



**YASHWANTRAO CHAVAN
MAHARASHTRA OPEN UNIVERSITY**

**'Dnyangangotri', Near Gangapur Dam, Goverdhan Village,
Nashik – 422 222**

MANUAL 2

**Powers and duties of the Officers
of the University**

Right to Information Act, 2005 under
[Section 4(1) (b) (ii)]





Yashwantrao Chavan Maharashtra Open University

Manual 2

Information to be published under section 4 (1) (b) (ii)

Powers and duties of the Officers

1. Powers and duties of officers and employees:

As per the section 9 of the Act the officers of the YCMOU are:

- (1) The Vice-Chancellor;
- (01 A) The Pro-Vice-Chancellor;
- (2) The Directors;
- (02A) The Controller of Examinations;
- (3) The Registrars;
- (4) The Finance Officers; and
- (5) Such other officers as may be declared by the Statutes to be officers of the University.

1. Powers and duties of Vice Chancellor

As per the section 10 of the YCMOU Act,

(1) Vice-Chancellor

- 1.1 The Vice-Chancellor shall be appointed by the Chancellor in such manner, for such term and on such emoluments and other conditions of service as may be prescribed by the Statutes.
- 1.2 The Vice-Chancellor shall be the principal academic and executive officer of the University, and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
- 1.3 Notwithstanding anything contained in this Act, the Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the



action taken by him on such matter in its next meeting:

Provided that, if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final: Provided further that, any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Board of Management within ninety days from the date on which such action is communicated to him and thereupon the Board of Management may confrm, modify or reverse the action taken by the Vice-Chancellor.

1.4 Notwithstanding anything contained in this Act, the Vice-Chancellor, if he is of the opinion that any decision of any authority is beyond the powers of the authority conferred on it by the provisions of this Act, Statutes or Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review its decision either in whole or in part as directed by the Vice-Chancellor or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final : Provided that, the decision of the authority concerned shall remain suspended during the period of review of such decision by the authority or the Chancellor, as the case may be, under this sub-section.)

1.5 The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances.

Further, the statues defined under first statutes are reproduced as under:

01. The Vice-Chancellor



- (1) The Vice-chancellor shall be a whole time salaried officer of the University.
- (2) The Vice-Chancellor shall be appointed by the Chancellor from out of a panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a committee constituted under clause
- 3) Provided that, if the Chancellor does not approve of any of the persons so recommended, he may reconstitute the committee if he deems fit and call for fresh recommendations.
- 4) The committee referred to in clause (2) shall consist of three members of whom two members not connected with the University shall be nominated by the Board of Management and one by the Chancellor and the person nominated by the Chancellor shall be the convener of the Committee:

Provided that, no person who is an employee of the University or a member of any authority of the University shall be nominated to be a member of the Committee.

The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier, and he shall not be eligible for re-appointment :

Provided that, the Chancellor may require any Vice-Chancellor after his term has expired, to continue in office for such period not exceeding a total period of one year as may be specified by him.

- 5) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:
 - (a) There shall be paid to the Vice-Chancellor a salary of Rs. 7,600 per month and he would be entitled to the free use of the University car and without payment of rent to the use of 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.

- (b) In addition to the salary specified in sub-clause (a) the Vice-Chancellor shall be entitled to such other allowances as are admissible to the University employees from time to time.
- (c) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the State Government:

Provided that, where an employee of the University or a College or of any other University or any institution maintained by or affiliated to such other University is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provided fund of which he is a member and the University shall contribute to the account of such person in that provident fund, but under this provision the pay for the purpose of subscription to the provident fund shall be the pay drawn by him as Vice-Chancellor: Provided further that, where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

- (d) The Vice-Chancellor shall be entitled to traveling allowance at such rates as may be approved by the Chancellor from time to time.
- (e) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.
- (f) In addition to the leave referred to in sub-clause (e), the Vice-Chancellor shall be entitled to half pay leave at the rate of twenty days per year of every completed year of service and the half pay leave may be availed of as commuted leave on full pay



on medical grounds.

- (g) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties due to ill-health or any other cause, the Chancellor may, appoint any suitable person including the Director to act as Vice- Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.

Powers and functions of the Vice-Chancellor

- (1) The Vice-Chancellor shall be ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.
- (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any other authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority of body.
- (3) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes, Ordinances and regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall, subject to the provisions of sub-section (4) of section 10, give effect to the decisions of all the authorities of the University.
- (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 powers to such persons or persons as he may deem fit.



- (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.
- (7) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desires, delegate such powers to another officer of the University. ,
- (8) The Vice-chancellor shall have the power to convene or cause to be convened, the meetings of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.
- (9) The Vice-Chancellor shall have the following further powers, namely:
 - (a) to appoint such professors, ASSOCIATE PROFESSORs, ASSISTANT PROFESSORs and other teacher as may be necessary, with the prior approval of the Board of Managements;
 - (b) to appoint course writers, script writers, counsellors, programmers, artists and such other persons as may be considered necessary for the efficient functioning of the University;
 - (c) to make short term appointments for a period not exceeding six months at a time, but which may further be extended for a period not exceeding one year in the aggregate, of such persons as may be considered necessary for the functioning of the University;
 - (d) to arrange for the establishment and maintenance of regional and study centres at different places as may be required from time to time and delegate to any employee such powers as are necessary for their efficient functioning.



Powers and Function of the Directors

The sub statute 3 of the first statutes of the Act defines the functions and powers of the Directors as follows.

03. The Directors

- (1) Every Director shall be appointed by file Board of Management on the recommendations of-
 - (a) the Vice-Chancellor, if the candidate to be appointed is already a teacher of the University; and
 - (b) a selection committee constituted for the purpose, in case the candidate to be appointed is from outside the University.
- (2) Every Director shall be a whole-time salaried officer of the University.
- (3) The emoluments and other conditions of service of the Director shall be prescribed by the Statutes :

Provided that, a Director shall retire on attaining the age of sixty years.

- (4) A Director shall exercise such powers and perform such functions as may be prescribed by the Ordinances.

04. Powers and Function of the Registrars

The section 12 of the YCMOU Act defines the power and functions of Registrar(s) as under.

