

MANUAL 2

Power and duties of Departments Officers and Employees

The powers and duties of the Officers as provided in the Act, Statutes and Ordinance of the University are given below.

Officer	Powers and Duties
1) The Chancellor	<p>The Governor of the State of Assam is the Chancellor. The Chancellor is the Head of the University. The Chancellor shall if present, preside at the Convocation of the University held for conferring degrees.</p> <p>(1) The Chancellor shall have the right of the Chancellor to cause an inspection to be made by such person or persons as he may direct of the affairs and properties of the University, of the colleges, institutions and bodies maintained by the University and also of the examinations, teaching and other works conducted or done by the University, its officers and authorities, and to cause an enquiry to be made in the like manner in respect of all or any of the matters aforesaid and of any other matter connected with the University.</p> <p>(2) The Chancellor shall in every such case give notice to the Executive Council of his intention to cause an inspection or enquiry to be made, and the Executive Council shall be entitled to appoint a representative who shall have the right to be present and heard at such inspection or enquiry.</p> <p>(3) The Chancellor may address the Vice-Chancellor with reference to the result of such inspection or enquiry and the Vice-Chancellor shall communicate to the Executive Council the views of the Chancellor with such advice as the chancellor may offer on the action to be taken thereon.</p> <p>(4) The Executive Council shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it is proposed to take or has been taken on the result of such inspection or enquiry and the advice of the Chancellor.</p> <p>(5) When the Executive Council does not within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Executive Council, if any, issue such directions as he may think fit and the Executive Council shall be bound to comply with such directions.</p> <p>(6) Expenses that may be incurred in connection with such inspections or enquiries and certified as such by the Chancellor shall be a charge on the University.</p> <p>(7) The Chancellor as the Head of the University shall have the power to suspend the activities of the various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in the Chancellor to control the affairs of the authority or authorities so suspended in such manner and for such a period as deemed fit and reasonable by him.</p>
2) The Vice-Chancellor	<p>(1) The Vice-Chancellor shall be the principal executive and Academic Officer of the University. He shall be the ex-officio Chairman of the Executive Council, the Academic Council, the Post-graduate Board, the Under-graduate Board, the Finance Committee and the Selection Committee and shall, in the absence of the Chancellor preside at all</p>

	<p>meetings of the Court and over the convocation to confer degrees. He shall be entitled to be present at and to address any meeting of any authority or committee of the University.</p> <p>(2) The Vice-Chancellor shall see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers for that purpose.</p> <p>(3) The-Vice-Chancellor shall have the powers of convening the meetings of the Court, the Executive Council, the Post-Graduate Board, the Under-Graduate Board, the Finance Committee and the Selection Committee whenever he finds it necessary and may for that purpose direct the Registrar to convene such a meeting at the time and place to be determined by the Vice-Chancellor and the Registrar shall be bound to comply with that direction.</p> <p>(4) If in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same to the authority or Committee which in the ordinary course would have dealt with the matter :</p> <p>Provided that where any such action taken by the Vice-Chancellor affects the services or emoluments of any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he receives notice of such action, an appeal to the Executive Council, whose decision shall be final.</p> <p>(5) The Vice-Chancellor shall exercise general control and supervision over the affairs of the University and shall give effect to the decisions of the Authorities of the University.</p> <p>(6) All powers relating to the proper maintenance of discipline in the University shall stand vested in the Vice-Chancellor.</p> <p>(7) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes or the Ordinances and shall perform such other acts as may be necessary to carry out or further the provisions of this Act, the Statutes or the Ordinances.</p>
3) Rector	The Rector shall exercise and perform such powers and duties of the Vice-Chancellor as may be delegated to him by the Vice-Chancellor.
<p>4) Deans of Faculties</p> <p>(a) Faculty of Humanities and Law</p> <p>(b) Faculty of Social Sciences</p> <p>(c) Faculty of Education</p> <p>(d) Faculty of Commerce and Management Sciences</p> <p>(e) Faculty of Science and Engineering</p> <p>(f) Faculty of Biological Sciences</p> <p>(g) Faculty of Earth Sciences and</p>	<p>The Deans is a part of the senior management group within the university acting under delegated authority from the Vice-chancellor and reporting to the Vice-Chancellor. Heads of the Departments or Directors of the Centres as allocated to the Faculty are accountable to the Dean. The principal role of the Dean is to assist the Departments and the Centres of the Faculty to achieve their agreed academic objectives as effectively as possible. The Dean is accountable to the Vice-chancellor.</p> <p>The Deans shall have the following duties and responsibilities–</p> <p>a) To provide effective academic leadership and management of the Faculty.</p> <p>b) To develop, implement and maintain an academic plan for the Faculty.</p> <p>c) To convene and conduct the meeting of the Faculty Boards.</p> <p>d) To coordinate and generally supervise the teaching and research work in the Faculty through the Head of the Departments / Director of Centres.</p> <p>e) To take steps to promote modular and inter-disciplinary teaching and research wherever necessary.</p> <p>f) To maintain academic discipline in the Faculty through the Heads of the Departments / Directors of the Centres.</p> <p>g) To take steps and to give effect to the discussions and recommendations of the Faculty board.</p> <p>h) To apprise the Vice-chancellor on matters relating to the Faculty.</p>

