

 **GONDWANA UNIVERSITY GADCHIROLI**

Direction No. 216 of 2016.

Qualifications, recruitment, terms of office, duties and condition of service of the Registrar, the Controller of Examinations, the Librarian of the university library and the Finance and Accounts officer of the university, Direction, 2016.

(Issued under provision of sub-section (8) of section 14 of the Maharashtra universities Act, 1994.)

Whereas, the Maharashtra universities Act, 1994, has come into force with effect from 21st July, 1994 i.e. Maharashtra Act No.XXXV of 1994;

AND

Whereas, the above mentioned Act has been made applicable to the Gondwana university, Gadchiroli by the Maharashtra Government from the date of its establishment;

AND

Whereas, sub-section (8) of section 51 of the above mentioned Act provides that qualification, recruitment, terms of office, duties and conditions of service of offices of the university are the matters to be provided by the statute;

AND

Whereas, the Registrar, the controller of Examinations, the Librarian of the university Library and the Finance and Accounts officer are the other officers of the university as provided under section 10 of above mentioned Act;

AND

Whereas, sub-section (3) of section 17 of the above mentioned Act provides that the qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government;

AND

Whereas, clause (c) of sub-section(1) of section 18 of the above mentioned Act, provides that the qualifications and experience for the purpose of selection of the controller of Examinations shall be such as may be prescribed;

AND

Whereas, definition of the word "Prescribed" is provided under sub-section (24) of section 2 of the above mentioned Act is as follows :-

"Prescribed " means Prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act."

AND

Whereas, sub-section (2) of section 19 of the above mentioned Act provides that qualifications, emoluments, and terms & conditions of service of the Librarian shall be as recommended by the University Grants Commission and approved by the State Government;

AND

Whereas, clause (b) of sub-section (1) of section 20 of the above mentioned Act provides that the Finance and Accounts officer shall be appointed by the Management Council either by nomination or by obtaining the services of a suitable officer on deputation from the Government of India or the State Government;

AND

Whereas, sub-section (10) of section 14 of the above mentioned Act, provides that the Vice-Chancellor shall be the appointing and disciplinary authority for the officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above;

AND

Whereas, clause (b) of sub-section (1) of section 79 of the above mentioned Act, provides constitution of the selection committee for making recommendations of suitable candidates for appointment to the posts of Registrar, Controller of Examinations, Finance and Accounts officer and Librarian;

AND

Whereas, Direction No. 154 of 2013 dated 8/2/2013 and 159 of 2013 dated 20/4/2013 were issued by the Vice-chancellor under provision of sub-section (8) of section 14 of the above mentioned Act, in respect of Direction regarding mode of Appointment, Qualifications, powers, duties and service conditions of the Finance and Accounts officer;

AND

Whereas, Direction Nos. 155 of 2013 dated 11/2/2013 and 160 of 2013 dated 20/4/2013 were issued by the Vice-chancellor under provision of sub-section (8) of section 14 of the above

mentioned Act, in respect of Direction regarding mode of appointment, qualifications, powers, duties and service conditions of the controller of Examinations;

AND

Whereas, Direction Nos. 153 of 2013, 155 of 2013, 159 of 2013 and 160 of 2013 are not converted into the statutes by placing the Draft of Statutes relating to them before such authorities for consideration and for passing the Statutes;

AND

Whereas, no Statutes are passed by the senate of the university relating to qualifications, recruitments, terms of office, duties and condition of service of the Registrar and the Librarian of the university Library;

AND

Whereas, no Directions are issued by the Vice-chancellor under provision of sub-section (8) of section 14 of the above mentioned Act, regarding qualifications, recruitments, terms of office duties and conditions of services of the Registrar and the Librarian of the university Library;

Whereas, Department of Higher and Technical education in Maharashtra Government, Mumbai 400 032 Vide No. Sankirna 2012/(9/12)UE-1, on 16th March, 2013 has issued Government resolution, mentioning qualifications and experience in the preamble for direct recruitment to the post of Registrar, Controller of Examinations and Finance and Accounts officer of the universities, directing the universities as follows :-

“ While direct recruitment to the posts of the Registrar, the Controller of Examinations and the Finance and Accounts officer in the university, the Deputy Registrar/equivalent university administrative officer fulfilling prescribed eligibility conditions be preferred for their selection to the post(s).”;

