-Chancellor and Finance Officer shall work directly under the control of the Financial Adviser.

(6) It shall be the responsibility of the Registrar to obtain the advice of the Financial Adviser on all matters having financial implication. Moreover, it shall be the responsibility of the Registrar to mention specifically at the time of placing such a proposal before the Syndicate that the concurrence of the Financial Adviser has been obtained or that he has not concurred in the proposal.

(7) If in any financial proposal the Vice-Chancellor or the Syndicate takes a decision contrary to the advice of the Financial

Adviser, such a decision shall not be implemented and shall be forwarded by the Vice-Chancellor to the Chancellor, whose decision in the matter shall be final and binding.

(8) Preparation of the University Budget, maintenance of accounts, audit of accounts from time to time, compliance of the audit objections, timely receipt of grants from the State Government in accordance with the approved budget and also of grants from the University Grants Commission, arrangements for keeping the same properly and timely submission of utilization certificate of the University grants in the prescribed manner shall be the responsibility of the Financial Adviser.

(9) It shall also be the responsibility of the Financial Adviser to see that all financial matters of the University are dealt with in accordance with the Act, the Ordinance, the Statutes, the University Ordinances, Regulations and Rules framed thereunder.]

¹[13. Arrangement of work during temporary absence of the Vice-Chancellor.- (1) During the temporary absence of the Vice-Chancellor by reason of leave, illness or for any other cause, the information of which shall immediately be communicated to the Chancellor by the Vice-Chancellor, the Pro-Vice-Chancellor or the Registrar, the Chancellor may make such arrangement for the performance of the duties of the office of the Vice-Chancellor as he deems fit :

Provided that until such arrangement is made, in case of the temporary absence of the Vice-Chancellor, it shall be lawful for the Pro-Vice-Chancellor, perform the duties of the Vice-Chancellor.

(2) in case of vacancy of the post of the Vice-Chancellor caused due to resignation, death, completion of the term or any other reason the Chancellor on the basis of the information received from the Pro-Vice-Chancellor or Registrar or any other source, may make such arrangements for the performance of the duties of the office of the Vice-Chancellor, as he deems fit.]

14. The Dean of Students' Welfare.-(1) The Dean of Students' Welfare shall be appointed by the Vice-Chancellor for a period of two years from amongst the University Professor, Readers or Principals :

¹[Provided that if the Vice-Chancellor thinks it necessary for administrative reasons he..... may revert the Dean to his original post and appoint another person as Dean for the une..... Period.]

(2) The duties, powers and functions of the Dean of Students' Welfare shall be p..... by the Statutes.

(3) The teacher appointed as the ¹[Dean, Students' Welfare] under sub-section (1) shall hold on his original post, and he shall be eligible for all the which would havewise accrued to him, in case he would not have appointed as ²[Dean, Students' Welfare].

²[14A. Proctor.-(1) The Vice-Chancellor shall appoint 'Proctor' from a..... such teachers of the University as are not below the rank of Reader.

(2) His tenure shall be of two years and on the expiry of his tenure, he may again be appointed :

Provided that if at any time the Vice-Chancellor thinks it proper on administrative grounds, he may send the Proctor back to his original post and appoint another person as Proctor for the unexpired period of his term.

(3) In case of vacancy of the Proctor caused due to resignation or illness or any other reason his duties shall be discharged by person appointed for the purpose by the Vice-Chancellor.

(4) Duties of the Proctor shall be determined by the Statutes.]

²[14B. समायोजक (को-आर्डिनेटर) कॉलेज विकास परिषद :- (i) कुलपति विष्वविद्यालय के ऐसे शिक्षकों के बीच से, जो उपाचार्य की पंक्ति से नीचे के न हों को-आर्डिनेटर कॉलेज विकास परिषद की नियुक्ति कर सकेगा।

(ii) उसकी पदावधि तीन वर्षों की होगी और पदावधि समाप्त होने के बाद दो वर्षों से अनधिक अवधि के लिए पुनर्नियुक्ति का पात्र हो सकेगा; परन्तु यदि कुलपति किसी समय प्रशासनिक कारणों से उचित समझे तो को-आर्डिनेटर को अपने मौलिक पद पर लौटा सकेगा अथवा यदि वह सेवा निवृत्ति की उम्र प्राप्त कर चुके हों तो उनकी सेवा समाप्त कर सकेगा तथा अनवसित अवधि के लिए किसी दूसरे व्यक्ति की नियुक्ति की जायेगी।

(iii) को-आर्डिनेटर की सेवा शर्तें, उनके कर्तव्य तथा वेतन परिणियमों द्वारा अवधारित किए जायेंगे।]

¹[15. The Registrar.- ²[(1) Notwithstanding any provisions of the Act, if the Chancellor thinks fit, he may request the State Government, Central Government, University Grants Commission or any University to send names of suitable officers including the retired officers of Bihar Administrative Services for the post of Registrar, and in that case State Government, Central Government, University Grants Commission or and University may send the name of one or more officers for consideration for appointment as Registrar under such terms and conditions of service, as he may consider fit, and then the Chancellor shall appoint the Registrar from amongst them.

