

2. Powers and duties of Officers and Employees

1. The Chancellor

In addition to the provisions contained in Section 8 of the Krishna Kanta Handiqui State Open University Act, 2005 the Chancellor shall have the following powers.

- i) The Chancellor by virtue of his office shall be the Head of the University and shall, when present, preside at any convocation of the University.
- ii) Every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.
- iii) The Chancellor as 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.

2. The Vice-Chancellor

In addition to the provisions contained in Section 10 of the Krishna Kanta Handiqui State Open University Act, 2005, the Vice-Chancellor shall have the following powers and functions to exercise.

- i) The Vice-Chancellor shall be the ex-officio member and Chairperson of the Board of Management, the Academic Council, the Standing Finance Committee, the Construction Committee and the Selection Committee. S(he) shall be entitled to be present and speak at any meeting of any authority or other body of the University and when present s(he) shall preside over all such meetings.
- ii) In the absence of the Chancellor, the Vice-Chancellor shall preside over any convocation of the University and confer degrees on persons entitled to receive them.
- iii) The Vice-Chancellor shall have power to convene meetings of the Board of Management, the Academic Council, the Finance Committee, the Construction Committee and any other authority of the University.
- iv) The Vice-Chancellor shall give effect to any order of the Board of Management regarding the appointment, dismissal or suspension of officer, teacher or any employee of the University, S(he) shall be responsible for the discipline of the University.
- v) It shall be the responsibility of the Vice-Chancellor to see that the academic standards of the University including the Regional Centres and Study Centres are maintained in accordance with the provisions of the Act, the Statutes, the Ordinance and the Regulations.
- vi) The Vice-Chancellor shall have the right to inspect or visit or cause to be inspected any department of teaching in the University and other institutions maintained or managed by or affiliated to the University and any Regional Centre and Study Centre under the University and submit or cause to be submitted a report to the Academic Council/Board of Management for appropriate action.

- vii) The Vice-Chancellor shall ensure the efficient maintenance and management of all properties, endowments and equipments of the University and proper use of the available space of the University, and shall issue such instructions for the purpose from time to time, as he/she may deem necessary.
- viii) The Vice-Chancellor shall arrange for entrusting the duties and responsibilities of any officer during his/her casual vacancy to any other officer as deem fit.
- ix) The Vice-Chancellor shall also have the following powers :
 - a) To arrange for opening and operating necessary Accounts on behalf of the University in a Bank approved by the Board of Management.
 - b) To sanction recurring and non-recurring expenditure chargeable to various heads.
 - c) To sanction absence from duty beyond the permissible limit of the officers and other employees.
 - d) To accord administrative approval to projects and sanction expenditure for the purpose.
 - e) To delegate the powers of signing cheques for drawal of fund from the Bank to any officer or employee subject to the concurrence of Board of Management.
 - f) To delegate to any officer or employee financial and other powers if and when necessary.
- x) The Vice-Chancellor shall exercise such other powers as may be prescribed by other ordinance or regulations of the University.

3. Registrar

- i) The Registrar shall be a whole time salaried officer of the University.
- ii) He/she shall be the member secretary of the Board of Management, the Construction Committee and the Selection Committee (except for the post of Registrar).

Notwithstanding anything contained in these statutes the Board of Management, may for special purpose appoint any other officer of the University as Secretary of any of the authorities.
- iii) He/she shall be the custodian of the records, common seal and such other property as the Board of Management shall commit to his charge and to manage such properties.
- iv) He/she shall sign and verify all contracts and agreements made on behalf of the University.
- v) To conduct the official correspondence and to issue notices convening meetings of all such authorities and committees of which he/she is the secretary.
- vi) To arrange for and superintend the examinations of the University till such time when the University appoints other officers, if any, for this purpose.
- vii) To maintain records of registration of students of the University and records of degrees, diplomas conferred by the University.

- viii) To represent the University in all legal proceedings for or against the University and sign all papers pertaining thereto on behalf of the University.
- ix) And shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor/Board of Management from time to time.