AND

Whereas, because of the uniformity in the qualifications and experience for recruitments to the posts of the Registrar, the Controller of Examinations and the Finance and Accounts officer, the provisions made under Direction Nos. 154 of 2013, 155 of 2013, 159 of 2013 and 160 of 2013, in this regard, are become inconsistent with the prescribed qualifications and experience mentioned in the Government resolution No. Sankirna 2012/(9/12) UE-1 dated 16th March, 2013;

AND

Whereas, the Vice-chancellor has issued Direction No. 189 of 2016 dated 10/3/2016 in respect of University Grants Commission Regulations on Minimum qualifications for appointment of teachers and other academic staff in the university and colleges and measures for the

maintenance of standards in Higher Education, 2010, Direction, 2016 under which the qualifications and experience for recruitment to the post of university Librarian is provided;

AND

Whereas, existing Directions in the university, having Nos. 154 of 2013, 155 of 2013, 159 of 2013, and 160 of 2013, are proved inconsistent in respect of qualifications and experience for recruitment to the posts of the Controller of Examinations and Finance and Accounts officer of the university;

AND

Whereas, no statute is passed by the senate prescribing qualifications and experience for recruitment to the posts of the Registrar, the Controller of Examinations, the Librarian of the university Library and the Finance and Accounts officer of the university;

AND

Whereas, the matter is required to be regulated by the statutes;

AND

Whereas, passing of the statutes by the senate and assenting it to by the Hon'ble chancellor is time consuming process;

AND

Whereas, there is an emergency for providing legislation to regulate the matter.

Now, therefore, I, Dr. N.V. Kalyankar, Vice-chancellor, Gondwana University, Gadchiroli, in exercise of the powers vested in me under provision of sub-section (8) of section 14 of the Maharashtra universities Act, 1994, do hereby issue following Directions :-

1. This Direction shall be called "Qualifications, recruitment, terms of office, duties and conditions of service of the Registrar, the Controller of Examinations, the Librarian of the university Library and the Finance and Accounts officer of the university, Direction, 2016."
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context requires otherwise :-
 - a) 'Act' means the Maharashtra universities Act, 1994, i.e. Maharashtra Act No. XXXV of 1994;

- b) 'Registrar' means the other officer of the university as provided under sub-section (4) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (10) of section 14 of the Act;
- c) 'Controller of Examinations' means the other officer of the university as provided under sub-section (5) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (10) of section 14 of the Act;
- d) 'Librarian of the university Library' means the other officer of the university as provided under sub-section (8) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (10) of section 14 of the Act;
- e) 'Finance and Accounts officer' means the other officer of the university as provided under sub-section (9) of section 10 of the Act and to be appointed by the Management council under powers vested in it vide clause (b) of sub-section (1) of section 20 of the Act.
- f) 'Management council' means the Management council of the university as constituted under provision of sub-section (1) of section 27 of the Act;
- g) 'U.G.C.' means the university Grants Commission established under the university Grants commission Act, 1956;
- h) 'University' means the Gondwana university, Gadchiroli, mentioned in the schedule of the Act;
- i) 'Vice-chancellor' means the Vice-chancellor of the university appointed by the chancellor under provision of sub-section (4) of section 12 of the Act;
- j) 'Selection Committee' means the selection committee constituted under provision of clause (b) of sub-section (1) of section 79 of the Act for making recommendations of suitable candidates for appointment to the post of Registrar, Controller of Examinations, Finance and Accounts officer and Librarian as provided under clause (a) sub-section (1) of section 79 of the Act;
- k) 'State Government' means the Government of Maharashtra;
- l) 'Chancellor' means the Governor of Maharashtra, for the time being, be the chancellor of the university, by virtue of his office, he shall be the Head of the university;
- m) 'Affiliated college' means a college which has been granted affiliation by the university.
- n) 'Pro-vice-chancellor' means a person appointed by the Chancellor as pro-vice-chancellor of the university as provided under sub-section (1) of section 13 of the Act.
- o) 'Teacher' means a person as defined under sub-section (34) of section 2 of the Act.