12. Registrar

- (1) The Registrar shall be appointed in such manner, on such emoluments and other conditions of service as may be prescribed by the Statues.
- (2) A Registrar empowered by the Board of Management shall have the power to enter into and sign, agreements and authenticate



records on behalf of the University.

- (3) Every Registrar shall exercise such powers and perform such functions as may be prescribed by the Statutes.
- (4) The term of office of the Registrar shall be of five years and shall be eligible for reappoint for a similar term.
Further the sub statute 4 of the first statutes of the Act defines the powers and functions of the Registrar(s) as under.

04. The Registrars

- (1) Every Registrar shall be appointed by the Board of Management on the recommendations of a selection committee constituted for the purpose and he shall be whole-time salaried officer of the University.
- (2) The emoluments and other conditions of service of a Registrar shall be such as may be determined by the Board of Management with the approval of the Chancellor:

Provided that, a Registrar shall retire on attaining the age of fifty-eight years.
- (3) A Registrar designated by the Board of Management shall have powers to take disciplinary action against such of the employees, excluding teachers and other members as the Board of Management may, by order, specify.
- (4) An appeal shall lie to any officer so designated by the Board of Management against any order made by the Registrar in pursuance of clause (3).
- (5) In case where all enquiry discloses that a punishment beyond the powers of a Registrar is called for, the Registrar shall, consequent to the enquiry, 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 Board of Management against an order of the Vice Chancellor imposing monetary penalty.

(06) Such of the Registrars as is designated by the Board of Management shall be -

(a) the Secretary to the Board of Management,

(b) the Member-Secretary of the Academic Council,

(c) the Member-Secretary of the Planning Board.

(07) (01) A Registrar so designated shall -

(a) 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;

(b) issue notices and convene meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;

(c) keep the minutes of the meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;

(d) conduct the official proceedings and correspondence of the Board of Management, the Academic Council and the Planning Board;

(e) supply to the Chancellor, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

(f) represent the University in suits or proceedings by or against the University, sign powers of attorney, verify pleadings and depose



his representative for the purpose;

(g) prepare the annual report of the University; .

(h) perform such other functions as may be specified in these Statutes, Ordinances or regulations or as may be required from time to time by the Board of Management, the Vice-Chancellor.

(02) When the office of the Registrar is vacant or when the Registrar is by reason of ill-health, absent or due to any other cause unable to perform his functions as Registrar, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose,

05. Powers and Function of the Finance Officer

The powers and functions of Finance Officer are described in the YCMOU Act section 5 as under.

05. The Finance Officer

(01) The Finance Officer shall be appointed by the State Government by a notification published In the Official Gazette. His appointment shall be for such period and on such terms and conditions as the State Government may determine. He shall be a whole-time salaried officer and shall work under the control of the Vice-Chancellor.

(02) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of ill-health absent or due to any other cause unable to perform his functions as Finance Officer, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(03) The Finance Officer shall-



- (a) exercise general supervision of the funds of the University and advice it as regards its financial policies;
- (b) 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 :

Provided that. the Finance Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Board of Management.

(04) Subject to the control of the Vice-Chancellor and the Board of Management, the Finance Officer shall -

- (a) hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University;
- (b) ensure 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;
- (c) be responsible for the preparation of the annual budget estimates and the annual accounts of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;
- (d) keep a constant watch on the cash and bank balances and investment;
- (e) watch the progress of collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of equipments and other materials in the offices of the University



including regional centers, study centers and other institutions maintained by the University;

- (g) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities and suggest appropriate action against persons at fault;
 - (h) call from any office of the University, including regional centers, study centers and other institutions, maintained by the University, any information or reports that he may consider necessary for the performance of his functions.
- (05) Any receipt given by the Finance Officer or by the person or persons duly authorized in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.



The powers and duties of other employees of the university

The powers and duties of the other employees has been adopted by the Board of Management of the University and circulated to them.

Duties and Responsibilities for the various employees working in the YCMOU..

1. Registrar and Equivalent Cadres

- (1) The Registrar, as the chief administrative officer of the University, shall regulate the work, conduct the affairs of the departments, branches, sections, units placed under his charge as well as of the officers and other employees of the University in accordance with the provision of the Acts, Statutes, Ordinances, Rules and Regulations. The Registrar shall assess and evaluate the performance of the officers, employees and others connected thereto and take such measures as he may deem fit to regularise and to improve the working of the University.
- (2) The Registrar shall, subject to the decision of the University authorities, enter into agreement, sign document and authenticate record on behalf of the University.
- (3) The Registrar shall be the custodian of the records common seal and such other property of the University as the Board of Management may commit to his charge.
- (4) (a) The Registrar shall issue notice, agenda, furnish information on the items of the agenda and keep the minutes of all the meeting of the Board of Management, the Academic Council and the Boards and Committees constituted by the Act or by the authorities of the University,



of which he is or deemed to be Secretary.

(b) The Registrar shall implement the decisions of such authorities effectively and expeditiously.

(c) The Registrar shall refer the decision of the authority to such other body or authority as may be necessary for consideration, approval sanction or ratification, as the case may be.

(d) The Registrar shall submit to the Vice-Chancellor the decision of the authority or the body, which according to him is not consistent with the provisions of the Act, Statute, Ordinance, Rules, Regulations or is not in the interest of the University.

(5) ~~The Registrar shall be competent to~~ ~~manage~~ ~~the~~ ~~work~~ ~~of~~ ~~the~~ ~~various~~ ~~departments~~ ~~and~~ ~~units~~ ~~etc.~~ ~~as~~ ~~well~~ ~~as~~ ~~Sub-~~ ~~Centre(s)~~ ~~so~~ ~~as~~ ~~to~~ ~~ensure~~ ~~smooth~~ ~~and~~ ~~efficient~~ ~~functioning~~ ~~of~~ ~~the~~ ~~departments~~ ~~,~~ ~~branches~~ ~~,~~ ~~sections~~ ~~,~~ ~~units~~ ~~,~~ ~~sub-~~ ~~centres~~ ~~of~~ ~~the~~ ~~University~~.

(6) The Registrar, with prior approval of Vice-Chancellor, shall be competent to transfer the employees in Class I, II, III and IV in accordance with the exigency and the procedure prescribed.

