

SECTION 4(1)(B)(II)
POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES
(<https://dhsgsu.edu.in/index.php/en/about-us/act-and-statutes-or-moa>)

Vice- Chancellor - The Vice-Chancellor is the principal academic and executive officer of the University. Powers of the Vice-Chancellor are as stipulated in ‘Revised Ordinance 1’ (Amended as on 11.03.2023) of the University which is as under:

Powers of Vice-Chancellor (Ordinance 1)

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:

- 1) To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
- 2) To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
- 3) To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
- 4) To make appointments of Deans, Heads, Proctors, Dean of Students’ Affairs and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
- 5) Power, not to act upon any decision of any authority, if he is of the opinion that it is ultra virus of the provisions of the Act or Statues or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
- 6) As the Chairman of the authorities, bodies and committees of the University, he shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
- 7) All the disciplinary powers in regard to students and employees shall vest with the Vice-chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
- 8) He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
- 9) In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
- 10) He shall be empowered to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
- 11) Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development.
- 12) To exercise all administrative and financial powers as defined in Statutes/ Ordinance.
- 13) He/she shall pass such Orders and take such measures that are necessary to implement any of the above.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers & Functions of the Pro-Vice-Chancellor (Ordinance 2)

The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice-chancellor.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers & Functions of the Registrar (Ordinance 3)

The Registrar shall be governed by the CCS (Conduct) Rules of the Govt. of India as applicable from time to time.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers & Functions of Finance Officer (Ordinance 4)

The Finance Officer shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers & Functions of Controller of Examination (Ordinance 5)

The Controller of Examinations shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers & Functions of Librarian (Ordinance 6)

The Librarian shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.

(As per Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD)

Powers of the Dean of Colleges (Ordinance 28)

The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of standard of teaching and research in the school. He shall be the Chairman and Convener of the School.

The Dean of the School shall have the following powers and functions:

- 1) Co- ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
- 2) Maintain discipline in the classrooms through the Heads of the Departments;
- 3) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
- 4) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
- 5) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;

- 6) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
- 7) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

(As approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017)

Powers & Functions of Heads of Department (Ordinance 9)

- 1) The Head of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.
- 2) The Head of the Department/Centre shall work under the general guidance and supervision of the Dean and be responsible for the following:
- 3) To organize and supervise the teaching and research activities in the Department;
- 4) To frame the time table in conformity with the allocation of the teaching work made by the Department;
- 5) To maintain discipline in the class room and laboratories through teachers;
- 6) To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- 7) To assign work and exercise control over the non-teaching staff in the Department; and
- 8) To perform such other functions as may be assigned to him / her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice- Chancellor.

(As per amended by the Executive Council in its 17th Meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No.CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No.F.56-5/2016-CU.IV dated 26.03.2018 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, June 27, 2018.)

Powers of the Proctor (Ordinance-49)

The Proctor shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be assigned to him by the Vice-Chancellor. He/She shall have all such powers delegated to him/her by the Vice-Chancellor.

- 1) The Proctor shall-
 - a) monitor the disciplinary climate prevailing in the student community;
 - b) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - c) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - d) issue all orders relating to disciplinary proceedings against students.
- 2) The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
- 3) The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.

- 4) The Proctor shall have the power:
 - a. to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - b. to suspend a student from the University up to a maximum period of two weeks; and
 - c. to impose a fine as prescribed from time to time.
- 5) In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- 6) Foreign students' welfare (visa etc.)
- 7) VIP Security
- 8) Protection of University property
- 9) The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

(As approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.)

Building Committee (Ordinance 20)

The Building Committee shall be responsible for finalizing the Plans and estimates of the various Building Projects proposals and for ensuring the completion of the Building in accordance with the approved plans and estimates and proper utilization of the funds.

The Building Committee of the University may, after thorough examination, properly prioritize and recommend the specific projects to be started along with their cost and quarterly/yearly requirement of funds till completion.