- p) 'Maharashtra Civil Services Rules' means the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 which shall be applicable for the officers and employees of the university
- 4 a) Qualifications and experience for recruitment to the posts of the Registrar, the Controller of Examinations and the Finance and Accounts officer of the university shall be as follows :-

- i) A Master's Degree with atleast 55% of marks or its equivalent grade of 'B' in the U.G.C. 7 point scale (5% relaxation in Master's Degree to S.C./S.T. & Departmental candidates).
- ii) At least 15 years of experience as Assistant professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

- 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
- iii) Candidates fulfilling, the above mentioned, eligibility conditions and working as Deputy Registrar/equivalent administrative officer in the university shall be preferred.
 - iv) i) In addition to the qualification mentioned in para 4 a)(i) & (ii) above, the candidate shall possess the qualification in computer operation within two years from the date of his/her appointment, if he/she does not possess, a certificate in computer operation prescribed by the Director of the Information Technology, Govt. of Maharashtra.

OR

Certificate of DOEAC societies "CCC" or "O" level or "A" level or "B" level or "C" level or MS-CIT or GECT certificate of Maharashtra state, higher technical education department. However, the qualification at (iv) i) above shall be exempted in case of departmental candidates of the Gondwana university, Gadchiroli who have passed the prescribed computer skill test of the respective level conducted by the university.

- ii) Those who have passed the following examinations, shall be exempted from the above mentioned computer qualifications :-

- Degree or Diploma in Computer Technology/Computer Science & Engineering/Information Technology and Post Graduation/Advanced

Diploma in Computer Applications, ADCSSAA awarded by the Board of Technical Education, Maharashtra State.

- Degree/Diploma awarded by all the Government recognized universities in Computer Technology/Computer Science & Engineering/Information Technology and Post Graduation/Advanced Diploma in Computer Applications, Computer Application systems and Analyst.
- iii) The candidates from the university service or from the service of Government of Maharashtra, who have crossed the age of 50 years shall be exempted from the qualification of computer operation.
- iv) Ph.D. shall be a desirable qualification.
- v) The candidate should have proficiency in Marathi and English language.
- b) Qualifications and experience for recruitment to the post of Librarian of the university library shall be as follows :-
- (i) A Master's Degree in Library Science/Information Science/Documentation with atleast 55% marks or its equivalent grade of 'B' in the U.G.C. 7 point scale and consistently good academic record set out in Direction No. 189 of 2016.
A relaxation of 5 % may be provided, from 55% to 50% of the marks at the Master's Degree level for the :-
 - a) S.C./S.T. category candidates, and
 - b) Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991.
 - (ii) Atleast 13 years as a Deputy Librarian in a university Library or 18 years experience as a college Librarian.
 - (iii) Evidence of innovative Library Service and organization of published work.
 - (iv) Desirable :- A M.Phil./ Ph.D. degree in library Science/information Science/ documentation/ archives and Manuscript-keeping.
 - (v) In addition to the qualification prescribed under para 4 b) above, the qualification and conditions mentioned under para 4 a) (iv) shall be applicable.
- 5 Candidate for each of the post shall not be less than 45 years of age, unless already in the service of the university or affiliated college.
- 6 a) The posts of the Registrar, the Controller of Examinations and the Finance and Accounts officer shall be tenure posts. The tenure shall initially be for a period of five years and the candidate shall be eligible for re-appointment by following the required procedure for recruitment to the relative post. The age of retirement from

the post, during the tenure period, shall be 58 years of age for a candidate from the non-teaching cadre and 60 years of age for a candidate from the teaching cadre. The post shall carry retirement benefits according to the Government rules applicable to the post.

- b) The post of Librarian of the university library shall be permanent post for appointment. The age of retirement from the said post shall be 60 years of age. The initial appointment to the said post shall be for one year probation period. The appointment shall be terminated after giving one month's notice or one month's salary in lieu of such notice during the period of probation. The candidate, confirmed to the post, shall have to give three month's notice or three month's salary in lieu of such notice for tendering resignation of the post and this condition shall also be followed by the university for terminating the services of the librarian.
7. A candidate who desires to apply for any Post mentioned in this Direction shall have to submit a declaration in prescribed form regarding small Family, as per the provision made in Notification No.SRV 2000/(CR(17/2000))/ XII, dated 28th March,2005 of General Administration Department, Mumbai - 400032.
 8. The Reservation for 'Female' candidate will be in accordance with the Government Resolution No. MISC1096/ -2 dated 1st August 1997 issued by the women's and child welfare Department.
 9. An applicant already in the employment either in temporary capacity or in permanent capacity in the university or in the affiliated college or outside the university or in the government agency shall have to submit his/her application through proper channel regarding 'No objection' on or before the last date prescribed for submitting an application for the relative post . An applicant may submit an advance copy of an application form, in lieu of 'No objection' from the proper channel, on or before the last date prescribed for the purpose.
 10. A committee, of not more than three persons, shall be appointed by the vice-Chancellor, to scrutinize the validity of the application forms for the relative post, in the light to perform duty as provided under sub-section(13) of section 14 of Act.
The committee, in the light of advertised qualifications and experience, shall Scrutinize the application form received on or before the last date prescribed for submitting an application form and decide the validity of the applicant candidates along with the following:-
 - a) Whether the application is with incomplete and/or erased and /or wrong information in respect of educational qualifications, experience, age etc.
 - b) Whether the certificates annexed with the application form are attested.
 - c) Whether the prescribed fee is paid by the applicant.

