



**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Ganeshkhind,
Pune- 411 007.
Maharashtra, India.

Manual 2

**Powers and duties of the
Officers of the University**

**Right to Information Act, 2005
under [Section 4(1) (b) (ii)]**

The Vice-Chancellor.

There shall be a Vice-Chancellor who shall be the principal academic and executive officer of the university and ex-officio Chairperson of the Management Council, Academic Council, Board of Examinations and Evaluation, Board of Lifelong Learning and Extension, Finance and Accounts Committee, Board of National and International Linkages and the Board for Innovation, Incubation and Enterprise, Board of Information Technology, Board of Students' Development, Board of Sports and Physical Education and Board of Research and shall preside in the absence of the Chancellor at any convocation for conferring degrees and also at any meeting of Senate. His powers and duties shall be as provided in section 12.

Save as otherwise provided, pay and allowances, terms and conditions of service of the Vice-Chancellor shall be such as may be determined by the State Government, from time to time.

Powers and duties of the Vice-Chancellor.

(1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.

(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.

(4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.

(5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.

(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.

(7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final :

Provided that, where any such action taken by the Vice-Chancellor affects 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 Management Council.

Explanation.-For purposes of this sub-section, action taken by the Vice-Chancellor shall not include disciplinary action taken against any employee of the university.

(8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He shall, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers.

(10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above.

(11) As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall have the power to,-

(a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of this Act;

(b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of this Act;

(c) accord recognition to private skills education providers in accordance with the provisions of this Act;

(d) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.

(e) approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees.

(14) (a) The Vice-Chancellor shall have right to cause inspection to be made by the Pro-Vice-Chancellor or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give

notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

(b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;

(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.

(15)The Vice-Chancellor shall forward to the State Government report on the recommendation of the Management Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, *prima facie*, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.

(16) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.

The Pro-Vice-Chancellor.

The Pro-Vice-Chancellor shall be the academic and executive officer next to the Vice-Chancellor having purview of the entire university. (2) The Pro-Vice-Chancellor shall be a person who has held the post of professor, or principal of a college or an institution with not less than fifteen years teaching or research experience. (3) The Pro-Vice-Chancellor shall be the Chairperson of the Board of Deans, Board of Sub-campuses, Board of University Departments and Inter-Disciplinary Studies, Board of Post-Graduate Education in Colleges; and an ex-officio Chairperson of the Research and Recognition Committee. (4) The Pro-Vice-Chancellor shall be a full time salaried officer of the university and shall work directly under the superintendence, direction and control of the Vice-Chancellor. (5) Save as otherwise provided, pay and allowances admissible to him as well as the terms and conditions of his service shall be such as may be determined by the State Government, from time to time.

Powers and duties of the Pro Vice-Chancellor.

(1)The Pro Vice-Chancellor shall,—

(a) be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;

(b) ensure that quality in education and central academic services is maintained by the university;

(c) be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;

(d) ensure that the long -term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;

(e) monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;

(f) accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;

(g) accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the State Government;

(h) recommend proposals to the Management Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories and museums in the university;

(i) consider and recommend proposals to the Management Council for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the

university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;

(j) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;

(k) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction under section 107;

(l) be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;

(m) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council;

(n) exercise such other powers and perform such other duties as prescribed under this Act or assigned to him, from time to time, by the Vice-Chancellor.

The Registrar

(1) The Registrar shall, be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor. (2) 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. (3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act. (4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving; (5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

Powers and duties of the Registrar

The Registrar shall,—

(a) act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;

(b) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

(c) be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;

(d) conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;

(e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;

(f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;

(g) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;

(h) organise training and orientation of non-teaching employees in the university and affiliated colleges;

(i) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;

(j) place before the Management Council a report of the development activities of the university every six months;

(k) have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;

(l) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

The Deans of Faculties.

There shall be a Dean for each faculty, who shall be a full time salaried officer. (2) The Dean shall be appointed by the Vice-Chancellor on the recommendations of the selection committee for the purpose under this Act. (3) The term of Dean shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of superannuation, whichever is earlier: Provided that, the new Vice-Chancellor may continue his services as a Dean till the new Dean is duly appointed: Provided further that, in case vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, the dean shall continue to hold the post till the end of that academic year.