(7) (a) The Registrar, as the chief administrative officer, shall supervise the working of all the employees in Class I, II, III and IV so as to ensure that they function efficiently and yield maximum of their capacity.

(b) The Registrar, in consultation with the Directors of the School, branch or section, shall ensure that the employee complies with the



requirements of the Act, Statutes, Ordinances, Rules & Regulations, orders of the Government and the Authority and serves well in furtherance to objectives of the University.

- (8) The Registrar shall have the power to visit and examine, records, papers, documents of any branch, section, unit of the University as well as University departments in connection with the administrative matters.
- (9) The Registrar shall deal with all legal matters connected with the Section which are directly under his control including signing Vakalatanama and executing affidavit (s) etc.
- (10) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or as may be directed by the Vice-Chancellor from time to time.



Duties and Responsibilities for the various employees working in the YCMOU..

2. Finance Officer

The Finance Officer shall perform following duties and responsibilities.

- (1) As Receiving and Paying Officer - The Finance Officer shall receive all moneys (other than moneys received in colleges) due to and receivable on behalf of the University and bring them promptly to the account and pay or otherwise settle all claims preferred against the University.
- (2) As the Accounting officer - The Finance Officer shall compile accounts of the University in accordance with the rules and procedure prescribed in the Accounts Code.
- 3) As Primary Auditor - The Finance Officer shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the University.
- 4) As Financial Advisor - The Finance Officer shall be the chief financial advisor to Vice-Chancellor and to the University in all matters relating to the accounts and budget estimates or to the operation of the Accounts Code generally. No financial sanction shall, therefore, be issued by any authority without prior consultation with him and no transaction project or proposal shall be transacted, undertaken or made without obtaining his prior opinion regarding its financial propriety.
- 5) The Finance Officer shall keep himself fully conversant with all sanctions and orders made by the office and with other proceedings of the university



which may affect the estimates or accounts of actual or anticipated receipts and charges. He shall advise the Vice-Chancellor and the University on the financial effects of all the proposals for expenditure and keep a watch as far as possible, over all the liabilities as soon as they are incurred, particularly in respect of liabilities incurred against the grants of the funding agency.

- (5) The Finance Officer shall be consulted on all matters relating to finances, budget and accounts and copies of all sanction orders of proceedings involving financial implications shall be supplied to him as and when they are issued.
- (6) The Finance Officer shall be the principal controlling and supervising officer of the staff in the Finance Branch as well as in the decentralised finance units and the staff dealing with the accounts placed under various departments, branches, sections, units of the University. The Finance and Accounts Officer shall be competent to effect internal transfer of the staff under his control in consultation with the Registrar.
- (7) (a) The Finance Officer shall issue notice, prepare agenda, furnish information on the items of the agenda and keep the minutes of the Finance and Accounts Committee, Purchase Committee and any other committee appointed either by the Board of Management, Finance Committee or the Purchase Committee or any other body of which he is or deemed to be the Secretary.
(b) He shall implement the decision of the Finance Committee, Purchase Committee or any other committee or body faithfully, effectively and expeditiously.
(c) He shall refer the decision of the Finance Committee, Purchase Committee, or such other authority or body to appropriate body or



authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.

- (d) He shall submit to the Vice-Chancellor the decision of the authority or the body which according to him is not consistent with the provision of the Act, Statutes, Ordinances, Rules and Regulations or is not in the interest of the University.
- (9) The Finance Officer shall, subject to the proper implementation of the project, programme, scheme or activity and completion of the formalities thereto as the case may be, and in consultation with the officer In-charge by whatever designation, prefer timely claims to the funding agencies, sanctioning the project, programme, scheme or activity to the University; disburse the amount received thereunder to the officer in-charge of the said project, programme, scheme or activity as the case may be, account for the same, audit or cause to audit the expenditure and certify the utilization of the said amount and/or completion of the same.
- (10) The Finance Officer shall be responsible to look into the court cases concerning the Sections which are directly under his control and shall take steps to deal with all the legal matters, such as signing vakalatnama, executing affidavit(s), furnishing necessary information to the Advocate in consultation with the University Law Officer.
- (11) The Finance Officer shall ensure for the rules and orders for the time being in force, are observed in relation to all transaction of the University which come within his purview of duties. If he considers that any transaction or order relating to receipt or expenditure, is likely to be challenged on the application /completion / compilation of the Primary Audit, he shall bring it to the notice of the Vice-Chancellor or other authority through the



Vice-Chancellor which sanctioned the transaction or issue the order, with a statement of his reasons and obtain the orders of that authority. If the Vice-Chancellor or the other authority overrules him and he is not satisfied with the decision, he shall forthwith make a brief note of the case in the Register of the Audit Objections, and submit the register to the Vice-Chancellor or the other authority who may either reconsider, accept his advise and order accordingly or reject the same giving the reasons in writing in the said register.

- (12) All the papers, files related to income or expenditure or which has direct bearing on the University finances shall invariably be routed through the Finance Officer.
- (13) The Finance Officer shall keep a timely watch on the interest bearing securities and other investment of the University. He shall maintain the register(s) of the investment and the securities and submit the detailed report to the Finance Committee.
- (14) The Finance Officer shall prepare Monthly Trial Balance of the Receipts and Expenditure and place the same before the Vice-Chancellor or the authorities as the case may be.
- (15) The Finance Officer shall monitor purchases and sales of moveable property of the University in accordance with the decisions of the Purchase Committee and shall maintain record of the said purchases and sales made.
- (16) The Finance Officer shall sign the Daily Cash Book and Monthly Trial Balance.
- (17) He shall report to the Registrar any misconduct committed by the employee working in the Finance branch for further necessary action.
- (18) He shall write the Confidential Assessment Report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.





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- (19) He shall sanction casual leave and issue memo to the employee under his charge for any misdemeanor.
- (20) The Finance Officer shall exercise such other duties as prescribed, from time to time, by the Vice-Chancellor.



Duties and Responsibilities for the various employees working in the YCMOU.

