

## MANUAL 2

### SECTION 4 (1) (b) (ii)

#### THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

Section 9 of the Central Universities Act 2009 enumerates the officers of the University as follows:

- 1) the Chancellor;
- 2) the Vice-Chancellor;
- 3) the Pro-Vice-Chancellor;
- 4) the Deans of Schools;
- 5) the Registrar;
- 6) the Finance Officer;
- 7) the Controller of Examinations;
- 8) the Librarian; and
- 9) such other officers as may be declared by the Statutes to be the officers of the University.

Powers & Duties of above Statutory Officers of the University are defined in the CU Act and as well as in the Statutes of Central University of Punjab Bathinda. The same is listed as follows -

<b>Sr. No</b>	<b>Name of Post</b>	<b>Powers and Duties</b>
1	<b>The Chancellor</b>	<b>The Chancellor</b> The Powers & Duties of the Chancellor are enumerated in Section 10 of Central Universities Act  (1) The Chancellor shall be appointed by the Visitor in such manner as may be Chancellor prescribed by the Statutes.  (2) The Chancellor shall, by virtue of his office, be the head of the university and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court.
2	<b>The Vice-Chancellor</b>	<b>The Vice Chancellor</b> The powers and duties of the Vice-Chancellor are enumerated in Section 11 of Central University Act and Statute No. 3 of the Central University of Punjab and are reproduced below  <b>As per Section 11 of the Central Universities Act–</b>  (1) The Vice Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.  (2) The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control

	<p>over the affairs of the University and give to the decision of all the authorities of the University.</p> <p>(3) 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 at its next meeting the action taken by him on such matter:</p> <p>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 Visitor whose decision thereon shall be final:</p> <p>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 represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor</p> <p>(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the 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 the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.</p> <p>(5) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Seams or the Ordinances.</p> <p><b>As per Statutes No 3 of CUPB Statutes</b></p> <p>(1) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.</p> <p>(2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.</p> <p>(3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.</p> <p>(4) 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 person or persons as he deems fit.</p> <p>(5) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.</p>
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3	<b>Pro Vice-Chancellor</b>	<p><b>Pro-Vice-Chancellor</b></p> <p>As per Section 12 of CU Act</p> <p>The Pro-Vice-Chancellor shall be appointed in such manner and on such terms and conditions of service, and shall exercise such power and perform such duties, as may be prescribed by the Statutes.</p> <p>As per Statute No 4 of CUPB Statutes</p> <p>(1) The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:</p> <p>Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:</p> <p>Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of the Pro-Vice-Chancellor in addition to his own duties as a Professor.</p> <p>(2) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, or whichever is earlier:</p> <p>Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment:</p> <p>Provided further that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of seventy years:</p> <p>Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause(7) of Statute 2, continue in office, notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.</p> <p>(3) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.</p> <p>(4) 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 by the Vice-Chancellor.</p>
4.	<b>The Dean of Schools</b>	<p><b>The Dean of Schools</b></p> <p>Power and Duties of Dean of School are defined in Statute 5 of CUPB Statutes and is reproduced below -</p> <p>(1) Every Dean of School shall be appointed by the Vice-Chancellor from amongst the Professors in the School by rotation in order of seniority for a period of three years:</p>

		<p>Provided that in case there is only one Professor or no Professor in a School, the Dean shall be appointed, for the time being, from amongst the Professor, if any and the Associate Professors in the School by rotation in the order of seniority:</p> <p>Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.</p> <p>(2) When the office of the Dean is Vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior- most Professor or Associate Professor, as the case may be, in the School.</p> <p>(3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.</p> <p>(4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof</p>
5	<b>The Registrar</b>	<p><b>The Registrar</b></p> <p>The powers and duties of the Registrar are enumerated in Statute No. 6 of the University and are reproduced below:</p> <p>(1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection “Committee constituted for the purpose and shall be whole-time salaried officer of the University.</p> <p>(2) He shall be appointed for a term of five years and shall be eligible for re- appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time: Provided that the Registrar shall retire on attaining the age of sixty-two-years.</p> <p>(4) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the ViceChancellor may appoint for the purpose.</p> <p>(5) Powers of Registrar</p> <p>(a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:</p> <p>Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.</p>

