

**FINANCE  
OFFICER**

- 5 (1) The Finance Officer shall be a whole-time salaried officer of the University.
- (2) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances:
- \* Provided that a Finance Officer shall retire on attaining the age of sixty two years:
- (3) When the Office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence, 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 for the purpose.
- (4) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such committee.
- (5) 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 ten thousand rupees without the previous approval of the Executive Council.
- (6) Subject to the control of the Executive Council, the Finance Officer shall :-
- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University 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;

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\* Amended with approval of the Visitor vide  
MHRD letter No. F.39-20/2006 Desk (U) dt. 20.03.2007

- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (f) ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all Offices, Special Centres, Specialised Laboratories, Colleges and Institution maintained by the University;
  - (g) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
  - (h) call for from any Office, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (7) The receipt of the Finance Officer of the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.
- 6 (1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the school for a period of three years and he shall be eligible for reappointment: *DEANS OF SCHOOLS OF STUDIES*
- \* Provided that a Dean on attaining the age of sixty five years shall cease to hold office as such:
- Provided further that if, at any time, there is no Professor in a School, the Vice-Chancellor, or a Director authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.
- (2) When the Office of the Dean is vacant or when the Dean is, by reason of illness, absence 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 for the purpose.
  - (3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School. The Dean shall have such other functions as may be prescribed by the Ordinances.
  - (4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

\* Amended with approval of the Visitor vide  
MHRD letter No. F.39-16/2011 Desk (U) dt. 26.03.2012

HEADS OF DEPARTMENTS	7	(1)	In the case of Departments which have more than one Professor, the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors.
		(2)	In the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Head of the Department;  Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department.
		(3)	A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.
		(4)	A head of a Department may resign his office at any time during his tenure of Office.
		(5)	A Head of a Department shall perform such functions as may be prescribed by the Ordinances.
PROCTORS	8	(1)	Every Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
		(2)	Every Proctor shall hold office for a term of two years and shall be eligible for reappointment. .
LIBRARIAN	9	(1)	Every Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and he shall be a whole time officer of the University.
		(2)	Every Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.
MEETING OF THE COURT	10	(1)	An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.
		(2)	At an annual meeting of the Court, a report on the working of the University during the previous year together with a statement of the receipts and expenditure, the balance-sheet, as audited and the financial estimates for the next year shall be presented.

- (3) A copy of the statement of receipts and expenditure, the balance-sheet and the financial estimate referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.
- (4) One-third of the total members of the Court shall form quorum for a meeting of the Court.
- (5) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor, or if there is no Vice-Chancellor, by the senior-most Director or if there is no Director, by the Registrar.

10(A) (1) The Court shall consist of the following members, namely:-

*THE COURT*

**EX-OFFICIO MEMBERS:**

- (i) Vice-Chancellor;
- (ii) The Director of Studies, Educational Innovations and Rural Reconstruction;
- (iii) The Director of Culture and Cultural Relations;
- (iv) The Director of Physical Education, Sports, National Service and Student Welfare;
- (v) Two Deans of Schools to be nominated by the Vice-Chancellor by rotation according to seniority;
- (vi) Ten Heads of the Departments of the University to be nominated by the Vice-Chancellor by rotation according to seniority;
- (vii) Registrar;
- (viii) Librarian;
- (ix) Finance Officer;

**REPRESENTATIVES OF TEACHERS:**

- (x) Two Professors of the University who are not Deans of Schools, Two Readers, who are not Heads of Departments of the University and two Lectures to be nominated by the Vice-Chancellor by rotation according to seniority;

- (vi) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the university, and for that purpose, to appoint such agents as it may think fit;
- (vii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- (viii) to invest any money belonging to the University including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
- (ix) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (x) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xi) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xii) to entertain, adjudicate upon, and, if thought fit, to redress any grievances of the employees and students of the University, who may, for any reason feel aggrieved;
- (xiii) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and traveling and other allowances, after consulting the Academic Council;
- (xiv) to select a common seal for the University and provide for the custody and use of such seal;
- (xv) to make such special arrangements as may be necessary for the residence and discipline of women students;
- (xvi) to delegate any of its powers to the Vice-Chancellor, the Directors, the Registrar or the Finance Officer or such other employee or authority of the University or to a committee appointed by it as it may deem fit;
- (xvii) to institute fellowships, scholarships, studentships, medals and prizes; and
- (xviii) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes.

- (c) measures for the improvement of the standard of post-graduate teaching and research:

Provided that the above functions of a Board of Postgraduate Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department.

- (4) The constitution and functions of a Board of Under-graduate Studies and the term of office of its members shall be prescribed by the Ordinances.

- 18 (1) The Finance Committee shall consist of the following members, namely :-

**FINANCE  
COMMITTEE**

- (i) The Vice-Chancellor;
  - (ii) A Director appointed by the Executive Council;
  - (iii) Three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and
  - (iv) Three persons nominated by the Visitor.
- (2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
  - (3) All the members of the Finance Committee, other than *ex-officio* members, shall hold office for a term of three years.
  - (4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.
  - (5) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinise proposals for expenditure.
  - (6) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.
  - (7) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).