3. Controller of Examinations

- (1) The Controller of Examinations shall prepare various programmes of the University Examinations well in time and adhere to the schedule of declaration of results as prescribed in the Act.
- (2) He shall assign the duties and responsibilities to the officers working in the examination branch of the rank of Deputy Registrar and Assistant Registrar, from time to time.
- (3) (a) He shall convene regular meetings of the Board of Examinations or other Statutory Body relating to the examination as per the programme approved by the chairman. He shall issue notice, agenda, furnish information on the items of the agenda and keep minutes of the meetings of such authority or body.

(b) He shall implement the decisions of such authority or body faithfully, effectively and expeditiously.

(b) He shall refer the decision of the authority to such other body or authority as may be necessary for consideration, approval, sanction or ratification as the case may be.

(c) He shall submit to the Vice-Chancellor the decision of the authority or body which according to him is not consistent with the provisions of the Act, Statutes, Ordinances, Rules, Regulations or is not in the interest of the University.
- (4) (a) He shall supervise and regulate the work of the Examination Branch, the Examination Centres and Central



Assessment Programme Centres as well as such other activities related to the examination, like Computer Cell.

(b) He shall report to the Registrar any misconduct committed by the employee in connection with the examination for further necessary action.

(c) He shall report to the Management of the Study Centre any misconduct committed by the employee or teacher of the Study Centre in connection with the examination for further necessary action.

(d) He shall obtain the action taken by the Vice-Chancellor, the Registrar or the Management of the Study Centre against the employee or the teacher who has committed misconduct in connection with the examination and report the same to the Board of Examinations and maintain the register thereof

(e) He shall write the Confidential Assessment Report placed of the employee placed under his control and forward the same to the Registrar within the stipulated period.

(I) He may for administrative exigency transfer any of the employee placed under

his charge within the Examination Branch in consultation with the Registrar.

(f) He shall sanction the casual leave and issue memos to the employee under his charge for any misdemeanor

(5) (a) He shall inform the Vice-Chancellor about the progress of the conduct of the examination and the declaration of their results from time to time.

(b) He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of result of examinations.



- © He shall report to the Board of Management and Academic Council regarding the results of the University examination.
- (6) (a) He shall ensure that the work of confidential printing is carried out as per the schedule and that the manuscripts are delivered to the examination centers well in time .
- (b) He shall maintain absolute secrecy as regards to printing of question papers.
- (7) He may visit examination centers as well as Central Assessment Programme centres as and when required.
- (8) He may visit the examination centre(s) as well as Central Assessment Programme centre(s) and ensure that proper arrangements of examinations or evaluation are made by the college and recognised institution concerned for the smooth conduct of the examinations and of the Central Assessment Programme.
- (9) He shall, in consultation with the Vice-Chancellor, constitute one or more flying squads for each district to maintain the strict vigilance during the university examinations.
- (10) He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, vakalatnamas, affidavits, agreements, etc. arising out thereof.
- (11) He shall prepare and present the budget of the examination branch to the Board of Examination.
- (12) He shall have the financial powers as delegated by the Vice-Chancellor, from time to time.
- (13) In addition to the above duties, he shall perform such other duties and responsibilities assigned by the Vice-Chancellor, from time to time.



4. Deputy Registrar & Equivalent Cadres

- (1) (a) subject to the overall direction, control and supervision of the Registrar, Controller of Examination and Finance Officer, who shall be controlling officer,
(b) the Deputy Registrar incharge of Branch / Section / Unit / Department, ('Branch' in brief) shall be responsible for the smooth conduct and working of his Branch for the allotment of work to the Assistant Registrar(s), Section Officer (s), Asstt. Section Officer (s), Senior Assistant (s), and Assistant(s) etc.who shall be directly responsible to him.
- (2) He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/ worksheet from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
- (3) He shall issue warnings and reprimand to erring employee. He shall also maintain or cause to maintain leave register, movement register and all other official registers etc.
- (4) He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings periodically in writing and recommending to the Registrar through his controlling superior officer for the disciplinary action of severe nature, in case, the same employee shows no improvement.



- (5) He shall communicate in writing, from time to time, about the progress and difficulties and evaluate and the staff and give his recommendations. He shall also be responsible for submission of accounts of money, his Branch spends. He shall submit periodical returns and reports, and shall prepare the budget for his Branch every year and place it for the approval of the appropriate authority.
- (6) The Deputy Registrar shall maintain cordial public relations and attend the queries of the members of the public and supply the information through the concerned Officer to the Government, D.E.C., Chancellor etc. The Deputy Registrar shall help the members of the public to solve their difficulties concerning his Branch and entertain the complaints, if any, against the staff working under him.
- (7) He shall carry out his duties and responsibilities in a just manner without any discrimination; and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- (8) (a) The Branch where the Assistant Registrar is not provided, the Deputy Registrar shall carry out the functions, which are prescribed for the Assistant Registrar, as those of the Deputy Registrar.
(b) The Deputy Registrar shall ensure that the Assistant Registrar(s) and the subordinate staff in his Branch dispose of the cases, exercise the powers and carry out the functions as per provisions of the Act, Statute, Ordinance, Rules and Regulations, the decision of the authorities, the order of the Government and the guidelines of the bodies like D.E.C.
- (9) He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his sections. He



shall be responsible for preserving the documents, deeds etc. concerning his Branch.

- 10) The Deputy Registrar shall personally look into the court cases of his Branch and shall take steps to deal with the legal matters adequately. He shall keep the controlling officer informed about the cases and obtain his orders wherever necessary.
- 11) He shall prepare items for the Board of Management, Academic Council, Planning Board, Finance Committee and such other authority.
- 12) He shall carry out any other work assigned to him by the higher officers of the University from time to time.

5. Executive Engineer

The University Engineer, by whatever designation, shall be overall incharge of the new constructions, maintenance, of the building and the property of the University and shall work under the control of the Registrar and perform the duties and carry out the functions as follows:

- (1) (a) He shall be responsible for all new construction works of the University buildings, roads, electrical installations and other structures on the University campus or the University property.
- (b) He shall prepare or cause to prepare the plans and estimates either himself or through Architect, scrutinise the estimates, ensure approval thereof by the respective authorities, publications and or issuance of tender papers, due scrutiny and analysis of the tenders and their submission to the respective authorities for approval
- (c) He shall ensure completion of all the preliminary formalities



before the commencement

of construction of new building / electrical installation.