(2) The Registrar shall be wholetime officer of the University and he shall act as Secretary to the Senate, the Syndicate and the Academic Council and shall :-

- (a) be the custodian of the records, the common seal and such other properties of the University as the Vice-Chancellor and the Syndicate shall commit to his charge ;
- (b) conduct the official correspondence of the University, and shall maintain the proper investment of the University ;
- (c) perform such other duties as may be specified in the Statutes or prescribed by the Ordinance or the Regulation or as may be required from time to time by the Vice-Chancellor, Pro-Vice-Chancellor or the Syndicate ;
- (d) 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 ;
- (e) render assistance to the Vice-Chancellor and Pro-Vice-Chancellor in discharge of their duties in regard to the conduct of the examination and the publication of the results ;
- (f) look after the proper functioning of the institutions affiliated to the other than the Constituent Colleges and

the Departments of University and shall report to the Vice-Chancellor ;

- (g) have power to take disciplinary action against the employees belonging to the Ministerial staff and to suspend them pending inquiry to administer warning 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 against him.

- (3) (a) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of withholding the increment.
- (b) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry make a report to the Vice-Chancellor alongwith his recommendation for such action as the Vice-Chancellor may deem fit.
- (c) The Registrar may be transferred by the Chancellor from one University to another University, on the same or on any equivalent post or within the same University on any other equivalent post.]

Legislative charges (after 1982)- This section originally read as follows:-

“15. The Registrar:- Registrar shall be a whole-time officer of the University and he shall act as Secretary to the Senate, the Syndicate and the Academic Council and he-

- (a) shall manage the property and investment of the University;
- (b) shall sign all contracts made on behalf of the University;
- (c) shall exercise and perform such other powers and duties as may be prescribed by the Statutes, the Ordinance, the Regulations or the Rules or as may, from time to time, be conferred and imposed on him by the Senate, the Syndicate and the Academic Council;
- (d) shall generally render such assistance to the Vice-Chancellor as may be desired by him in the performance of his duties; and.
- (e) The Registrar may, on the recommendation of the Vice-Chancellor or otherwise be transferred by the Chancellor from one University to another University on the same or any other equivalent post, or within the same University to any other equivalent post.”

The first change in this section was brought by Ordinance 29 of 1986 (w.e.f. 1.10.1986) by which a new clause (f) was inserted which reads as follows:-

- “(f) Notwithstanding any provisions of the Act, if the Chancellor thinks fit, he may request the State Government, Central Government, University Grants Commission or any University to send names of suitable officers for the post of Registrar, and in that case the State Government, Central Government, University

Grants Commission or any University may send the names of one more officer for consideration for appointment of Registrar under such terms and conditions of service as he may consider fit and then, the Chancellor may appoint the Registrar from amongst them.”

By Ordinance 39 of 1986 (w.e.f. 17.12.186) the whole section was substituted and it read as follows:-

“15 The Registrar:- (i) The Registrar shall be a wholetime officer of the University and he shall act as Secretary to the Senate, the Syndicate and the Academic Council and shall,-

- (a) be the custodian of the records, the common seal and such other properties of the Universities as the Vice-Chancellor and the Syndicate shall commit to his charge;
- (b) conduct the official correspondence of the University and shall maintain the proper investment of the University;
- (c) perform such other duties as may be specified in the Statutes or prescribed in the Statutes or prescribed by the Ordinance or the Regulation or as may be required from time to time by the Vice-Chancellor, Pro-Vice-Chancellor or the Syndicate;
- (d) represent the University in suits or proceedings or against the University sign Powers Attorney and verify pleadings or depute his representative for the purpose;
- (e) render assistance to the Vice-Chancellor and Pro-Vice-Chancellor in discharge of their duties in regard to the conduct of the examination and the publication of the results;
- (f) look after the proper functioning of the institutions affiliated to the University other than the Constituent Colleges and the Department of University and shall report to the Vice-Chancellor;
- (g) have power to take disciplinary action against the employees belonging to the ministerial staff and to suspend them pending inquiry, to administer warning 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 against him;

- (ii) (a) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment;
- (b) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry make a report to the Vice-Chancellor along with his recommendation for such action as the Vice-Chancellor may deem fit.
- (c) The Registrar may be transferred by the Chancellor from one University to another University, on the same or on

any equivalent post or within the same University on any other equivalent post.”

The next Ordinance in the series i.e. 13 of 1987 (w.e.f. 18.4.1987) again substituted this section and it continued till Act 3 of 1990 was passed and exists till today.

16. The Finance Officer.- The Finance officer shall be a whole-time officer of the University and shall act as Secretary to the Finance Committee, and shall exercise such powers and perform such duties as may be prescribed by the Statutes, the Ordinance the Regulations and the Rules or as may, from time to time, be conferred, or imposed on him by the Senate, the Syndicate, the Vice-Chancellor, the ¹[Financial Adviser] or the Registrar.