



**S. N. D. T. WOMEN'S  
UNIVERSITY  
MUMBAI- 400 020**

**Manual No. 2**

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

**Right to Information Act 2005**

## **DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY**

1. Duties and responsibilities assigned to non-teaching Employee as mentioned in the Standard Code 1984 of Maharashtra Government
2. Powers and duties of the Officers of the University as mentioned in the Maharashtra Public Universities Act 2016.
3. Financial powers of the Officers of the University as mentioned in the Maharashtra Public Universities Act 2016

## **S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI**

### **Duties and responsibilities assigned to non-teaching Employee as mentioned in the Standard Code 1984 of Maharashtra Government**

#### ***I      Registrar of Universities***

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) Organize 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.

### **Deans of Universities**

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, 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.

### **Director of Students Welfare**

In addition to the powers and duties prescribed under Section 21 of the Maharashtra Public Universities Act, 2016, the Director of Students' Welfare shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.

Following shall be the duties and responsibilities of the Director of Students' Welfare :

- 1) To organise and to co-ordinate the student welfare activities at the University and its colleges ;
- 2) To organize specific students activities at University level like leadership training, Inter Collegiate inter-University Youth Festivals, cultural activities, talent shows, University tours and the like; subject to the approval of the Vice-Chancellor;
- 3) The act as coordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature at the University level, as may be assigned by the Vice-Chancellor/Executive Council from time to time.
- 4) To organize various functions of national importance/and importance functions at the University level like Independence Day, Republic Day, University Day; etc.
- 5) To promote and encourage cultural, social and literary activities with a view to fostering healthy corporate life in the student community.
- 6) To act as a Secretary of the University Students' Welfare Board;
- 7) To issue notices of the cause to issue notices of the meetings of the Students' Council and of the Students' Executive Union;
- 8) To advise guide and supervise in general the activities of the Students' Council and of the Students' Executive Union;
- 9) To maintain accounts and hold and manage the funds and property of the Students' Council and the Students' Executive Union in his capacity as a Treasurer of the Students' Council and the student's Executive Union and submit the same or cause to submit the same ;



- 10) To ensure that the accounts of the Students' Council and the Students' Executive Union are duly audited and the auditor's report along with a statement of accounts submitted to the Executive Council on or before the 31st March of the following years or on the date that may be specified by the Registrar/Vice-Chancellor.
- 11) To accord sanction and regulate the expenditure with the provisions made in the Budget for the Students' Council and the Students' Executive Union;
- 12) To notify as per the statutes governing the election/nomination to the Students' Council, to the Principals of conducted/affiliated colleges, Head of recognized institutions and Heads of University Department and inform the date and the time and the manner of holding the election of University representatives to the Students' Council at a college level and form the students council under section 34 (I) (iv) of the Act or Statutes framed thereon to be read jointly with Statute 176, for the purpose of election of one students from each of the colleges, recognized Institutions and Department of the University on the Students' Council on a day and date to be fixed by the Vice-Chancellor, which will be common for all.
- 13) To convene meetings of the class representatives of the University Departments under the relevant Faculty and conduct elections or be authorized in consultation with the Vice-Chancellor; to nominate other person/s to conduct elections for the purpose of electing their representatives on the Students' Council as required under Section 34 (1) (iv) of the Act; to be read jointly with Statute 176.
- 14) To bring to the notice of the Vice-Chancellor any of the activities of the Students' Council, the Students' Executive Union or any other students' organization, if prejudicial to the University or/and is not in the interest of the student.
- 15) The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' Welfare and/or approved by the Students' Council the Students' Executive Union, act as a liaison between the Government of India, State Government, the University between University and other Universities, National and cultural Organizations etc., so also between the University and the Students' Council, the Students' Executive Union, University Department, conducted, affiliated and constituent colleges and recognized institutions.
- 16) To perform such other duties as may be assigned to him by the University authorities and assist in any other work that may be allotted to him by the University authorities.

**The Finance and Accounts Officer shall,—**

- 1) (a) Exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;
- 2) (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;
- 3) (c) Ensure that the limits fixed by the university for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
- 4) (d) Keep watch on the state of the cash and bank balances and investments;
- 5) (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;
- 6) (f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;
- 7) (g) get the accounts of the university audited, regularly;
- 8) (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;
- 10) (i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or nonvacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
- 11) (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;
- 12) (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;
- 13) (l) Maintain the minutes of the meetings of the Finance and Accounts Committee;
- 14) (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;
- 15) (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;
- 16) (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.