(4) The qualification and experience for the purpose of selection of the Dean shall be the qualification and experience of the Professor or principal having aggregate minimum teaching or research experience of not less than fifteen years. (5) The Vice-Chancellor may nominate Associate Dean for the particular group of related board of studies, as may be required, for assistance, support and coordination and the minimum qualifications and experience for such nomination shall be at par with the post of Dean : Provided that, the salary, allowances and other pecuniary benefits payable to the Associate Dean shall be met by the University out of its own resources and there shall not be any liability, direct or indirect, on the State Government for the said purpose.

Powers and duties of the Deans of Faculties.

The Dean shall,—

(a) be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Vice-Chancellor;

(b) be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;

(c) facilitate the creation of a learner-centric environment conducive for quality education;

(d) arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;

(e) ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;

(f) ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;

(g) be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;

(h) organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;

(i) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;

(j) be responsible for development of quality culture in higher education;

(k) prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;

(l) be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;

(m) interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours;

(n) recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;

(o) recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

(p) control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

(q) recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

(r) recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(s) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(t) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

(u) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

(v) be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his faculty;

(w) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

(x) enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

- (y) render necessary assistance for redressal of grievances of the students in the faculty;
- (z) prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;
- (za) prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;
- (zb) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

The Director of Board of Examinations and Evaluation.

The Director, Board of Examinations and Evaluation shall be a full time salaried officer and shall work directly under the directions and control of the Vice-Chancellor. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation, and shall be concerned with the implementation of the policies and directives given by the Board of Examinations and Evaluation. (2) The qualifications and experience for the purpose of selection of the Director, Board of Examinations and Evaluation shall be as may be specified by the State Government, by an order published in the Official Gazette. (3) The Director, Board of Examinations and Evaluation shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act: Provided that, in appointing the Director, Board of Examinations and Evaluation preference shall be given to the persons with proven capacity of use of technology in delivery of education. (4) Appointment of the Director, Board of Examinations and Evaluation shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

Powers and duties of the Director of Board of Examinations and Evaluation.

The Director, Board of Examinations and Evaluation shall,—

- (a) be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
- (b) be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;
- (c) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
- (d) evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;
- (e) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;
- (f) arrange for printing of question papers;
- (g) postpone or cancel examinations, in part or in whole, in the event of malpractices 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, in consultation with the Vice-Chancellor;
- (h) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
- (i) review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;
- (j) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;

(k) take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;

(l) implement decisions taken by the various university authorities, connected with the examination and evaluation process;

(m) implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;

(n) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation ;

(o) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;

(p) arrange for proper assessment of performance of candidates at the examinations and process the results;

(q) ensure that answer books for all degree examinations are assessed through the central assessment system;

(r) ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;

(s) carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;

(t) undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;

(u) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

The Finance and Accounts Officer

The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor. (2) The Finance and Accounts Officer shall be a person who is a chartered accountant or a cost accountant, with professional experience of not less than five years. (3) In case the person possessing the qualifications and experience as specified in sub-section (2) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director. (4) The Finance and Accounts Officer shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose under this Act. (5) The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

Powers and duties of the Finance and Accounts Officer

The Finance and Accounts Officer shall,—

(a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;

(b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;

(c) 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 are granted or allotted;

(d) keep watch on the state of the cash and bank balances and investments;

(e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;

(f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;

(g) get the accounts of the university audited, regularly;

(h) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;

(i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;

(j) propose to the Registrar that explanation be called from any non- academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;

(k) call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;

(l) maintain the minutes of the meetings of the Finance and Accounts Committee;

(m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;

(n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;

(o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro-Vice-Chancellor, from time to time.

The Director of Sub-campus of the University

The Director of Sub-campus shall be a full time officer who shall work under the superintendence, direction and control of the Vice-Chancellor. (2) The Director of Sub-campus shall be a person who is holding the post of professor or principal or equivalent position in any university or institute of national repute engaged in teaching, research and development activities, with not less than fifteen years teaching or research or administrative experience. (3) The appointment of the Director of Sub-Campus shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act. (4) The Appointment of the Director of Sub-Campus shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

Powers and duties of the Director of Sub-campus of the University.