4. Finance Officer

- i) The Finance Officer shall be a whole time salaried officer of the University and shall be the secretary of the Finance Committee.
- ii) He/she shall exercise general supervision over the funds of the University and advise in regard to its financial policy.
- iii) Subject to the control of the Board of Management he/she shall manage the investments of the University fund and be responsible for the preparation and presentation of the Annual estimates and statements of accounts.
- iv) Subject to the powers of the Board of Management he/she shall be responsible for ensuring that moneys are expended for the purposes for which granted or located.
- v) He/she shall ensure proper operation of accounts in bank opened with the approval of Board of Management.
- vi) He/she shall sign cheques for payment of pay and allowances of all officers, teachers and other employees of the University and other cheques.
- vii) He/she shall ensure that expenditure not authorized in the budget is not incurred without appropriate sanction.
- viii) He/she shall be responsible for the preparation of the budget of the University.
- ix) He/she shall issue notices and maintain minutes of all meetings of the Finance Committee or any other committee related to finance.
- x) He/she shall be responsible for ensuring auditing of the accounts of the university by the appropriate authority.
- xi) Shall perform such other duties as may be assigned to him by the Board of Management/Vice-Chancellor.

5. The Dean (Academic)

The Dean (Academic) shall be a whole time salaried officer of the University and shall :

- i) Be the ex-officio Secretary of the Academic Council and Board of Studies/Faculties and shall keep the minutes thereof –
- ii) Be the ex-officio Secretary of the Research Council and shall keep the minutes thereof
- iii) Deal with matters of recognition of degrees and examination of other universities, institution or Board and also getting recognition of other Universities.
- iv) Deal with matters relating to Ph.D. D.Sc., D.Litt., registration and publication of Research bulletin from time to time.
- v) Deal with matters concerning Research Scheme/Projects allotted to the University.

- vi) Be responsible for preparation of course materials and Instructional materials for various courses offered by the University.
- vii) Deal with matters relating to preparation of Academic Calendar and prospectus and their timely publication.
- viii) Be responsible for the functions of the Controller of Examination until such time till a full time Controller of Examinations is appointed by the University.
- ix) Organize memorial/endowment lectures as per decision of the appropriate authority.
- x) Deal with matters concerning preparation and submission of progress and evaluation reports on the academic programmes of the University as may be required, and
- xi) Any other academic matter as may be so assigned from time to time by the Vice-Chancellor/Board of Management.

5. The Dean (Study Centres)

The Dean (Study Centres) shall be a whole time salaried officer of the University and shall :

- i) Be responsible for overall functioning and performance of study centres and submit reports on such study centres from time to time to the Vice-Chancellor,
- ii) Cause inspection to colleges/institution applying to be study centres of the University and submit reports on such proposals,
- iii) Act as member secretary of the inspection team/committee for periodical inspection of study centres to ensure maintenance of proper standards,
- iv) Hold enquiries into matters connected with affairs of study centres under orders of the Vice-Chancellor,
- v) Arrange for getting all helps and facilities by the study centres from the University or any other source/agency for development/improvement of study systems, and
- vi) Perform such other duties as the Vice-Chancellor or the Board of Management may from time to time determine.

6. The Director, Multi Media Course Material Centre

The Director, Multimedia Course Material Centre shall be a whole time salaried officer of the University and shall:

- i) Be responsible for preparation of study materials including courses and instructional materials for various courses to be offered through multimedia device,
- ii) Be responsible for transforming the various courses as far as practicable, to be offered through electronic media,
- iii) Perform such other duties as the Vice-Chancellor/Board of Management may from time to time determine.

7. The Director (Computer)

The Director (Computer) shall be a whole time salaried officer of the University and shall:

- i) Be responsible to establish network covering various branches of the University including regional centres and study centres,
- ii) Be responsible for preparation/procurement of necessary softwares for the purposes of Examination, administration and day to day functioning of the University,
- iii) Help creating and maintaining necessary database on various aspects of ODL,
- iv) To develop technologies for information and communication of the University at its own, and
- v) Perform such other duties as the Board of Management/Vice-Chancellor may from time to time determine.