**Deputy Registrar and Equivalent Cadres**

1. The Deputy Registrar in charge of Section/Unit/Department shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Head-Clerk. etc. who shall be directly responsible to him.
2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
3. He shall issue Warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
4. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing earnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.
5. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He

shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.

6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government. U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.
7. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
8. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.
9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.
10. Any other work assigned to him by the officers of the University from time to time.

**Dy. Registrar (Engineering Section)**

1. The University Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.
2. The University Engineer shall assist the Registrar/Deputy Registrar and shall be under the control of the Registrar
3. In exercise of his powers as University Engineer, he shall be responsible for the entire construction work of the University building.
4. He shall assist the Registrar or any other officer responsible for calling Building Committee meeting and meetings related to the Committee and preparing minutes of the same.
5. He shall be responsible for the entire maintenance of the university buildings, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.

6. He shall be responsible for the work for which payment is made on his recommendation. He should submit the account of projects undertaken for storing the material and for the upkeep of stores/University Buildings etc.
7. He should inspect all the buildings periodically and submit his report to the Registrar/Vice Chancellor regarding state of building state of buildings repairs, modifications, water proofing/electrical fittings and fixtures and shall supervise construction/repair work as and when undertaken.
8. He will have all powers duties and responsibilities as the Deputy Registrar stated above of respect of the staff working under him.

**Assistant Registrar and Equivalent cadres.**

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogues to the powers assigned to the Deputy Registrar above.
2. He shall be incharge of the units/sections and shall be responsible for their normal and smooth working.
3. He shall look after day to day work of the Section/Unit of which he is incharge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filling procedure.
8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.

9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Management Council/Academic Council or for other authorities/bodies of the University.
11. He shall keep exhaustive and self contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
12. He shall exercise constant vigilance which is sine/quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of earring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
14. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.
15. He shall hold meeting every fortnight with section officers/Assistant Section Officers to discuss the arrears of work, procedural knot-point and other problems which create bottlenecks in the quick disposal of cases of his Unit/Department.
16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.
17. Any other work assigned to him from time to time.

### **Superintendent and Equivalent Cadres**

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.

2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Assistant Registrar and/or/Deputy Registrar, as the case may be.
8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying indisposed off.
11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

### **Assistant Superintendent and Equivalent Cadres**

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

### **Senior Clerk/Junior Clerk and Equivalent Cadres**

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries.
2. To acknowledge letters received.
3. To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.



8. To keep a note-book to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt *viz.* file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

**Chief Accountant**

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.
4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

### **Garden Superintendent**

The Garden Superintendent shall be under the direct control of the Administrative Co-ordinator or Registrar as the case may be.

He shall be responsible for maintenance and development of garden. He shall also supervise the work of Malies and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar/Administrative Co-ordinator.

### **Security Officer**

The Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University Campus, and of its movable immovable property.

He shall be responsible in respect of -

1. All routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to taken the, disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.
2. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.
3. He shall be personally responsible for the safety of the staff/officers etc. and for the security of the University property. It shall be the duty of the Security Officer to see that no encroachment on the University property/Campus and Buildings taken place and that no unauthorized persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to taken help of the police.

### **Telephone Operator**

To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended.

To ensure that no unofficial local/trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges.

Any other work as assigned by the concerned officer from time to time.

### **Laboratory Assistants**

1. To Assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to Incharge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

### **Laboratory Attendants**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the laboratory.

### **Daftary/Jamadar**

1. To Keep and maintain record, files relating to office as directed. Fix stamps, stick or sealing envelopes or wrappers, packing of parcels.
2. To pinning and botching, sorting or arranging of papers and circulars, minutes of the various University bodies etc. according to the instructions of the Head of the Branch/Section.
3. To filing and replacing records.
4. If posted in Accounts Section he shall undertake the work in respect of banks, depositing, clearing, withdrawing, cash and withdrawing cash and submitting, arranging and filing of vouchers prepared for the purpose.