(d) He shall, personally, through his subordinate staff and the Architect, ensure that the construction / installation is as per the design and plans approved; as per the specifications prescribed and of the quality expected.

He shall measure or cause to measure the work done and ensure that the same is recorded in the Measurement Book.

He shall issue instructions to the Architect and/or to the Contractor about the proper implementation and proper progress of the construction / installation.

He shall verify the work with die Measurement Book, scrutinise the payment bills and certify the progress of construction / installation and recommend / approve the payment thereof.

He shall prepare and submit Commencement Certificate, Compliance Report, Completion Certificate, Progress Report and Utilisation Certificate to the Government, D.E.C., and other funding agencies, as the case may be.

He shall obtain permission and certificates from the local Municipal Corporation authorities, the Government etc. before the commencement and after the completion of the construction / installation on and obtain their permission to put the building into use.

(4) He shall maintain and preserve the documents like plans, blue prints, estimates, architectural drawings, Municipal Corporation permission, agreement with the Architecture, agreement with the Contractor etc. properly and safely.

(5) He shall maintain all the buildings, public utility services like



electricity, water supply, drainage, telephone lines etc. on the campus and the property of the University.

- (6) He shall prepare the Annual Budget of recurring and non-recurring expenditure of his Section.
- (7) He shall periodically verify the stocks of the buildings, equipments, machinery and such articles put under his control.
- (8) He shall supervise the work of the staff working under his control
- (9) (a) He shall issue notice of the meeting of the Buildings and works Committee and other Committee there-under, prepare agenda and keep the minutes of the meeting.
(b) He shall refer the decisions of the Buildings and Works Committee or other Committee to proper authority or body for approval or ratification and if necessary to the Chancellor and or to the Government for their concurrence.
© He shall implement the decisions of the authorities faithfully, effectively and expeditiously and periodically submit the compliance thereof to the Registrar.
- (10) He shall maintain and update the history sheet of every building / property of the University.
- (11) He shall deal with all legal matters & disputes connected with his branch.
- (12) He shall exercise such other duties and carry out such other functions as may be directed / entrusted to him from time to time.



6. Public Relations Officer

- (1) The Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.
- (2) He shall be responsible to ensure that the information relating to the University is disseminated properly He shall have to co-ordinate the services of media for communication purposes, publishing of social events, academic achievements of the University as concurred by the Registrar.
- (3) He shall maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination, the admission rules etc.
- (4) He shall forward information about the views and reaction of the community on the various University decisions, feed back, to review its existing programme and plan for the future.
- (5) He shall keep liaison with institutions of academic, research and development organization or similar institutions and disseminate information through periodicals, booklets, press advertisements and audio visual media. He shall acquaint himself with printing techniques.
- (6) He shall assist the Registrar in organizing press conferences as and when required by the Vice-Chancellor, or other authorities of the University with the permission of the Vice-Chancellors.
- (7) He shall supervise, control the staff working under him.
- (8) He shall arrange to publish advertisements of the University in Newspapers approved by the authorities and scrutinize the bills received from the Newspapers and arrange the payment thereof.



- (9) He shall provide assistance and guidance to the students, parents and public in respect of the University affairs.
- (10) He shall receive, welcome and entertain the dignitaries and arrange their accommodation and appropriate conveyance with the approval of the Registrar.
- (11) He shall prepare and arrange the distribution of invitation cards of various functions, programmes arranged or organized by the University.
- (12) He shall supervise and control the working at Reception / Inquiry Counters.
- (13) He shall prepare the information brochure of the University based on the factual information and Annual Calendar of the University consisting of the various events which are scheduled during the Academic year.
- (14) In addition to the above duties and responsibilities, the Public Relations Officer shall perform the duties and responsibilities as may entrusted to him by the Registrar.



7. Assistant Registrar and Equivalent Cadres

- (1) The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, the Class I Officer, the Deputy Registrar or Head of the concerned Branch under whom he is working as a Head of the Section and he shall have the powers and responsibilities assigned by the Deputy Registrar.
- (2) He shall be in-charge of the section and shall be responsible for their normal and smooth working.
- (3) He shall look after day to day work of the Section of which he is in-charge as per the instructions of the higher authorities. He shall hold periodical meetings of his staff to ensure proper implementation of tasks entrusted to his section and in accordance the provision of the Act, Statute, Ordinance, Rules and Regulations, decision of authorities, Government orders and guidelines of the bodies like D.E.C. He shall take review of the difficulties faced and assist the staff to remove them or place them before higher authorities for solution.
- (4) He shall be responsible for planning and scheduling of the entire work of the section well in advance and shall take the periodical reviews of its execution.
- (5) He shall assign / reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of the jobs so assigned where the norms are not laid down.
- (6) He shall ensure and maintain proper co-ordination and follow-up with other Department / Branch / Unit / Section and shall be totally accountable for follow up actions on the decisions given by the University authorities



- (7) He shall be responsible for smooth and efficient running / working of the section and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
- (8) He shall ensure that the cases / letters requiring immediate and urgent disposal are dealt with immediately.
- (9) He shall deal with non-routine cases referred to him by the supervisory staff working in his section. He shall call meetings of his staff periodically, train the members of his department and provide guidance to all.
- (10) He shall dispose of cases of importance quoting the authorisation(s) clearly applicable and submit the same to higher officer, with clear and specific comments for their approval and sanction, if required.
- (11) He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
- (12) He shall exercise constant vigilance which is sine-qua-non of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.
- (13) He shall prepare as per rules and specifications the Confidential and Assessment Report and submit them to the Deputy Registrar. The Assistant Registrar may issue warning, in writing to the erring staff working under him and if there is no improvement report the case of such employee to the Registrar through the Deputy Registrar for suitable disciplinary action.
- (14) He shall record verbal discussions, orders and instructions,



which shall be attested by the concerned higher Officer.

- (15) He shall prepare item for consideration of the Board Management, Academic Council or for other authorities / bodies of the University concerned with his section, and execute the decision of the authority faithfully, effectively and expeditiously.
- (16) He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, show no discrimination on whatever ground and look after the welfare of the employees working under him.
- (17) He shall carry out any other work assigned to him from time to time by the higher officers.



