

## **(ii) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

### **OFFICERS OF THE UNIVERSITY**

The following are the Officers of the University,

- The Chancellor;
- The Pro-Chancellor;
- The Vice-Chancellor;
- The Registrar;
- The Registrar; (Evaluation);
- The Deans;
- The Librarian;
- The Finance Officer;
- The Director Planning, Monitoring and Evaluation Board;
- The Director students welfare;
- The Director, College Development Council;
- The Director of Physical Education;

#### **The Chancellor:**

- (1) The Governor of Karnataka by virtue of his office, is the Chancellor of the University.
- (2) He is the Head of the University and when present, presides at any convocation of the University.
- (3) He has such other powers as may be conferred on him by or under the Act.

#### **The Pro-Chancellor:**

- (1) The Minister in charge of Higher Education in Karnataka is by virtue of his office is the Pro- Chancellor of the University.
- (2) In the absence of the Chancellor, he presides at any Convocation of the University.

#### **The Vice-Chancellor:**

- The Vice-Chancellor is a whole time Officer of the University.
- The State Government constitutes a Search Committee consisting of four persons of whom, one person will be nominated by the Chancellor, one by the State Government, one by the University Grants Commission, one by the Syndicate. The State Government appoints one of the members to be the Chairman of the Committee. The Secretary to Government incharge of Higher Education or his nominee not below the rank of the Deputy Secretary to Government is the convener of Search Committee.
- No person connected with the affairs of the State Government, the University or any college or institution affiliated to the University is nominated as the member of the Search Committee.
- The Search Committee submits to the State Government a panel of three persons who are eminent academicians, in alphabetical order. The State Government forwards the panel to the Chancellor who, keeping in view merit, equity and social justice and with the concurrence of the State Government appoints one person from the panel as the Vice-Chancellor: Provided that the Chancellor, with the concurrence of the State Government call for a second panel if he considers it necessary and the Search Committee submits a second panel which will be final.
- No person be appointed or hold office of the Vice-Chancellor if he has attained the age of sixty five years.
- The Vice-Chancellor, subject to the pleasure of the Chancellor and the provisions of Sub-section (5) hold the office for a period of four years. He is not eligible for reappointment, for a second term.

- The Vice-Chancellor can not be removed from his office except by an order of the Chancellor passed on the ground of wilful omission or refusal to carry out the provisions of this Act or for abuse of the powers vested in him and on the advice tendered by the State Government on consideration of the report of an inquiry ordered by it under sub-section (8) of the Act.
- For the purposes of holding an inquiry under the section, the State Government appoints a person who is or has been a judge of the High Court or the Supreme Court. The inquiry authority hold the inquiry after giving an opportunity to make representation by the Vice-Chancellor and submits a report to the State Government on the action to be taken including penalty if any to be imposed, and the State Government, on consideration of the report advise the Chancellor. The chancellor acts in accordance with such advice, as far as may be within six months.
- The emoluments and other conditions of service of the Vice-Chancellor may be determined by the Chancellor and not be varied to his dis-advantage after his appointment as Vice-Chancellor. In the event of a Vice-Chancellor retiring on superannuation during his tenureship as Vice-Chancellor, his conditions of service already determined continues to be in vogue. All his pensionary benefits will be kept in abeyance which will be released after his demitting the office of the Vice-Chancellor.
- If a retired person is appointed as Vice-Chancellor, the terms and conditions of service upon his appointment as Vice-Chancellor including emoluments will be determined by the Chancellor. The emoluments are reduced by the amount of pension and allowances drawn by him.
- If a Professor in the service of a University in the State is appointed as Vice-Chancellor, his terms and conditions of service as professor will not be revised to his dis-advantage during his tenure as Vice-Chancellor and he retains his lien in his post.

**Powers of the Vice-Chancellor:**

- The Vice-Chancellor is the principal executive and academic Officer of the University and exercises general control over the affairs of the University. He exercises all powers necessary for maintenance of discipline in the University.
- He is Ex-Officio Chairman of the Academic Council and the Syndicate and the Finance Committee. He presides over in the absence of the Chancellor and Pro-Chancellor at the Convocations. He presides over the meetings of the authorities or bodies of the Universities, and is entitled to vote.
- He ensures that all the provisions of this Act, the Statutes, the Ordinance, and the Regulations are observed and have all the powers necessary for that purpose.
- He may either himself or through any Officer of the University authorised in writing by him, convene the meetings of the Academic Council, the syndicate and the Finance Committee and performs all such acts as may be necessary to carry out and give effect to the decisions of these authorities.
- In case of emergency which, in his opinion, requires immediate action, the Vice-Chancellor takes such action as he deems necessary and at the earliest opportunity thereafter report the action taken to such authority or body which in the ordinary course would have dealt with the matter:

Provided that if the action taken by the Vice-Chancellor is not approved by the authority or body concerned, he refers the matter to the Chancellor whose decision thereon is final.