The Building Committee should also ensure the following:

- 1) Value Architecture and Value Engineering: That the Architects involved & suggest Value architecture with a view to economize the project by avoiding unnecessary high-cost options, without compromising on quality. The Value engineering also aims to achieve the same goal.
- 2) (That the Master plan not only takes care of immediate requirements but also takes into account further expansion scopes for varies and unforeseeable needs.
- 3) That the implementation of the project is properly prioritized so as to take up only essential works in the first /earlier phases e.g. teaching-learning infrastructures like class rooms, hostels, faculty residences etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.

The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government, other funding agencies and from the University's own resources After Building committee's recommendation, the university may place the proposal for these specific building projects before Finance Committee for its approval. After FC's approval, he University may place the same before the Executive Council for its approval. These proposals then may be forwarded to UGC for examination by its Standing Committee and for funding. One or more members of the UGC standing committee may make site visits for on-site inspection of the projects before sanctioning funds.

The concerned bureau of UGC will sanction only project wise funds and not lumpsum and will release monthly/ quarterly project-wise funds depending upon the utilization to avoid parking of funds as per the instructions of Finance Ministry. Diversion of funds from one project to another will be done only with the permission of UGC's Standing Committee.

Purchase Committee (Ordinance 21)

The above Committee shall be responsible for procurement of Goods as defined hereunder: The term “goods” includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machineries, equipment’s etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library.

The Ordinance 21 contains provisions on Composition of Purchase Committee.

The Purchase Committee shall regulate-

- 1) Purchase of goods with and without quotation
- 2) Purchase of goods directly under rate contract
- 3) Purchase of goods through bids
- 4) Tender Enquiry
- 5) Advance payment and Part Payment to supplier
- 6) Transparency, competition, fairness and elimination of arbitrariness in the
- 7) procurement process

Board of Research Studies (Ordinance 32)

Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter-alia, the following functions:

- (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- (ii) To evaluate institutional research projects for funding by national/international agencies;
- (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
- (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the Central Universities Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
- (vi) To perform such other functions as may be assigned to it by the Academic Council.
- (vii) The Board of Research Studies may determine its own procedure for working.

Powers and Functions of Dean Student's Affairs (Ordinance 37)

- 1) The Dean of students affairs in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
- 2) The Dean of student’s affairs shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.

- 3) The Dean of Students affairs, inter-alia, will arrange for the guidance of and advice to the students of the University in matters relating to:
 - (i) organization and development of students' bodies;
 - (ii) counseling and Students' guidance facilities;
 - (iii) liaison with Students' Affairs Committee;
 - (iv) extra-curricular and sports activities of students'
 - (v) promotion of students' participation in co-curricular and social activities;
 - (vi) student's financial aid;
 - (vii) student-faculty and students-administration relationship;
 - (viii) career advice services;
 - (ix) health and medical services for the students;
 - (x) residential life of the students;
 - (xi) arranging facilities for educational tours and excursion for students;
 - (xii) securing facilities for students for further studies in the country and /or abroad;
 - (xiii) Alumni activities.
- 4) The Dean of student's affairs will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

Dean's Committee (Ordinance 40)

The functions of this Committee will be as follows:

- 1) To recommend deputation of teachers for International Conferences;
- 2) To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
- 3) To consider general administrative matters relating to functioning of Schools and Departments; and
- 4) To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.

Games and Sports Committee (Ordinance 47)

The Committee shall:

- (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
- (2) frame the budget for games and sports;
- (3) allocate finances to the various Clubs;
- (4) maintain the play-grounds, gymnasias, swimming pools of the University;
- (5) hold contests, competitions, tournaments, athletic meets etc.;
- (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
- (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
- (8) take measures to attract the sports talent available in the University.

NB: The Acts, Statutes and Ordinances of the University are available on the University web- site – <https://dhsgsu.edu.in/index.php/en/about-us/act-and-statutes-or-moa> Any further information may be accessed on this website.