8. Section Officer and Equivalent Cadre

- (1) He shall receive the mail, the papers and files and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him
- (2) He shall deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.
- (3) He shall mark and distribute the letter to the subordinate staff dealing the matter / subject.
- (4) He shall exercise, check and follow the letters received from the Government of India, Chancellor, Government, D.E.C., Office of the Director of Education, Universities, etc.
- (5) He shall draft notes and independently deal with cases which are routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.
- (6) He shall point out mistakes or misstatements, if any, draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistance Registrar about late attendance, absentees etc.
- (7) He shall scrutinise notes / cases submitted by the lower staff, put his own remarks / suggestions, if any, and submit the same to the Assistant Registrar and / or Deputy Registrar, as the case may be.
- (8) He shall attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-



up actions.

- (9) He shall supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- (10) He shall periodically inspect the racks and tables of assistants, and for senior assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying undisposed of. Through this he shall ensure the efficiency of the staff working under him..
- (11) He shall give instructions regarding destruction of old records according to the directives of Branch Officers / Section Head.
- (12) He shall attend to such other work as may be given to him with the approval of the higher Officer / Director of School.
- (13) He shall carry out any other work assigned to him from time to time by the higher officers.



9. Junior Engineer / Overseer

The Junior Engineer shall work under the direction of the Executive Engineer and carry out the following functions.

- (1) He shall be responsible for check-up of each building at least once in a month and reporting observations with suggestions of maintenance to higher authorities. While inspecting, he shall keep liaison with the representative of the user Department.
- (2) (a) He shall prepare plans and estimates for minor repair works after inspection and as directed, and carry out the repairs under direction of the University Engineer, exercise control quality and economy.
(b) He shall attend emergent repairs especially in residential buildings, where safety is a problem he should not wait only on reporting but take quick remedial measures.
(c) He shall keep proper maintenance of internal roads, gardens cleanliness of building etc.
(d) He shall chalk-out weekly repairs programme and getting them executed from Mukadams and subordinate staff.
- (3) (a) He shall keep record, plans, record of lands of all the buildings in his charge.
(b) He shall keep accounts of stores, tools and Plans which are under his custody
(c) He shall maintain the register of masonry works and printed return of building.
- (4) He shall check maintenance book kept by the Beat-in-charge including checking mazdoors attendance periodically
- (5) He shall prevent and remove encroachment on University lands.
- (6) He shall attend electrical deficiencies with the help of the electrical wing. Inform well in advance where electrical installation needs to be attended while doing civil work so that



delay and accidents are avoided.

- (7) He shall report damages if any, due to any reason promptly.
- (8) He shall attend all the duties as prescribed in Public Works Manual, Government Circulars etc.
- (9) He shall carry out any other duties assigned by the University Engineer.
- (10) He shall carry out any other work assigned to him from time to time by the higher officers.



10. Personal Assistant / Stenographer (Upper Level) / Stenographer (Lower Level)

- (1) The personal Assistant shall be responsible to the Officer under whom he is working .
- (2) He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
- (3) He shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.
- (4) He shall maintain programme sheets of the officer, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of the officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section along with the instruction of the officer. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.
- (5) He shall carry out any other work assigned to him from time to time by the higher officers.



11. Assistant Section Officer and Equivalent Cadres

1. The Assistant Section Officer and the employee in equivalent cadre shall exercise, check and to follow up the incoming letters received from the University Department / Regional and Study Centres /Students etc.
2. point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. submit notes/drafts for approval of the officers through the Superintendent / Section Officer.
4. scrutinize notes / cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Superintendent/ Assistant Registrar, as the case may be. ensure the prompt dispatch of letters.
5. arrange filing of the papers and arrange files in order, year-wise subject-wise.
6. maintain calendar of periodical returns for incoming and outgoing separately and ensure timely submission of such returns.
7. attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.
8. He shall carry out any other work assigned to him from time to time by the higher officers.



12 Senior Assistant / Assistant and Equivalent Cadres

The Senior Assistant / Assistant and the employee in equivalent cadre shall

- (1) submit notes / drafts for approval of the officers through the Superintendent.
- (2) enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A's - Stenographers/ Secretaries.
- (3) acknowledge letters received
- (4) submit dak to the Assistant Section Officer /Section Officer dispatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.
- (5) prepare list of letters issued during a week to which replies have not been received and for which reminders are required to be sent.
- (6) Sent relevant extracts or any part of a receipt, through Assistant Section Officer / Section Officer / Assistant Registrar / Deputy Registrar to the Section, branch concerned for remarks and/or necessary action.
- (7) open and maintain service-book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/ clerical work.
- (8) maintain different registers, forms etc.
- (9) keep a note-book to watch timely disposal of urgent papers.
- (10) collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
- (11) supply other relevant facts and figures and also papers pertaining



to previous decisions of policy.

- (12) prepare routine letters/replies for approval where noting is not required issue reminders.
- (13) maintain daily work sheet, and submit weekly arrears report to the immediate superior.
- (14) prepare monthly arrears report and submit it to the immediate superior Officer for perusal and guidance / instructions.
- (15) Carry out any other work assigned from time to time, with the approval of the Assistant Registrar.
- (16) He shall carry out any other work assigned to him from time to time by the higher officers.



13. Accounts Officer and Equivalent Cadres

- (1) ensure that the various payments made from the University funds are within budgetary provision and with the sanction of competent authorities.
- (2) attend to correspondence with State, Central Government., D.E.C. and other higher authorities with the assistance of the Finance Officer.
- (3) ensure proper attendance of staff working under him.
- (4) ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and ensure that non-revenue accounts appearing in particular account of fund are reconciled.
- (5) attend to audit queries and to reply audit report to submit necessary statement of accounts.
- (6) recover grants due to the University from the outside bodies including the Government, the Government of India, D.E.C. etc.
- (7) report to the Finance and Accounts Officer, Deputy Registrar (Finance and Accounts) about such of the financial provisions of and Act and Accounts Code that are followed by the departments / sections which are attached to him.
- (8) attend to such other works assigned to him by the Finance and Accounts Officer.
- (9) He shall carry out any other work assigned to him from time to time by the higher officers.