### **Hawaldar**

He shall perform ordinary duties of a peon in addition to the following duties: -

He shall--

1. Supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentness, late attendance, misbehavior etc. to the authorities.  
See that peons observe office timings.
2. See that peons open windows and blinds at the start of the day, switch on lights, fans etc.
3. Arrange for distribution of peons and account for their movements.
4. Arrange for moving of muster rolls to and from Administrative Branch.
5. Arrange for distribution of office circulars in office.
6. Arrange rest-intervals of peons to suit the convenience of the Officers or departments.
7. Maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the Administrative Branch by making necessary arrangements during leave etc.
8. Open and close office premises, where necessary.
9. See that cleanliness of the office is maintained by supervision.
10. Distribute uniforms and dusters, receive and give to Dhobi and keep account thereof.
11. See that peons and all other who are expected to be uniforms and badeges wear the same punctually.
12. Wherever the post of Jamadar is not in existence the Hawaldar shall perform the duties of supervising the Hamals and sweepers.
13. Get the floor cleaned with water (net scribing) insecticiding etc. periodically.

14. Any other work that may be assigned by the concerned officer from time to time.

### **Peons**

Persons shall ---

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. carry out any other work of similar nature which the Officer incharge/Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
9. serve drinking water to employees and to visitors, when required.
10. dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
11. Any other work as may be assigned to him by the concerned officer from time to time.
12. Peon shall also have to attend to the duties assigned to Hamals.

### **Sweepers**

Sweeping and cleaning the Laboratories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer/Hawaldar.

Any other work as may be assigned to him by the concerned officer from time to time.

**Technical/Other Staff**

Where the duties of the staff undertaking a specialized operation or where the employee having same nomenclature is required to perform diverse duties, no specific duties and responsibilities can be laid down without disturbing the individual requirements of the each of the Universities. The duties and the responsibilities of several such categories mentioned in the G. R. No. NCC/1279/164770/XXXII (Cell) dated 1st August 1979 therefore, should be specified and governed by each of the Universities by adding there in the manner and in keeping with their set of practices and requirements. Thus, it shall be the responsibility of every University to prescribe duties and responsibilities for the post for which duties are not prescribed in the manual.

**Senior Research Officers, Junior Research Officers Research Associates,  
Research Assistants, Research Investigators, Cartographers, etc.,  
Working in the Department/Conducted Colleges**

The duties of the above cadres shall be as assigned by the concerned head of the department from time to time.

## **Powers and Duties of**

### **Vice-Chancellor, Registrar, Director Board of Examinations and Evaluation, Finance and Accounts Officer as mentioned in the Maharashtra Public Universities Act, 2016**

- (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 behaviour 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 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 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 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, 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 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 nonrecurring 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 nonvacation 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 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-Vice-Chancellor, from time to time.

**The Director of Lifelong Learning and Extension** shall be the ex-officio head of the Department of Lifelong Learning and Extension.

(6) 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 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-Vice-Chancellor, from time to time.

**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-Vice-Chancellor, from time to time.

**Financial powers and duties of the Officers of the University as mentioned in Ordinance 151.**

**SNDT WOMEN'S UNIVERSITY**

**ANNEXURE - I**

**STATEMENT SHOWING DELEGATION OF POWERS (Administrative/Financial)**

<b>Sr. No</b>	<b>Subject</b>	<b>Power to whom delegated</b>	<b>Powers Delegated per each item</b>
1)	Administrative/Financial sanction for Purchases/ Expenditure – Recurring -  i. Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship & any other item of recurring nature  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Pro-Vice-Chancellor</li> </ul>	Full Power From Rs.10,000/- & above
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director,Board of Examinations &amp; Evaluation</li> <li>• Officer on Special Duty</li> <li>• Finance &amp; Accounts Officer</li> <li>• Dy. Registrar (concerned)</li> <li>• Dy. Finance &amp; Accounts Officer/ Dean of Students</li> </ul>	Up to Rs. 10,000/- (inclusive)
		<ul style="list-style-type: none"> <li>• Asstt. Registrar (concerned)/ Medical Officer / Asst. Dean of Students/A.F.O.</li> </ul>	Upto Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> <li>• Asstt. Registrar (Stores and Accounts)</li> </ul>	Upto Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> <li>• University Accountant</li> </ul>	Upto Rs.2,500/- (inclusive)
	ii. Sanction of expenditure on postage, courier and franking charges  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Registrar</li> <li>• Finance &amp; Accounts Officer</li> <li>• Dy. Registrar(Concerned) / Dy. Finance &amp; Accounts Officer/Dean of Students</li> </ul>	Full Powers  Up to Rs.10,000/- (inclusive)
	iii. Fixed Charges Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges.  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Registrar</li> <li>• Director,Board of Examinations &amp; Evaluation</li> </ul>	Full powers  Up to Rs.10,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	iv. Payment of legal charges	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers
	v. Hospitality and entertainment charges in connection with visits of distinguished visitors  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> <li>Pro-Vice-Chancellor</li> </ul>	Full powers within the budget provisions
		<ul style="list-style-type: none"> <li>Registrar</li> </ul>	Up to Rs.10,000/- per annum
		<ul style="list-style-type: none"> <li>HoD/Principal/Director/Distance Education/Director Adult &amp; Continuing Education</li> </ul>	Up to Rs. 5,000/-
	vi. Fuel and lubricants. (Certificate Regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.)  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>Principal L T Nursing College/ Director Cont. &amp; Adult Education</li> </ul>	Up to 10,000/- Per Annum
	vii. Purchase of current newspapers as per norms subject to administrative approval (excluding periodicals and journals)  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>Director, Knowledge Resource Centre</li> </ul>	Up to Rs.10,000/- (inclusive) Per Annum
		<ul style="list-style-type: none"> <li>HoD/Principal (concerned)</li> </ul>	Up to Rs.5,000/- (inclusive) Per Annum
₹	viii. Repairs to equipment, machinery including replacement of spare-parts etc.  Subject to following the Rules & Regulations & availability of	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>HoD / Principal</li> </ul>	Up to Rs.10,000/- (inclusive)



Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	Budget Provision.	<ul style="list-style-type: none"> <li>• Asst.Registrar (concerned) /Medical Officer</li> </ul>	Up to Rs.10,000/- (inclusive)
	ix. Repairs to vehicles	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Pro-Vice-Chancellor</li> </ul>	Full powers
	Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Principal L T Nursing College/ Director Cont. &amp; Adult Education</li> </ul>	Up to Rs.10,000/- (Per vehicle per year)
	x. Repairs to furniture, Fixture & Building (Civil & Electrical Work) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• University Engineer</li> <li>• HoD</li> </ul>	Up to Rs.10,000/- (inclusive)
	xi. Hiring of vehicles, equipment's, furniture and other services	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Pro-Vice-Chancellor</li> </ul>	Full powers
	Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Finance &amp;Accounts Officer</li> <li>• Officer on Special Duty</li> <li>• HOD/Principal</li> </ul>	Up to Rs.10,000/- (inclusive)
	xii. Powers to give orders for printing and binding (subject to the existing T.A. Rules)	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	Full powers
	Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Officer on Special Duty</li> <li>• Finance &amp; Accounts Officer</li> <li>HOD/Director Distance Edn./Principal/Dy.Registrar (concerned)/Chief Accountant</li> </ul>	Up to Rs.10,000/- (inclusive)
	xiii. Travelling Allowance claims a) in case of the Air Travel bills of the - Registrar, COE, Director-BCUD, FAO, HOD & University Teachers (subject to the existing T.A. Rules)	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	Full Powers

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	<p>b) in case of the bills of the - Class I and Other Officers &amp; Staff working under them. (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules &amp; Regulations &amp; availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Officer on Special Duty</li> <li>• Finance &amp; Accounts Officer</li> <li>• HOD</li> </ul>	<p>Up to Rs.10,000/- (inclusive)</p>
	<p>c) In case of other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules &amp; Regulations &amp; availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Pro-Vice-Chancellor</li> </ul>	<p>Full Powers</p>
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Finance &amp; Accounts Officer</li> <li>• HOD</li> </ul>	<p>Up to Rs.10,000/- (inclusive)</p>
		<ul style="list-style-type: none"> <li>• Dy. Finance &amp; Accounts Officer &amp; University Accountant</li> </ul>	<p>Up to Rs.5,000/- (inclusive)</p>
		<ul style="list-style-type: none"> <li>• Asstt. Finance &amp; Accounts Officer</li> </ul>	<p>Up to Rs.2,000/- (inclusive)</p>
	<p>xiv. Sanctioning advances for –</p> <p>a) T. A. Advances (subject to the existing T.A. Rules)</p> <p>(excluding temporary &amp; contractual staff)</p> <p>Subject to following the Rules &amp; Regulations &amp; availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	<p>Full powers</p>
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Finance &amp; Accounts Officer</li> <li>• Officer on Special Duty</li> <li>• HOD</li> </ul>	<p>Full powers in case of the claims of the staff working under them.</p>
		<ul style="list-style-type: none"> <li>• Dy. Finance &amp; Accounts Officer</li> </ul>	<p>Up to Rs.5,000/- (inclusive)</p>
		<ul style="list-style-type: none"> <li>• Asstt. Finance &amp; Accounts Officer</li> </ul>	<p>Up to Rs.2,000/- (inclusive)</p>
	<p>b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance, all other admissible advances to employees.</p>	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> </ul>	<p>Full Powers (subjected to prescribed norms)</p>
		<ul style="list-style-type: none"> <li>• Registrar</li> </ul>	<p>Up to Rs.10,000/-</p>

