

Manual 2

Powers and duties of its Officers and employees

[Section 4(1)(b)(ii)]

The Vice-Chancellor

- 1) The Vice-Chancellor shall be an academic person and an outstanding scholar in law or an eminent jurist. He shall be a whole time salaried officer of the University.
- 2) The Vice-Chancellor shall be appointed by the Chancellor on the recommendations of the Governing Council from out of a panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a selection committee constituted under sub-section (3) ; *Provided that if the Chancellor does not approve of any of the persons so recommended, he may call for fresh recommendations.*
- 3) The selection Committee referred to in sub-section-(2) shall consists of three members of whom one shall be nominated by the Executive Council, one by the Chairman, University Grants Commission and one by the Chancellor from among the retired or serving Judges of the High Court of Delhi. The person nominated by the Chancellor shall be the Convener of the Committee : *Provided that no person who is an employee of the University shall be nominated as the member of the selection committee.*
- 4) The Vice-Chancellor shall hold office for a term of five years or such less period as the Governing Council may decide, from the date on which he enters upon his office, or until he attains the age of seventy years, whichever is earlier, and he shall be eligible for re-appointment for further term till he attains the age of seventy years : *Provided that the Chancellor may require the Vice-Chancellor after his term has expired to*

continue in office for such period, not exceeding a total period of one year as may be specified by him.

- 5) The emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed by Regulations.
- 6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties due to ill health or any other cause, the Chancellor shall have the authority to designate a professor of the University to perform the functions of the Vice-Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be:
- 7) The Vice-Chancellor shall:-
 - a. ensure that the provisions of this Act, Statutes and Regulations are duly observed, and he shall have all powers as are necessary for that purpose;
 - b. convene the meetings of the Governing Council, the Executive Council, the Academic Council and shall perform all other acts, as may be necessary to give effect to the provisions of this Act;
 - c. preside over the meetings of the Governing Council in the absence of the Chancellor;
 - d. be the competent authority to appoint the teachers, librarians, finance officer and other officers in consultation with the Chancellor on the recommendations of the selection committee appointed by the Executive Council thereof for that purpose in accordance with the guidelines prescribed;
 - e. be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
 - f. have all powers relating to the maintenance of proper discipline in the University.
 - g. if, in his opinion, any emergency has arisen which requires that immediate action be taken, he shall take such action as he may deem fit and shall report the same for confirmation in the next meeting of the authority which, in the ordinary course, would have dealt with the matter.

The Registrar

- 1) The Registrar, who shall be an academic person in law not below the rank of a Professor shall be appointed by the Chancellor on the recommendation of the selection committee constituted by the Executive Council and headed by the Vice-Chancellor on such terms and conditions of service as the selection committee may specify subject to the provisions of the Statutes and Regulations.
- 2) The Registrar shall;
 - a. Be ex-officio Secretary of all the authorities, committees and other bodies of the University and shall also be the Convener of all the meetings. He shall note and maintain the minutes of the meetings;
 - b. be the Principal adjutant of the Vice-Chancellor in all matters pertaining to the administration of the University. The Executive Council may entrust to him special responsibilities and powers;
 - c. have the power to appoint, with the approval of the Vice-Chancellor, the non-teaching staff, including employees of last grade service and contingent staff in pursuance of the recommendations of the selection committee, appointed for that purpose, in the prescribed manner. He shall be the competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed;
 - d. comply with all direction and orders of the Executive Council and Vice-Chancellor;
 - e. Be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge.
- 3) The term of appointment of the Registrar shall be for a Period of five years or till he attains the age of sixty -five years, whichever is earlier, and he shall be eligible for re-appointment by the Vice-Chancellor with the approval of the Chancellor.

Other Officers/Employees of the University.

Proctor: The Proctor is responsible for maintaining students' discipline on the Campus. The Proctor discharges his duties under the directions of the Vice-Chancellor.

Chief Warden:- Chief Warden is responsible for students facilities and discipline in the Hostels. The Chief Warden is directly answerable to the Vice-Chancellor in the Hostel Matters.

Wardens:- Wardens discharges their duties under the supervision of the Chief Warden. They are responsible for facilities and discipline in the Hostel. They report their work to the Chief Warden.

Administrative Officers:- The other administrative Officers i.e. OSD, Deputy Registrars, Asstt. Registrars, Estate Officers etc. work under the administrative control of the Registrar. They report their work to the Registrar.

Employees:- The employees attend their work under the supervision of their immediate supervisor and their work is reported to the Registrar through their concerned Administrative Officers.