14. Senior Assistant (Accounts)

The employee appointed as Senior Assistant (Accounts) shall

- (1) prepare bank reconciliation statement, budget and final account of funds entrusted to him.
- (2) prepare periodic accounts of funds entrusted to him and to assist the Chief/Deputy Accountant in furnishing of figures of expenditure to higher authorities.
- (3) maintain books of accounts, payment register and funds entrusted to him.
- (4) attend to all the matters pertaining to deduction of Income Tax, Professional Tax, C.P.F./P.F. and L.I.C. Premium from the salary of individual employee.
- (5) attend to routine correspondence with Banks and other Department.
- (6) supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
- (7) attend to such other works as may be assigned to him with the approval of the Finance Officer/Deputy Registrar (Finance and Accounts and Chief or Deputy Accountant).
- (8) He shall carry out any other work assigned to him from time to time by the higher officers.



15. Assistant (Accounts)

The employee appointed as Assistant (Accounts) shall

1. write various books of accounts such as ledger, salary register, income tax register, etc ensure proper filing of vouchers and papers.
2. prepare bills for payment.
3. prepare the returns.
4. report to the Senior Assistant (Accounts) / Accounts Officer about any mistakes
5. noticed by him in book of accounts.
6. attend to such other work as may be assigned to him with the approval of the
7. Assistant Registrar (Finance and Accounts) / Accounts Officer, from time to time.
8. He shall carry out any other work assigned to him from time to time by the higher officers.



16. Store Officer

The employees appointed as Store Officer,

- (1) shall maintain the store items either consumable or non consumable committed to his charge in proper manner.
- (2) He shall maintain the record of procurement and disbursement of such items along with the cost of its procurement, transport, octroi, duty, storage charge in proper manner
- (3) He shall, keeping in view the demand level, maintain adequate stock of each item and ensure that the stocks are adequately recuperated.
- (4) He shall maintain the accession and store register and bin cards properly and up-to-date.
- (5) He shall in consultation with the appropriate authorities dispose of the stock of the items which are not required for long time or which are spoiled or rendered useless, after following the procedure and complete the procedure for writing the same off.
- (6) He shall undertake periodical and annual stock verification and evaluation and submit the accounts thereof to the Director of School. He shall furnish the financial estimates for his annual requirement and shall comply with the audit objections, if any, to the satisfaction of the auditor(s).
- (7) He shall carry out any other work assigned to him from time to time by the higherofficers.



17. Telephone Operator

- (1) He shall operate the telephone Board and take messages if required, inform the telephone department / the mechanic if there is any fault with the Board. Follow up the payment of telephone bills, maintain records of the outward calls attended.
- (2) He shall ensure that no unofficial Local / STD / ISD / Trunk Calls are made without prior permission of the Higher Officer and prior payment of requisite charges
- (3) He shall carry out any other works as assigned by the concerned officer, from time to time.



18. Driver

- (1) Driver shall maintain and drive the vehicle, of whatever nature, put to his charge, very efficiently He shall ensure that the vehicle under his charge is cleaned and washed daily.
- (2) He shall, ensure that the engine of such vehicle is maintained in proper condition by undertaking regular maintenance and care, which would include daily, weekly, monthly and periodically, as may be prescribed by vehicle incharge.
- (3) He shall, ensure that all the parts of the engine as well as vehicle including the body,the wheels are maintained properly and due care is taken to ensure that the parts which are worn out are either repaired or replaced in time. He shall ensure that servicing of the vehicle is carried out after certain period or after certain limit of mileage, running including change or replacement of various oils, maintenance of battery, dynamo, carburator, gear system, break assembly, electrical fittings etc.
- (4) He shall maintain appropriate log book of using the vehicle and other maintenance repairs carried out.
- (5) He shall report for his duties at a given time and carry out the duties without any grouse.
- (6) He shall carry out any other work assigned to him from time to time by the higher officers.



19 Senior Assistant / Assistant (Library)

The Senior Assistant / Assistant (Library) shall be responsible for one or more Department / Sections of a University Library (Such as Acquisition Department, Periodicals Department, Technical Processing Department, Circulation Department, Reference and ASSOCIATE PROFESSORS' Service Department) or be responsible for a Departmental Library. He shall be responsible for the general functioning of his department /Section / Unit.

He shall perform following duties and responsibilities if posted in the following Department/Section.

(1) Acquisition Department: -

- call for books on approval
- bring to the notice of the faculty new books
- liaison with faculty members for selection of books and other materials - liaison with donors for gift of books
- ensure that prices charged by the book sellers are correct
- orders are placed for selected titles
- orders placed are received in good condition.
- ensure that book funds are properly utilised as per allocation
- supervising the work of the staff in the department

(2) Technical Department

- accessioning of books and other materials
- cataloguing and classification of books and other materials
- filing of catalogue / shelf list cards
- maintaining the catalogue including correction and replacement of cards.
- recording of all weeded out material



- sending material to the circulation / reference department of cards
- recording of all weeded out material
- sending material to the circulation / reference departments
- supervising the work of the staff in the department

(3) Periodicals Department

- receiving and recording receipt of periodicals
- sending reminders for non-receipt
- receiving and issuing periodicals to ASSOCIATE PROFESSORS
- preparing periodicals for binding and all related work

(4) Circulation Department

- issue and return of books and other materials
- reservation of items
- sending reminders for non return
- collection of fines for late return, damage, or loss of books
- maintaining shelves in proper condition so that books can be located

(5) Reference Department

- - answering reference queries
- - conducting literature searches for ASSOCIATE PROFESSORS
- - preparing bibliographies and reading lists
- - indexing articles
- - arranging book displays
- - organising user education programmes.
- He shall carry out any other work assigned to him from time to time by the higher officers.



20. Junior Assistant (Library)

The employee appointed as Library Attendants shall :

(1) render physical assistance to library members and library staff in locating, using and moving books and other materials.

- locating and fetching books from shelf
- assistance at circulation counter
- carrying books, journals and other library materials, from one place to another inside the office or outside
- physically taking books to the shelves.

(2) render assistance to library staff in receiving and returning of books and materials from vendors, binders, other libraries etc.