- d) Whether the application is received through proper channel, if the applicant is in employment.
- e) Whether the applicant has submitted the declaration required to be submitted with an application.
- f) Whether the application is received in the university on or before the last date prescribed for the purpose.

The recommendations of the committee shall be subject to the approval of the vice-chancellor. No correspondence shall be made with the applicant candidate regarding invalidity of an application form and the reasons therefor.

- 11. An applicant shall have to attend an interview/test, if conducted, at his/her own expenses.
- 12. Canvassing, directly or indirectly, if any, to strengthen the candidature is prohibited and shall be liable for declaring disqualification for the post.
- 13. Every post of university officer mentioned in this direction to be filled in by selection shall be duly and widely advertised according to the draft approved by the vice chancellor, together with particulars of the minimum and additional qualifications as prescribed, the emoluments and the number of posts to be filled, the number of posts which are reserved for the members of the S.C or S.T. or other backward classes or Female and reasonable time to be determined by the Vice-Chancellor, shall be allowed within which the applicants may, in response to the advertisement, submit their applications. All updates and instructions regarding recruitment shall be updated on Gondwana University, Gadchiroli website.
- 14. Subject to revision by the state Government, the pay band & AGP/Grade pay for the Posts mentioned in this Direction shall be as mentioned below:-

Sr.No.	Post	Pay band & AGP	category
1	Registrar, Controller of Examinations, and Finance and Accounts officer	Rs. 37400-67000 AGP Rs.10000	Having U.G.C. qualification and teaching experience
		Rs. 37400-67000 AGP Rs.8900	For other candidates
2	Librarian	Rs. 37400-67000 AGP Rs.10000	For all

- 15. a) There shall be a selection committee for making recommendations of suitable candidates for appointment to the Posts of the Registrar, the controller of Examinations, the Finance and Accounts officer and the librarian of the university library.

- b) The selection committee shall consist of-
- (i) The vice-chancellor, or the pro-vice chancellor upon the direction of the vice chancellor,(chairperson)
 - (ii) Two members, nominated by the management council, form amongst its members;
 - (iii) A Dean, not being a member of the Management council, nominated by the vice- chancellor;
 - (iv) Two experts having special knowledge in the field related to the post to be filled, who are not connected with the university and affiliated colleges or recognized institutions, nominated by the vice-chancellor;
 - (v) One person belonging to scheduled castes or scheduled tribes, or other Backward classes, nominated by the vice-chancellor;
 - (vi) The Registrar shall act as member- secretary of the selection committee, except where he/she himself/herself is candidate for the post.
- c) Where the Registrar is a candidate for the post to be filled in, the vice chancellor shall nominate an officer not below the rank of Assistant Registrar or its equivalent post to provide secretarial assistance to the committee.
- d) The tenure of members of the selection committee under clauses (ii),(iii),(iv) and(v) of sub para b) above for each post shall be till the period of selection of candidate to the post to be filled in and the candidate joins his/her duties in the university or re-advertisement of the Post which shall be later. Fresh nomination shall be made at every time for each post as and when it shall be advertised.
- e) The Management council shall nominate its two members on the selection committee to be constituted for the post of the Finance and Accounts officer as and when it takes a decision to appoint Finance and Accounts officers by nomination.
- f) The meeting of the selection committee shall be convened on the date determined by the Vice-chancellor (chairperson) by a notice issued by its secretary or an officer nominated by the vice-chancellor under provision of clause c) above.