The Director of Sub-Campus shall,—

- (a) be the chief academic and administrative officer of the Sub-Campus;
- (b) oversee and monitor the administration of the academic programmes of the colleges and recognized institutions in the district;
- (c) oversee and monitor general administration of the Sub-Campus of the university and ensure efficiency and good order of the university departments or schools or institutions on the Sub-Campus;
- (d) act as a link between the university, colleges and recognized institutions in the district, as well as departments, schools or institutions on the Sub-Campus of the university;
- (e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Cell and the university authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to university authorities;
- (f) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the district and on the Sub-campus;
- (g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions in the district;
- (h) ensure that the decisions of the colleges or university departments, schools, institutions on the Sub-Campus and their functioning is not inconsistent with this Act, Statutes and Regulations;
- (i) organize workshops and training programmes for the benefit of the teaching and support staff in the district and on the Sub-Campus;

(j) ensure that financial discipline is maintained and expenditures of the campus are within the budgetary provisions recommended by the Sub-Campus committee and sanctioned by the Finance and Accounts Committee of the university;

(k) ensure that the annual audited accounts related to the Sub-Campus are prepared and sent to the university at the end of each financial year;

(l) undertake any other task that may be assigned to him by the university authorities to ensure that the objectives of the university are accomplished;

(m) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

The Director of Innovation, Incubation and Linkages

The Director of Innovation, Incubation and Linkages shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor. (2) The qualifications and experience for the purpose of selection of the Director of the Innovation, Incubation and Linkages shall be as may be specified by the State Government, by an Order published in the Official Gazette. (3) The Appointment of Director of Innovation, Incubation and Linkages shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act. (4) The Appointment of the Director of Innovation, Incubation and Linkages shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

Powers and duties of the Director of Innovation, Incubation and Linkages.

The Director of Innovation, Incubation and Linkages shall,—

- (a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;
- (b) spear head the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;
- (c) organize training programmes for creating awareness on the importance of entrepreneurship;
- (d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;
- (e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;
- (f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;
- (g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;
- (h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions, as envisaged by the Board of National and International Linkages and the university authorities;
- (i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;

- (j) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students;
- (k) process the applications received from foreign students for their visits to other parts of India;
- (l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;
- (m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise and Board of National and International Linkages are accomplished;
- (n) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

The Director Knowledge Resource Center

Director Knowledge Resource Center shall be a full time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor. (2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government. (3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.

Powers and duties of the Director Knowledge Resource Center

The Director Knowledge Resource Center shall,—

- (a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
- (b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;
- (c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;
- (d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;
- (e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;
- (f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
- (g) render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
- (h) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
- (i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- (j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
- (k) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-ViceChancellor, from time to time.

The Director of Lifelong Learning and Extension

The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor. (2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government. (3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act. (4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in sub-section (3) for only one more term of five years in the university in which he is serving. (5) The Director of Lifelong Learning and Extension shall be the ex-officio head of the Department of Lifelong Learning and Extension.

Powers and duties of the Director of Lifelong Learning and Extension

The Director of Lifelong Learning and Extension shall,—

- (a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;
- (b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;
- (c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;
- (d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;
- (e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;
- (f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;
- (g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time

The Director of Students' Development

The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extracurricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor. (2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes.

Powers and duties of the Director of Students' Development

The Director of Students' Development shall,—

- (a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;
- (b) conduct leadership training programmes for students;
- (c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;
- (d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;
- (e) look into the grievances and general welfare of the students;
- (f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
- (g) organize cultural and recreational activities jointly with regional, national and international bodies;
- (h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
- (i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;
- (j) train the students for state, national and international level competitions in various cultural activities;
- (k) conduct elections to the University Students' Council;
- (l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;
- (m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;
- (n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-ViceChancellor, from time to time.

The Director of National Service Scheme.

The Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities. (2) The emoluments tenure and terms and conditions of service shall be as prescribed by the Statutes.

Powers and duties of the Director of National Service Scheme.

The Director of National Service Scheme shall,—

- (i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;
- (ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;
- (iii) train the students for State, National and International competition;
- (iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;
- (v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro ViceChancellor, from time to time.

The Director of Sports and Physical Education

The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor. (2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette. (3) The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act. (4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

Powers and duties of the Director of Sports and Physical Education

The Director of Sports and Physical Education shall,—

- (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- (b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;
- (c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;
- (d) organize university level competitions, sports skill development camps in various sports on the university campus;
- (e) train students for regional, national and international competitions in various sports;
- (f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;
- (g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-ViceChancellor, from time to time.