8. The Controller of Examination

Besides having other qualifications the Controller of Examinations shall be a person of high academic distinction possessing adequate experience in examination matters and capable of conducting various examinations of the University and possessing at least 15 years of experiences in the line. He shall be a whole time officer appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year on the expiry of which he may be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year by the appointing authority for reasons to be recorded.

The Controller of Examinations shall:

- a) Be responsible for arranging and conducting the examinations of the University and make appointments of paper setters, Moderators, Examiners, Scrutinizers, Tabulators and such other persons as may be necessary for conducting examinations under the guidance and direction of the Vice-Chancellor.
- b) Be responsible for notifying the dates of various examinations as may be fixed by the Examination Committee/Board of Management;
- c) Be responsible for admitting eligible candidates to various examinations of the University as per relevant rules prescribed in the concerned Regulation;
- d) Be responsible for publishing the result of the various examinations in the manner as may be prescribed by the Examination Committee/Board of Management;
- e) Be responsible for enforcing disciplinary action against the candidates for violation of prescribed rules in the Examination Halls;
- f) Be responsible for the custody of all important registers and records concerning the examinations;
- g) Be responsible for all matters connected with examination reforms and for bringing about innovations in the examination process of the University with a view to keeping the system at par with other leading open universities;
- h) Act as the ex-officio Secretary of the Examination Committee and shall keep the minutes thereof;

- i) Be responsible for any other relevant matters relating to examinations as may be so assigned to him either by the Vice-Chancellor or the Board of Management from time to time.

9. Other Officers

The following shall further be the officers of the University as approved by the Govt. of Assam and assented to by the Chancellor:

- i) The Deputy Registrar (Administration)
- ii) The Deputy Registrar (Examination)
- iii) The Deputy Registrar (Academic)
- iv) The Deputy Registrar (Finance)
- v) The Deputy Director (Study Centres)
- vi) The Assistant Registrar
- vii) The Assistant Controller of Examination
- viii) The Assistant Librarian

i. The Deputy Registrar (Administration)

Besides having other qualifications the Deputy Registrar (Administration) shall be a person possessing high academic records with adequate experience on educational administration and personnel management. He/she shall be a whole time salaried officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she may be confirmed on the report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Admn) shall work under the direct supervision of the Registrar and unless otherwise assigned, shall :

- a) Assist him in selection, posting, leave, permanent absorption, promotion and disciplinary matters of C & D grade employees of the university,
- b) Be responsible for maintenance of service records of all 'C' & 'D' grade employees, including leave records, superannuation etc.,
- c) Look after the overall attendance of the employees in office including their timely arrival and departure,
- d) Be responsible for maintenance of discipline in the office by all employees,
- e) Assist the Registrar in purchase of office stationery, furniture etc.
- f) Perform such other duties as may be assigned to him from time to time by the Registrar/Vice-Chancellor.

ii. Deputy Registrar (Examination)

Besides having other qualifications the Deputy Registrar (Examination) shall be a person possessing high academic records with adequate experience in conduct of

examinations and other allied matters. He/she shall be a whole time officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she may be confirmed on report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Examination) shall work under the direct supervision of the Controller of Examinations and unless otherwise assigned shall :

- a) Assist him in conducting the examinations of the University in the manner prescribed for the purpose,
- b) Assist the Controller of Examination in timely holding the examination and publications of results,
- c) Help maintaining co-ordination between the Controller of Examination and Examiners, tabulators, moderators etc.
- d) Perform such other duties as may be assigned to him by the Controller of Examinations/Vice-Chancellor from time to time.

iii. Deputy Registrar (Academic)

Besides having other qualifications the Deputy Registrar (Academic) shall be a person of high academic distinction and capable of dealing with matters of academic policies of the University. He/she shall be a whole time officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year, on the expiry of which he/she may be confirmed on receipt of report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Academic) shall work under the direct supervision of the Dean (Academic) and shall :