- checking books with bills
- returning of unapproved books to vendors.
- preparing lists of materials received or given to vendors, binders and other libraries. - preparing of materials (i.e. identifying, listing, etc.) for binding.
- handing over and receiving material to and from binders
- checking book lists with binders
- getting books to and from other libraries
- preparing book tags and pockets for repaired and bound materials

(3) ensure cleanliness and neatness of the library and to maintain books and other materials in proper place.



- dusting of office furniture, files, tables, equipment machines
 - dusting of books and book shelves
 - sorting of books returned
 - shelving of books
 - switching on and off lights and fans as and when required
 - carry furniture items, machines, equipment and other portable items from one place to another
- (4) assist library professional staff in physical verification of library books and other materials.
- participate in stock taking activity
 - checking physical condition of books, etc.
 - collating number of pages, binding, etc.
- (5) ensure security of the library and library materials and report any loss and damage to books and other materials to seniors.
- control check counters
 - open and lock cupboards, doors, windows and gates of the library
 - identify materials for repair and binding
 - report any abnormality in the physical infrastructure facilities in the library report about any unauthorised / unusual event, person or activity in the library
- (6) undertake repair of books and other materials.
- (7) assist in the office routines
- carry and deliver messages, letters, papers, files, books, etc.



- pack., unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards, circulars, agendas, minutes, etc.- operate franking and cyclostyling machines, photocopiers, etc.
- (8) do any other similar works as may be assigned to him, from time to time, by his seniors.



21. Carpenter

- (1) The employee appointed as carpenter, assistant carpenter or the assistant to the carpenter shall look after the carpentry work required to be undertaken within the university.
- (2) He shall, through the sanction of appropriate authorities, procure and maintain adequate stock of the equipments required by him and the timber / wood elements essential for regular maintenance.
- (3) He shall ensure that all wooden articles and furniture available in the university are properly maintained in good condition and undertake periodical reviews and periodical repairs of such wooden furniture and articles and also undertake polish of such articles and furniture.
- (4) He shall under the directions of the Junior Engineer / Overseer draw the plan of his weekly and daily work and carry out the same and there after report the compliance thereof.
- (5) He shall maintain the wooden articles and furniture and their derivatives such as particle boards, plywoods, medium density fiber boards, glass panes etc. which form the item of furniture or wall-floor / cleaning fitments.
- (6) He shall perform such other duties and responsibilities assigned to him by Executive Engineer, from time to time



22. Plumber

- (1) The employee appointed as the plumber, assistant plumber, or assistant to plumber shall maintain and repair all the plumbing provided for in the University including the drainage within the building and premises of the campus.
- (2) He shall through the sanction of appropriate authorities procure and maintain adequate stock of the equipments required by him and the plumbing material essential for regular maintenance.
- (3) He shall ensure that all plumbing material is available in the university is properly maintained in good condition and undertake periodical reviews and periodical repairs of such plumbing works.
- (4) He shall maintain the proper stores of plumbing material which include the tubes and pipes and their derivatives and accessories and fixtures required for the plumbing work such as T,U,L and straight line joints suction pipes etc.
- (5) He shall perform such other duties as may be assigned to him by the University Engineer, from time to time.



23. Electrician

- (1) The employee appointed as the Electrician, Sr. Electrician, Jr. Electrician or assistant to the electrician shall maintain all the electrical fittings as well as electrifications within the buildings and the premises of the street including the street lights and supply electrical pumps fitted within or outside the buildings
- (2) He shall through the sanction of appropriate authorities procure and maintain adequate stock and the equipments required by him for maintenance.
- (3) He shall under the directions of the Junior Engineer / Estate Manager draw the plan of his weekly and daily work and carry out the same and thereafter report the compliance thereof.
- (4) He shall ensure that all electrical materials in the university are properly maintained in good condition and undertake periodical review/periodical check of the electrical installation.
- (5) He shall maintain the proper stock of the Electrical material which includes necessary equipments for fitting and for testing, the cables, wires, either coated or uncoated, flexible or nonflexible, the electrical fittings, earthing, capping, points electrical boards, switches, plugs, regulators, controllers, meters, testing equipments etc.
- (6) He shall perform such other duties and responsibilities as may be assigned to him by the University Engineer, from time to time.



24. Peons / Jr.Assistant

The employee appointed as Peon / Jr. Assistant shall :

- (1) Open and close the doors and windows, etc. switch on and off lights and fans as andwhen required.
- (2) do dusting of office furniture, books, book shelves, files tables equipments, machines,etc.
- (3) pack, unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards,circulars, agendas, minutes, etc. as per instructions.
- (4) carry messages, letters, papers, books, journals, and others library materials, files,registers, etc. from one place to another inside the office or outside as the case may be.
- (5) carry furniture items machines, equipment and other portable items from one place toanother inside the office or outside as the case may be.
- (6) control check counters, avid to ensure security of the library and library materials andreport about loss and damage of books and other library materials to seniors.
- (7) operate franking machines, photocopiers, cyclostyling / xeroxing machines etc.whenever necessary.
- (8) undertake repair of books and other materials.
- (9) carry out work of similar nature which the seniors may assign.
- (10) serve drinking water, tea etc. to employees and visitors when required.
- (11) carry out any other work as may be assigned to him, from time to time, by his seniors. (* Peon / Jr. Assistant will also be required to attend to the duties of a Peon i.e sweeping, cleaning of rooms, furniture, electrical fittings like lights and fans, etc.)
- (12) He shall carry out any other work assigned to him from time to time by the higher officers.



25. Technical and Other Staff

Technical staff such as Research Officer. Stenographer, Junior Research officer, Research Assistant, Research Investigator, Cartographer, Curator, Field Collector, Artist, Photographers, Glass Blower. Technicians (A, B, C and E) Fitter, Mechanics, Typist. Animal Caretaker, Medical Record Technician, Nurse, Compounder, Dresser, X-Ray Technician, Lab

Technician etc. shall perform the duties and responsibilities assigned to them by the Heads of the Departments / Officer under whose control they are placed, for the time being. They shall not refuse the work / duty assigned to them by the Head of the Department/Officer Refusal of work / duty shall be treated as insubordination and dealt with the provision made under the Rule(s)