- g) The quorum for the meeting of the selection committee shall ordinarily be one third of the members. If there is no quorum, the meeting shall be adjourned by the chairperson to a specific time on the same day and no quorum shall be necessary for such adjourned meeting.
- h) Save as otherwise provided, matter or proposal on the agenda shall be decided by a majority of votes of members present. The chairperson shall have a vote. In case of equality of votes, the chairperson shall have casting vote. The secretary, if not a member, shall have right to participate in the deliberations but shall not have the right to vote.
- i) When the chairperson so provided for is absent and pro-Vice-chancellor is not appointed in the university, the members present shall elect a person from amongst themselves to preside at the meeting.
- j) The date of the meeting of selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, being given to each member and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him/her at least seven days before the date of meeting.
- k) The selection committee shall interview and adjudge the merits of each candidate regarding his/her performance in the interview. If found suitable, shall recommend a pannel of names arranged in order of merit, for nomination to the post as mentioned below to-
 - (i) Registrar, Controller of Examinations and Librarian } to the Vice- Chancellor
 - (ii) Finance and Accounts officer } to the Management council
- l) The Vice-chancellor or the Management council, as the case may be, shall nominate one of the person as recommended by the selection committee as the Registrar, Controller of Examinations, Librarian and Finance and Accounts officer.

Provided that the Vice-chancellor or the Management council shall record reasons in writing if he/she or it decides, to alter the order of merit recommended by the selection committee for the said nomination.

However such alteration shall be given effect only after getting assent to it from the Hon'ble Chancellor.

- m) The Vice-chancellor shall issue the appointment order to the person recommended by the selection committee as the Registrar, Controller of Examinations and Librarian, as the case may be, of the university.

The Vice-chancellor shall issue appointment order to the person, recommended by the selection committee and approved by the Management council, as Finance and Accounts officer of the university.

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The powers and duties of the post of the Registrar, the Controller of Examinations, the Finance and Accounts officer and the librarian of the university Library shall be as mentioned in Appendices A,B,C and D respectively appended with this Direction.


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Direction Nos.154 of 2013, dated 8/2/2013, 155 of 2013 dated 11/2/2013, 159 of 2013 dated 20/4/2013 and 160 of 2013 dated 20/4/2013 shall stand repealed from the date of issuance of this Direction. However, Direction No. 1 of 1997 dated 23/4/1997 of R.T.M. Nagpur university, Nagpur applicable to this university shall continue to be repealed for its application to the university.

Gadchiroli.

Date :- 14-10-2016

(Dr. N. V. Kalyankar)
Vice-chancellor


14/10/2016

Appendix-A

Duties of the Registrar of the university.

1. As a chief Administrative officer of the university, the Registrar shall perform following duties :-
 - (a) Shall work directly under the superintendence, direction and control of the Vice-Chancellor;
 - (b) Shall act as secretary of the senate, Management council, Academic council and such other authorities, bodies and committees as prescribed by or under the Act;
 - (c) Shall be the appointing and disciplinary authority of the employees of the university other than the teachers, non-vocation academic staff and officers of the rank of Assistant Registrar and other officers holding Posts equivalent thereto or above,
 - (d) Shall present an appeal, by a person aggrieved by the decision of the Registrar, and preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;
 - (e) Shall enter into agreements, subject to the decisions of the authorities of the university;
 - (f) Shall sign documents and authenticate records on behalf of the university;
 - (g) Shall be the custodian of the record, the common seal and such other property of the university as the Management council may commit to his charge;
 - (h) Shall conduct elections as per the programme approved by the Vice Chancellor;
 - (i) Shall prepare and update the handbook of the statutes, ordinances and Regulations approved by the authorities, bodies or committees from time to time and make them available to all the respective members of the authorities and officers of the university;
 - (j) Shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action; and
 - (k) Shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him/her, from time to time, by the Vice-Chancellor;

Appendix-B

Duties of the Controller of Examinations of the university.