		<p>(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).</p> <p>(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendation: Provided that an appeal shall lie to the Executive Council against an order of the Vice- Chancellor imposing any penalty.</p> <p>(6) The Registrar shall be ex officio Secretary of the Executive Council and the Academic, but shall not be deemed to be member of either of these authorities and he shall be ex officio Member-Secretary of the Court.</p> <p>(7) It shall be the duty of the Registrar----</p> <p>(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;</p> <p>(b) to issue all notices convening meetings of the Court, the Executives Council, the Academic Council and of any Committees appointed by those authorities;</p> <p>(c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;</p> <p>(d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;</p> <p>(e) to supply to Visitor, Copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;</p> <p>(f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and</p> <p>(g) to perform such other duties as may be specified in the statutes, the Ordinances or Regulations or as may be required from time to time by the Executive Council or Vice-Chancellor.</p>
6	<b>The Finance Officer</b>	<p><b>The Finance Officer</b></p> <p>The powers and duties of the Finance Officer are enumerated in Statute No. 7 of the University and are reproduced below</p> <p>(1) The Finance Officer shall be appointed by the Executive Council on the recommendations of Selection Committee constituted for the purpose and be shall be a whole-time salaried officer of the University.</p> <p>(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re- appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the finances Officer shall be such as may be prescribed by the Executive</p>

	<p>Council from time to time: Provided that the Finance Officer shall retire on attaining the age of sixty-two-years.</p> <p>(4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the ViceChancellor may appoint for the purpose.</p> <p>(5) The Finance Officer shall be ex officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.</p> <p>(6) The Finance Officer shall---</p> <p>(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy: and</p> <p>(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.</p> <p>(7) Subject to the control of the Executive Council, the Finance Officer shall---</p> <p>(a) hold and manage the property and investments of the University including trust and endowed property:</p> <p>(b) ensure that the limits fixed by the Executive Council for recurring and non- recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;</p> <p>(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council</p> <p>(d) keep a constant watch on the state of the cash and bank balances and on the state of investments;</p> <p>(e) (e) watch the progress of the collection of revenues and advise on the methods of collection employed:</p> <p>(f) ensure that the registers of buildings, land furniture and equipment are maintained up to date and that stockchecking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialised Laboratories;</p> <p>(g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and</p> <p>(h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.</p> <p>(8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to University shall be sufficient discharge for payment of such money</p>
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7	<b>The Controller of Examination</b>	<p><b>The Controller of Examination</b></p> <p>The powers and duties of the Controller of Examination are enumerated in Statute No. 8 of the University and is reproduced below:</p> <p>(1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole time salaried officer of the University.</p> <p>(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re- appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Executive Council from time to time;</p> <p>Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.</p> <p>(4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose,</p> <p>(5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.</p>
8	<b>The Librarian</b>	<p><b>The Librarian</b></p> <p>The powers and duties of the Librarian are enumerated in Statute No.9 of the University and are reproduced below:</p> <p>(1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.</p> <p>(2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.</p>
9	<b>All other Officer / Officials</b>	<p><b>All other Officer/Officials</b></p> <p>Such other Officers as may be declared by the Statutes to be the officers of the University. Powers and duties of all other officers are enlisted as per the order of the competent authority, and statutory bodies. Work as per the profile of their Department/Section is distributed in between staff under supervision of the Administrative Officers. The staff deployed under various officers perform their duties as per the instruction/ direction of the officer of the respective section/ department.</p> <p>All the policy/rules/guidelines as approved by the statutory bodies are available on university website <a href="http://www.cup.edu.in">www.cup.edu.in</a> under the head of 'Subordinate Legislation'</p> <p><a href="http://www.cup.edu.in/subordinate_legislation.php">http://www.cup.edu.in/subordinate_legislation.php</a></p>

**Rules under which these powers and duties are derived and executed –**

Powers & Duties of above Officers of the University are defined in the CU Act and as well as in the Statutes of Central University of Punjab Bathinda.

The Acts, Statutes, Ordinances and Policies of the University are available on the University website [http://www.cup.edu.in/subordinate\\_legislation.php](http://www.cup.edu.in/subordinate_legislation.php) under which above powers & duties are derived.

**Work Allocation:** In a public authority, the competent authority allocates the work to different departments from time to time as per the provisions of CU Act, ordinances, statutes and University Rules. The same is communicated through Office Orders and Notifications. Available on University Website [www.cup.edu.in](http://www.cup.edu.in)

The list of personal deputed to various departments are available at <http://www.cup.edu.in/documents/Updated%20Telephone%20Directory%20as%20on%2001.09.2020.pdf>