



Jaypee University of Information Technology  
Waknaghat, P.O. Waknaghat  
Tehsil Kandaghat, Distt. Solan  
Himachal Pradesh – 173234, INDIA

Phone : +91-01792-25799\* Fax : +91-01792-245362

Information under Right to Information Act, 2005

## **Powers and Duties of Officers and Employees**

### **I. Vice Chancellor**

- 01 The Vice-Chancellor shall be the Head and the Chief Operating and Academic Officer of the University. He shall preside over the meetings of the Executive Council, Academic Council and Finance Committee
- 02 The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any other authority or any other body of the University.
- 03 It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes and the Ordinances of the University are duly observed and he shall have all powers necessary to ensure such observance.
- 04 The vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University in letter and spirit and shall ensure that they are not contradictory in nature and practice.
- 05 The Vice-Chancellor shall have 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 may deem fit.
- 06 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 an officer during the period of his absence.

- 07 The Vice chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he so decides, may delegate such powers to any other officer or officers of the University.
- 08 The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the University.
- 09 The Vice Chancellor shall be the convener of Selection Committee(s) of the University provided in Cl. 20 hereinafter.
- 10 Without prejudice to the generality of the provisions contained in clause (2) of this the Vice Chancellor shall have the powers to make short-term appointment for a period of one year, of such persons as may be considered necessary for functioning of the

## **II. The Dean**

01. The Dean shall be appointed by the Governing Council on the recommendations of the Vice Chancellor from amongst the Professors in the University for a period of three years and they shall be eligible for re-appointment.
02. That a Dean, on attaining the age of superannuation shall, cease to hold office.
03. When the office of a Dean is vacant or where the Dean by reasons of illness, or other cause unable to perform his/her duties, the Vice Chancellor may authorize any to perform the functions of the Dean during such period.
04. The Dean shall be the Head of all academic and research programmes in the University shall be responsible for the conduct and maintenance of the standards of teach and faculty. The Dean shall have such other functions as may be entrusted to them by the Council.

## **III The Registrar**

- 01 The Registrar shall be appointed by the Governing Council and will be a full time salaried officer of the University.
- 02 When the office of the Registrar is vacant or when the Registrar, by reason of illness or for any other cause, unable to perform the duties of his office, the duties of the registrar shall be performed by such person as the Vice-Chancellor may appoint for this purpose.

The Registrar shall-

- 01 Whole custodian of the records, the common seal and other properties of the University as the Governing Council shall commit to his charge;
- 02 To conduct the official correspondence of the University and all or any of its authorities.
- 03 Supply to the Pro-Chancellor copies of the agenda of meetings of the authorities of the University, as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings.
- 04 In an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University.
- 05 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
- 06 Perform such other duties and functions as may be specified in the Statutes, or prescribed by the Ordinances or as may be required, from time to time, by the Governing Council or the Vice-Chancellor.

### **III. The Finance Officer**

01. The Finance Officer shall be appointed by the Governing Council and shall be whole-time salaried officer of the University.
02. When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose for the duration of such absence.
03. The Finance Officer shall retire on attaining the age of sixty years.
04. The Finance Officer Shall-
  - a) exercise general supervision of the funds of the University and advise it a regards its financial policy; and
  - b) perform such other functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
05. Subject to the control of the Executive Council and the Vice-Chancellor, the Finance Officer shall-
  - a) hold and manage the property and investments including trust and endowed proper for furthering any of the objects of the University.
  - b) See that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are

not exceeded and that all moneys are expenditure on the purposes for which they are granted or allotted.

- c) Be responsible for the preparation of the annual accounts and the budget of the University for the next financial year and for their presentation for the Finance Committee.
- d) Keep a constant watch on the state of the cash and bank balances and on the state investment.
- e) Watch the progress of collection of revenue and advise on the methods collection employed.
- f) Have the accounts of the University regulatory audited by the auditors as may appointed for the purpose; and call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities.

#### **IV. Admission Officer**

Registrar of the University is responsible for all the admission on the basis of Joint Entrance Examination JET or AIEEE Examinations.