Energy	<p>i) To receive and immediately forward the leave applications of all the teachers including the Head of Departments, Director of Centres of Study and Centre In-Charge to the Office of the Vice-Chancellor.</p> <p>j) To assume administrative responsibility for other academic activities as may be required by the Vice-chancellor.</p> <p>k) To represent the Faculty in the Executive Council as ex-officio member.</p> <p>l) To represent the Faculty in the Post Graduate Board and Under Graduate Board as ex-officio member.</p>
4(A) Dean, Research & Development	<p>i. The Dean of Research and Development (R&D) shall be responsible for planning of research and development activities of the University in consultation with all Deans and Vice-chancellor of the University.</p> <p>ii. Dean, R&D shall make an overview of research projects to be submitted to various agencies by the faculty of the university to ensure that a project is in order.</p> <p>iii. Dean, R&D shall co-ordinate all research activities of the university and shall take up the related matters with the university authority.</p> <p>iv. Dean, R&D shall be the ex-Officio Chairperson for all selection committees for selection of Research Fellows / Project Fellows / Associates etc.</p> <p>v. Dean, R&D shall monitor the progress of research projects carried out in the university, and report to Academic Council as may be required from time to time.</p> <p>vi. Dean, R&D shall take steps for Industry-Academy interaction/ interfacing for R&D activities.</p> <p>vii. Dean, R&D shall co-ordinate the Summer Projects of students covered by fellowship from INSA and other agencies / Academics.</p> <p>viii. Dean, R&D shall look after all R&D consultancy projects undertaken by the faculty and any other technical staff of the University.</p> <p>ix. Dean, R&D shall assist the Vice-chancellor on all aspects related to R&D programme of the University. Dean, R&D also initiate other collaborate research with other national / international / international University / institute.</p> <p>x. Dean, R&D shall be responsible for all matters relating to Intellectual Property Rights (IPR).</p>
4(B) Dean, Student Affairs	<p>i. To coordinate the admission of students to University Departments / Centres and to the hostels.</p> <p>ii. To recommend for appointment of wardens to the Students' Hostels.</p> <p>iii. To deal with the matters of management, overall discipline including living conditions in the hostels.</p> <p>iv. To coordinate the selection of conveners for various sub-committees constituted by the Students' Union.</p> <p>v. Dean of student affairs shall be the adviser to the Students' Union of the University.</p> <p>vi. To nominate faculty in-charge to various sub-committees constituted under Students' Union.</p> <p>vii. To nominate student representative to various bodies of the university, if required so, and also to other agencies / Departments / Centres for various academic and co-curricular activities.</p> <p>viii. Dean student affairs shall monitor the training and placement of the students of the University.</p> <p>ix. The Dean Students affairs shall plan and suggest amenities of the students to the University authority.</p> <p>x. To be in overall in-charge of the management of fund sanctioned for sports and cultural activities.</p>

	<ul style="list-style-type: none"> xi. To organize programmes / activities leading to strengthening of students-teachers, students-employees and students-society relationships. xii. To coordinate the process of selection of students for awards, prizes, scholarship etc. xiii. Dean of Student Affairs shall be the Ex-officio Chairperson of the committee for Student's Welfare Fund. xiv. Dean of Student Affairs shall assist the University in the overall maintenance of students discipline within and outside the Department. He / she will be the Chairperson of the Students Disciplinary Action Committee to be formed. xv. Dean, Student Affairs shall be ex-officio treasurer of the Students' Advisory Council.
4) The Registrar	<p>The Registrar shall be a whole-time salaried officer of the University. The terms and conditions of the service of the Registrar shall be such as may be prescribed by the Ordinances.</p> <p>The Registrar shall be the Secretary of the Court, the Executive Council, the Academic Council, the Post-Graduate Board, the Under-Graduate Board, the Finance Committee and the Selection Committee but shall not be deemed to be a member of any of these authorities except that of the Court.</p> <p>The powers and duties of the Registrar shall be the following namely:-</p> <ul style="list-style-type: none"> (a) to be the custodian of the records, the common seal of the University and such other properties of the University as the Executive Council shall commit to his charge, (b) to conduct the official correspondence of the Court, the Executive Council, the Academic Council, the Post-Graduate Board, the Under-Graduate Board, the Finance Committee and the Selection Committee, (c) to issue all notices convening meetings of all Authorities and Committees of which he is the Secretary, to keep minutes of meetings of all such Authorities and Committees, (d) to arrange for, superintend and conduct all examinations held by the University, as directed by the Examination Board, (e) to sign and to verify all contracts and agreements made on behalf of the University, (f) to exercise general supervision over the funds of the University and to advise the Executive Council and the Finance Committee in regard to the financial policy of the University, (g) to manage, subject to the control of the Executive Council, the property and the investments of the University, (h) to prepare and to present to the Executive Council the annual report of the working of the University, the annual statement of accounts and the budget of the University for the next financial year, and to maintain properly the accounts of the University, (i) to receive payment of all fees and charges payable to the University, (j) to perform such other work as may from time to time, be assigned to him by the Executive Council or the Vice-Chancellor, and (k) to make appointments to ministerial and Grade IV posts of the University.