Provided further that any person in the service of the University affected by the decision of the Authority or body based on the report of the Vice-Chancellor under this sub-section prefers an appeal to the Chancellor within thirty days from the date on which the decision was communicated to him and the decision of the Chancellor on such appeal is final.

Provided also that the powers vested under this sub-section or not exercised to revise the pay scale of University employees or to grant affiliation to a college or a course of instruction and if in the exercise of the powers under this sub-section statutes or Regulations are framed, they are subject to the approval of the Chancellor under the relevant provisions of this Act and if Ordinances are made they are submitted to the Chancellor in accordance with this Act.

- The Vice-Chancellor exercises such other powers as may be prescribed by the Statutes, Ordinances and Regulations.

**Arrangement of work during vacancy in the office of the Vice-Chancellor:**

(1) During the temporary absence of the Vice-Chancellor by reason of leave, illness or any other cause, the Chancellor makes such arrangements as he deems fit for carrying on the duties of the Vice-Chancellor .

Provided that pending the making of such arrangements by the Chancellor, the Vice-Chancellor designates the senior most Dean available in the University to be incharge of the current duties of the Vice-Chancellor for a period not exceeding one month or till arrangements are made by the chancellor, whichever is earlier.

(2) During the period when a vacancy in the office of the Vice-Chancellor remains unfilled, the senior most Dean available in the University as the Chancellor appoints acts as Vice-Chancellor and the person so appointed has all the powers and is entitled to all the privileges of the Vice-Chancellor and to the emoluments and allowances as determined by the Chancellor in accordance with the Statutes, if any, framed in this behalf.

**Registrar:**

- The Registrar is a whole time Officer of the University. The State Government appoints an officer belonging to the All India Services working in super-time scale to be the Registrar of the University.
- The Registrar is an ex-officio Member Secretary of the Academic Council and the Syndicate and member of the Finance Committee.
- The duty of the Registrar is,
  - (i) to be the custodian of the records, the common seal and such other property of the University as the Vice-Chancellor, or the Syndicate commits to his charge;

(ii) to issue notices convening the meetings of the syndicate, Academic Council or the Faculties, the Board of Studies, and of any authorities of the University and to keep minutes of all such meetings;

(iii) to conduct the official correspondence of the Authorities of which he is the Member Secretary.

(iv) to supply to the Chancellor and to the State Government copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the meeting within a month of holding of the meeting.

- The Registrar exercises such other powers and perform, such other duties as prescribed by the Statutes, Ordinances or Regulations and as allocated to him from time to time by the Vice-Chancellor.
- The Registrar is assisted by one or more Deputy Registrars and Assistant Registrars.

**The Registrar (Evaluation):**

- The Registrar (Evaluation) is a whole time Officer of the University. The State Government appoints an officer of the Karnataka Administrative Service, not below the rank of Group A

senior scale or a senior member of faculty of any University to be Registrar (Evaluation) of a University.

Provided that where no such person is available then the Registrar (Evaluation) is appointed by the Vice-Chancellor with the approval of the Syndicate from out of a panel of not less than three persons recommended by the Vice-Chancellor. If none of the persons in the panel is approved by the Syndicate within the time prescribed by the statutes, the Chancellor may, in consultation with the Vice Chancellor appoint such other person as he deems fit to be the Registrar (Evaluation). The terms and conditions of service and emoluments of the Registrar (Evaluation) are determined by the Chancellor.

- The Registrar (Evaluation) is a Member of the syndicate, the Academic Council, Finance Committee and all the Faculties.
- The Registrar (Evaluation) is incharge of the conduct of examinations and all other matters incidental thereto and ancillary therewith and perform such other duties as prescribed by the Statutes or Ordinances or as allocated to him by the Vice-Chancellor.
- The Registrar (Evaluation) is assisted by one or more Deputy Registrars (Evaluation) and Assistant Registrars (Evaluation).