1. As the principal, officer-in-charge of the conduct of Examinations and tests of the university and declaration of their results, the controller of Examinations shall perform following duties:-
 - (a) Shall discharge his/her functions under the superintendence, direction and guidance of the Board of Examinations;
 - (b) Shall work directly under the directions and control of the Vice-Chancellor; -
 - (c) Shall be the member-secretary of the Board of Examinations and the committees appointed by the Board except the committees constituted under section 32(5)(a) of the Act for appointment of paper-setters, examiners and moderators;
 - (d) Shall be responsible for prompt and proper implementation of the decisions of the Board and the committees;
 - (e) Shall be responsible for making all arrangement necessary for holding examinations and tests and declaration of results;
 - (f) Shall have following responsibilities:-
 - (i) to prepare and announce in advance the calender of examinations;
 - (ii) to arrange for printing of question papers;
 - (iii) to arrange to get performance of the candidates at the examinations properly assessed, and process the results;
 - (iv) to arrange for the timely publication of results of examinations and other tests;
 - (v) to Postpone or cancel examinations, in part or in whole, in the event of mal-practices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices;
 - (vi) Shall take disciplinary action where necessary against the candidates, paper-setters, examiners, Moderators, or any other persons connected with examinations and found guilty of mal-practices relating to examinations;
 - (vii) Shall review from time to time, the result of university examinations and shall forward reports thereon to the Academic Council; and
 - (viii) Shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Board of Examinations.

Duties of the Finance and Accounts officer of the university:-

1. As a principal finance, accounts and audit officer of the university, the Finance and Accounts officer shall perform following duties.
 - a) Shall exercise general supervision over the funds of the University and shall advise the Vice-Chancellor with regard to the finances of the university and shall ensure that provisions of the various sections of the relevant Act are strictly adhered to;
 - b) Shall hold and manage the funds, property and investments including trusts and endowed property, for prospective and futuristic aims and objects of the University as provided under the governing provisions of the Act;
 - c) Shall ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they have been granted or allocated, ensuring that earmarked funds are not diverted for any purpose other than the one for which it was received.
 - d) Shall monitor the state of cash and bank balances and also of investments;
 - e) Shall monitor the progress of collection of revenue and advice the Vice-Chancellor on the methods to be employed for such collections;
 - f) Shall ensure that the accounts of the university are audited regularly in accordance with the section 103 of the Act;
 - g) Shall arrange for the internal audit once in every year and in any case within six months of the closure of the financial year;
 - h) Shall ensure that the registers of buildings, land, equipments and machinery are maintained up-to-date and that the stock measurement of equipments and other consumable materials in all the offices, teaching departments, conducted colleges, workshops and stores, are conducted regularly i.e.at least once in two years;

- i) Shall propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from the Principals of conducted colleges, Head of the Departments/Section-in-Charge of the University as the case may be.
- j) Shall propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities in any particular case, and place it before the Management council for such action as may be deemed to be necessary.
- k) Shall call for from any office, centre, laboratory, conducted college, department of the University or University institution, for any information and returns that he thinks, necessary for the proper discharge of his financial responsibilities.
- l) Shall take necessary steps to recover the amount like building fund, reserve fund etc. required to be deposited with the university or fees like continuation of affiliation fee, student aid fund, annual fee etc. to be collected on behalf of the University by the affiliated college(s).

Provided that in case the affiliated college is persistently neglecting to deposit the University amount or fees collected on behalf of the University, then he shall recommend to the Vice-Chancellor to take necessary action, as may be deemed, against the erring college(s);

- m. Shall exercise such other powers, perform any other duties, and discharge such other financial functions as are assigned to him by the Finance and Accounts Committee or the Management Council;

Duties of the Librarian of the university Library:-

1. As the principal officer of the university library, the librarian shall perform following duties-
 - (a) Where, in the university, there is no department of library science or where the head of the department of library science is below the rank of Reader, the librarian shall be the principal officer of the university library;
 - (b) Where, in the university, there is a department of library science, the head of that department is not below the rank of Reader, he/she shall ex-officio, function as librarian;
 - (c) Shall be responsible for the development, modernisation, up keep the management of the university library or libraries;
 - (d) Shall be responsible for maintaining the standards of teaching, research and professional skills in library science in the university department of library science, if any, and offer his/her help and advise in this respect to the librarians or libraries of affiliated colleges or recognized institutions;
 - (e) Shall be custodian of all books, periodicals, manuscripts, journals and library equipment and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipments are not lost;
 - (f) Shall cause periodical verification of stock;
 - (g) Shall advice the university on all matters including those for mobilising, additional resources to meet the developmental expenditure of the university library or libraries;
 - (h) Shall be the member-secretary of the library committee; and
 - (i) Shall ensure proper implementation of the decisions taken by the library committee;