- a) Assist him in carrying out the academic activities of the University smoothly,
- b) Keep records of progress of various research projects/schemes being implemented in the University,
- c) Help organizing memorial/endowment lectures and other lectures as may be organized in the University,
- d) Help preparation of progress and evaluation reports on the academic programmes of the University as may be required,
- e) Co-ordinate in preparation, publication of Journals, research/academic bulletins of the University.
- f) Perform any other duties as may be assigned to him by the Dean (Academic) or the Vice-Chancellor.

iv. Deputy Registrar (Finance)

Besides having other qualifications the Deputy Registrar (Finance) shall be a person of high integrity capable of handling finances of the University. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on

receipt of report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Finance) shall work under the direct supervision of the Finance Officer and unless otherwise assigned shall :

- a) Assist the Finance Officer in proper management of the University fund,
- b) Ensure timely payment of salary etc of the officers, teachers and employees of the University,
- c) Ensure timely payment of remuneration to the experts and examiners connected with the academic programmes of the University,
- d) Ensure timely payment of TA/DA etc. to the experts and members of the authorities of the University and of other committees constituted by the University.
- e) Ensure timely audit of the University fund as per provisions of the Act, and to take actions to meet the audit objections if any,
- f) Take actions for regular reconciliation of University Accounts maintained in the Bank, and
- g) Perform any other duties as may be assigned from time to time by the Finance Officer/Vice-Chancellor.

v. Deputy Director (Study Centres)

Besides having other qualifications the Deputy Director (Study Centres) shall be a person possessing high academic records with adequate experience in Distance Education system and knowledge on ICTs. He/she shall be whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance be on probation for one year, on the expiry of which he/she shall be confirmed on reports of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Director (Study Centres) shall work under the supervision of the Dean (Study Centres) and unless otherwise assigned shall :

- a) Assist the Dean (Study Centres) in the matter of maintenance of standard by the study centres,
- b) Assist in receiving applications from various institutions, wanted to be study centres and put up to the Dean (Study Centre),
- c) Arrange for inspection of study centres by competent persons, and
- d) Perform such other works as may be assigned by the Dean (Study Centres) or the Vice-Chancellor.

vi. Assistant Registrar

Besides having other qualifications the Assistant Registrar shall be a person possessing high academic records with adequate knowledge of office/personnel management. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Registrar shall work under the supervision of the Registrar and shall :

- a) Assist in issue of Registration certificates, eligibility certificates, migration certificates and any other certificates to students,
- b) Initiate actions on issue of provisional/original certificates,
- c) Supervise and control proper functioning of the branches of the office,
- d) Supervise and maintain cleanliness of the offices, and office premises,
- e) Control the timely arrival and departure of the C & D grade office staff and prepare absentee statements, and
- f) Perform any other works as may be assigned to him by the competent authority from time to time.

vii. Assistant Controller of Examinations

Besides having other qualifications the Assistant Controller of Examinations shall be a person possessing high academic records with adequate knowledge on University examination systems and capable of handling such examinations. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Controller of Examination shall work under the supervision of the Controller of Examinations and shall :

- a) Assist him on initiating various examination processes,
- b) See that proper arrangements are made and facilities made available to the persons connected with various examinations,
- c) See that remunerations to the persons connected with examinations are timely dispatched by the finance office,
- d) Ensure that admit cards, mark sheets etc are timely dispatched to the students, and
- e) Perform such other functions as may be assigned to him by the Controller of Examinations/Vice-Chancellor.

viii. Assistant Librarian

The Assistant Librarian shall, besides having other qualifications, be a person of high academic records having adequate knowledge and experience in management of modern libraries. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Librarian shall :

- a) Be the ex-officio secretary of the Library Committee,
- b) Be responsible for proper management of university library including loss or damage of books and journals
- c) Be responsible for purchase/subscription of books, journals, e-journals etc. on the advice of the library committee/Vice-Chancellor, and

- d) Perform such other duties as may be assigned to him by the appropriate body/Vice-Chancellor.

Other Officers and Staff of the University assume powers, responsibilities and duties as assigned to them from time to time by the Vice Chancellor.