### **The Finance Officer:-**

(1) The Finance Officer is a whole time officer of the University appointed by the Vice-Chancellor with the approval of the Syndicate from out of a panel of not less than three persons being officers in the cadre of Joint Controller of State Accounts Department or an Officer of the Rank of Deputy Accountant General or a Chartered Accountant having experience in audit, accounting and financial administration, recommended by the Vice-Chancellor to the Syndicate. If none in the panel is approved by the Syndicate within the time prescribed by the Statutes, the Chancellor, in consultation with the Vice-Chancellor, appoints such other person as he deems fit to be the Finance Officer.

(2) The tenure of appointment and the emoluments of the Finance Officer and other terms and conditions are determined by the Chancellor.

(3) The Finance Officer, subject to the control of the Finance Committee, exercises such powers and perform such functions as prescribed by the Statutes, the Ordinances and the Regulations or as required from time to time by the Vice-Chancellor or the Registrar. He is an ex-officio Member of the Academic Council, and the Ex-officio Member Secretary ex-officio of the Finance Committee.

### **Temporary vacancy in the office of the Registrar, the Registrar (Evaluation), the Finance Officer:**

(1) In the event of death, suspension or temporary absence of the Registrar, the Registrar (Evaluation) or the Finance Officer the Chancellor authorises any other suitable Officer of the University to perform the duties of the Registrar, Registrar (Evaluation) or the Finance Officer, as the case may be.

(2) Pending appointment of a suitable officer to fill the vacancy in the office of the Registrar, Registrar (Evaluation) or the Finance Officer, the Vice-Chancellor, in his discretion, authorises any Officer to perform the duties of such vacant post till appointment is made. The Vice-Chancellor immediately reports the action taken by him under this sub-section to the Chancellor.

### **Dean:-**

(1) A Professor in each faculty according to seniority by rotation, acts as Dean of faculty for a period of two years:

Provided that if there is no Professor the senior most Reader acts as Dean:

Provided further that if in any faculty there is no Professor or Reader, then the Vice-Chancellor,

in his discretion designates any other suitable Teacher to act as Dean:

Provided also that where no person is available in a Faculty to act as Dean of the Faculty or where the University does not have such a Department of Studies for any Faculty, then such teacher in a Department of Studies in any affiliated College is nominated by the Vice-Chancellor on the basis of seniority to act as the Dean of Faculty.

- (2) The Dean of each faculty is the Executive Officer of the Faculty and presides over the meetings of the Faculty.
- (3) The Dean exercises such other powers and discharge such other functions as prescribed by the statutes or Ordinance.

#### **Director of Student Welfare:**

The Director of Student Welfare is a whole-time Officer of the University and is appointed by the Chancellor on the recommendation of the Syndicate. He exercises such powers and performs such functions as conferred or imposed on him by the Chancellor or as prescribed by the Statutes, Regulations. His term of office, emoluments and other conditions of service are prescribed by the Statutes.

#### **The Librarian:**

The Librarian is a whole time Officer of the University and is appointed by the Syndicate on the recommendation of the Board of Appointment constituted under sub section (1) of in section 53 of the Act. He possesses such qualifications and exercises such powers and discharges such duties as prescribed by the Statutes. His emoluments and terms and conditions of service are prescribed by the Statutes.

#### **The Director of Planning, Monitoring and Evaluation Board:**

The Director of Planning, Monitoring and Evaluation Board is a whole time Officer of the University and is appointed by the Syndicate. He possesses such qualifications and exercises such powers and discharges such duties as prescribed by the Statutes. His emoluments and terms and conditions of service are prescribed by the Statutes.

#### **The Director, College Development Council:**

The Director, College Development Council is a whole time Officer of the University and is appointed by the Syndicate. He possesses such qualifications and exercises such powers and discharges such duties as prescribed by the Statutes. His emoluments and terms and conditions of service are prescribed by the Statutes.

#### **The Director of Physical Education:**

The Director of Physical Education is a whole time officer of the University and is appointed by the Syndicate on the recommendation of the Board of Appointment constituted under section 57 of the Act. He possesses such qualifications and exercises such powers and discharges such duties as prescribed by the statutes. His emoluments and terms and conditions of service are as prescribed by the statutes. The work assigned to other Employees of the University is shown in the Directory.

The duties of other employees is given in the Directory of employees under (ix) on page No. 35.