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
			(inclusive)
	c) Purchase Advances and Other Advances for University work	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Pro-Vice-Chancellor</li> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Officer on Special Duty</li> <li>• Finance &amp;Accounts Officer</li> </ul>	Full Powers Above 300 hours  Up to Rs. 10,000/- (Inclusive)
	xv. Sanction of overtime charges (per annum per employee)  xvi. Subject to following the Rules & Regulations & availability of Budget Provision	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Officer on Special Duty</li> <li>• Finance &amp;Accounts Officer</li> <li>• HOD</li> </ul>	Full Powers  Up to 300 hours (i) Subject to Budget provision, (ii) Sanction will be given by the section  Where the employee is posted.
	xvii. Write-off and disposal of obsolete or unserviceable stores or shortages/theft material, subject to recommendations of write -off committee	<ul style="list-style-type: none"> <li>• Management Council</li> </ul>	Full Powers
		<ul style="list-style-type: none"> <li>• Vice-Chancellor (other than vehicle)</li> </ul>	Upto Rs10,00,000/- original cost per annum
<b>2)</b>	<b>NON-RECURRING</b>		
	i. Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non- recurring nature.  Subject to approval of the Purchase Committee & by following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Registrar</li> <li>• Director, Board of Examinations &amp; Evaluation</li> <li>• Finance &amp;Accounts Officer</li> <li>• Officer on Special Duty</li> <li>• HoD/Principal</li> </ul>	Full powers  Up to Rs.10,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	ii. Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature  (subject to recommendations of write -off committee)	<ul style="list-style-type: none"> <li>Management Council</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Up to Rs.10,00,000/- Original Cost per annum
	iii. Sanction to major works  (a) Sanction Department (All such sanctions are to be reported to the Technical Committee.)  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Building &amp; Works Committee</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	
		<ul style="list-style-type: none"> <li>Registrar</li> <li>University Engineer (Civil/Elect.)</li> <li>Campus-In-Charge</li> </ul>	Up to Rs.10,000/- (inclusive)
	(b) Sanction to minor works. (All such sanctions are to be reported to the Technical Committee.)  Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers
		<ul style="list-style-type: none"> <li>Registrar</li> <li>University Engineer (Civil/Elect.)</li> <li>Campus-In-Charge</li> </ul>	Up to Rs.10,000/- (inclusive)
	(c) Sanction for expenditure after Technical scrutiny to R.A.Bills/Final Bills. (All such items are to be scrutinized and sanctioned by the Technical Committee) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full Powers
		<ul style="list-style-type: none"> <li>Registrar</li> <li>University Engineer (Civil/Elect.)</li> </ul>	Up to Rs.10,000/- (inclusive)
3)	Sanctioning write-off of loss of Receipt Books/Cheque Books and other money value books/ measurement books subject to approval of Finance Committee	<ul style="list-style-type: none"> <li>Management Council</li> </ul>	Full powers

<b>Sr. No</b>	<b>Subject</b>	<b>Power to whom delegated</b>	<b>Powers Delegated per each item</b>
4)	Sale of grass, fruits, garden produce, wastepaper, old newspapers etc. and dismantle material	• Vice-Chancellor	Full powers
		• Registrar • HOD • Campus-In-Charge	Up to Rs.10,000/- (inclusive)
5)	Refund of revenue receipts and deposits i. Refund of Student Fees & Deposits other than Library Deposit (Subject to the Refund Rules framed by the Management Council)	• Vice-Chancellor	Full Powers
		• Registrar • Officer on Special Duty	Up to Rs.10,000/-
	ii. All other Deposits  (Security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	• Vice-Chancellor	Full Powers
		• Finance & Accounts Officer • Dy. Finance & Accounts Officers • University Engineer	Up to Rs.10,000/- (inclusive)
	iii. Refund of Library Deposit	• Vice-Chancellor	Full Powers
		• Director, Knowledge Resource Centre	Up to Rs.10,000/- (inclusive)
6)	i. Calling of Quotations/ Tenders  (*Subject to obtaining prior administrative approval)  Subject to following the Rules & Regulations & availability of Budget Provision.	• Vice-Chancellor	Full Powers*
		• Registrar/HoD (concerned depts./Principal	Up to Rs.10,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	ii. Opening of Tenders	<ul style="list-style-type: none"> <li>To be opened by Departmental Sub-Committee approved by V.C. and comparative statement shall be placed before Purchase Committee for acceptance/ approval where the cost exceeds Rs. 1,0,00,000/-</li> </ul>	Full Powers.
	iii. Opening of tenders for works departments.	<ul style="list-style-type: none"> <li>Tender Opening Committee.</li> </ul>	Full powers.
	iv. a) Opening of Quotations Pertaining to Post Graduate Department	<ul style="list-style-type: none"> <li>To be opened by Departmental Sub-Committee approved by V.C.</li> </ul>	Up to Rs.3,00,000/- (inclusive)
	b) Opening of Quotations pertaining to other sections	<ul style="list-style-type: none"> <li>F.A.O./Dy/Asst Finance &amp; Accounts Officer/ Accountant and one member of Purchase Committee</li> </ul>	Up to Rs.3,00,000/- (inclusive)
	c) Opening of Quotations pertaining to works departments	<ul style="list-style-type: none"> <li>Jointly by Dy. Registrar (Accounts) and University Engineer/DFO/AFO/Accountant</li> </ul>	Up to Rs.25,000/- (inclusive)
		<ul style="list-style-type: none"> <li>F.A.O. /Dy/Asst Finance &amp; Accounts Officer/ Accountant and Dy. Registrar (Civil)</li> </ul>	Above Rs.25,000/- Up to Rs.50,000/-
	v. Acceptance of Tenders & Items of Proprietary nature :	<ul style="list-style-type: none"> <li>Purchase Committee</li> </ul>	Full Powers *
	vi. Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost after certification regarding reasonability of the rates as per market rates.	<ul style="list-style-type: none"> <li>Officers competent to give administrative sanction</li> </ul>	Full Powers *
	b) i. When less than three quotations	<ul style="list-style-type: none"> <li>Vice- Chancellor</li> </ul>	Full powers

<b>Sr. No</b>	<b>Subject</b>	<b>Power to whom delegated</b>	<b>Powers Delegated per each item</b>
	are received ii. Quotation recommended other than lowest	<ul style="list-style-type: none"> <li>Registrar</li> <li>Director, Board of Examinations &amp; Evaluation</li> <li>Finance &amp;Accounts Officer</li> <li>Officer on Special Duty</li> </ul>	Up to Rs.20,000/- (Inclusive)
	vii. Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full Powers
	viii. Purchases of items directly from the specific manufacturer in case of proprietary items.	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full Powers
	ix. placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	<ul style="list-style-type: none"> <li>Concerned H.O.D./ Principal</li> </ul>	Full Powers
7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full Powers (Subject to final approval of Senate to the revised estimate of that year)
8)	Power to create new Budget head	<ul style="list-style-type: none"> <li>Vice-Chancellor</li> </ul>	Full powers (effect to be shown in the revised Budget and final approval of Senate should be obtained)

Note:

- 1) All the financial powers delegated above are subject to the provisions of the Maharashtra Universities Act, 2016 (as amended from time to time) and the Statutes and Ordinances framed thereunder and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules.

- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the concerned authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.5,000/- or more, in exceptional cases, this condition can be relaxed by the Vice- Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance and Accounts Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to avoid any audit objections / queries.
- 10) The Vice-Chancellor may re-delegate his/her powers to Pro Vice-Chancellor.



## APPENDIX 6

### DELEGATION OF POWERS

#### (Finance Department)

ACCOUNTS WING		AUDIT WING	
<b>Signing of vouchers</b>		<b>Passing of vouchers</b>	
Superintendent of concerned section	All vouchers prepared in the concerned Unit.	Superintendent (Bill Passing Unit) and Superintendent (T.A.D.A.)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
<b>Signing of Pay Bills</b>		<b>Signing of cheques</b>	
Finance & Accounts Officer	Monthly Pay Bills	Superintendent (Payment Unit)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
Supplementary Pay Bills including Daily wages & Honorarium -		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Dy. Registrar	Up to Rs.500,000/-		
Finance & Accounts Officer	Above Rs.500,000/	<b>Signing of Cash Books</b>	
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Finance & Accounts Officer	Signing of monthly Abstract

