

For Official Use

CODE OF CONDUCT HANDBOOK (ADMINISTRATION)



**Office of Registrar
SHOOLINI UNIVERSITY OF BIOTECHNOLOGY
& MANAGEMENT SCIENCES**

CODE OF CONDUCT HANDBOOK (ADMINISTRATION)

1. Talent Acquisition

Shoolini University is an equal opportunity employer and appointment to all positions in the University service is based on the principle of merit. The University Board of Management shall approve all the establishments and shall be responsible for all appointments through the Appointments Board except as provided for otherwise. Shoolini University has adopted a policy to attract outstanding persons to join the faculty, by offering them attractive compensation/packages, upwards of the UGC norms, by offering consultancy avenues and challenging work environment. The University has adopted the recruitment procedure as notified by University Grant Commission New Delhi vide notification number F3-1/2009 date 28-06-2010; as approved by the Board of Management of the (Shoolini ACT – UGC 12b)

Officers of the University

The following shall be the officers of the University, Power and Functions.

1. The Chancellor
2. The Vice Chancellor
3. The Pro-Chancellor
4. Pro-Vice Chancellor
5. The Registrar
6. The Chief Finance and Accounts Officer
7. The Dean of Academic Affairs
8. The Dean of Research & Development
9. Controller of Examinations
10. The Dean of Student Welfare
11. The Dean of Extension Education
12. The Dean of Planning & Publications
13. The Dean of Placements
14. The Dean of Estate & Operations
15. Librarian

1.1 Appointment of the Officers

1.1.1 The Chancellor

1. The Chancellor shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in a manner and on such terms and conditions as may be specified by the statutes.
2. The Chancellor shall be the Head of the University.
3. The Chancellor shall preside over at the meetings of the Governing Body and convocation of the University conferring degrees, diploma or other academic distinctions.

Powers and Functions

In addition to the powers conferred upon him, under sub-section (4) of section 12, the Chancellor shall exercise the following powers, namely:-

1. He shall be the chairperson of the Governing Body;
 - To call for any information or record;
 - To appoint the Vice Chancellor;
 - To remove the Vice Chancellor in accordance with the provisions of sub section (7) of Section 13; and
 - Such other powers as may be specified by the statutes.
2. He shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units, including the buildings, laboratories, records and equipment thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units;
3. In case of its inspection or inquiry relating to any of the affairs of the University or any Academic Units, he shall communicate to the Vice Chancellor the result of such inspection or inquiry together with his views thereon and advise the Vice Chancellor with regard to the action to be taken thereon and on receipt of the report made by him, the Vice Chancellor shall communicate the same forth-with to the Board of Management for consideration and the Board of Management shall communicate through the Vice Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by it upon the results of such inspection or inquiry;
4. Where the Board of Management or the Management of the Faculty or Academic Units, as the

case may be, does not take action to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management or Management of the Faculty or Academic Units, as the case may be, issue such directions as he may deem fit and the University or the Faculty or Academic Units as the case may be, shall comply with such directions;

5. Without prejudice to the foregoing provisions, he may, by order in writing, annul proceedings of the University or any of its authority or the decision of any officer as the case may be, which is not in conformity with the provisions of the Act or the statutes or the subsequent statutes or ordinances as the case may be;
6. Provided that before issuing such order, he shall call upon the university or faculty or any of its Academic Units as the case may be, to show cause why such an order should not be made and if any cause is shown within the period specified by it or by him in this behalf, he shall consider the same,
7. When the Chancellor is away from the Head quarter or if he is unable to perform his duties due to ill health or for any other reasons, the Vice Chancellor, and if the office of the Vice Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice Chancellor or as the case may be, the officer appointed by him shall, at the earliest opportunity, report the action taken by him for his confirmation:
 - a. Provided that if the action taken is not approved by him, his decision thereon shall be final.

1.1.2 The Vice Chancellor

1. The Vice Chancellor shall be appointed by the Chancellor, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that after the expiry of the term of three years a person shall be eligible for reappointment for another term of three years:

Provided further that Vice Chancellor shall continue to hold office even after expiry of his term till new Vice Chancellor joins; however, in any case, this period shall not exceed one year.

Powers and Functions

1. The Vice Chancellor shall be a whole time salaried officer,
2. The Vice Chancellor shall be the principal executive and academic officer of the University and shall have the general superintendence and control over the affairs of the University and shall

Execute the decisions of various authorities of the University.

3. The Vice Chancellor shall preside at the convocation of the University in the absence of the Chancellor.
4. If in the opinion of the Vice Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall, at the earliest opportunity, thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

5. If, at any time upon representation made or otherwise and after having such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.

In addition to the powers conferred upon him under section 13, the Vice Chancellor shall exercise and perform the following powers and functions, namely:-

- He shall be entitled to be present at, and to address any meeting of any authority;
- He shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities in letter and spirit and shall ensure that they are not contradictory in nature and practice;
- He shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit;
- He shall appointment Deans, Principals, Professors, Associate Professors, Readers, Lecturers, Librarian other teachers and such academic staff of Academic Unit established by the University, as may give be necessary, on the recommendations of the selection committees constituted for the purpose by the Chancellor. He shall be the chairperson of such committee(s):

Provided that the he may short-term appointments, for a period not exceeding one year, to such officers as he may consider necessary for the functioning of the University;

- He shall grant leave of absence to any officer of the University and necessary arrangements for the discharge of the functions of such an officer during the period of his absence;
- He shall grant leave of absence to any employee and if he so decides may delegate such powers to any other officer or officers;
- He shall have the authority to take disciplinary action against any employee for any omissions and commissions, dereliction of duty etc. as may be specified in the subsequent statutes:

Provided that if the decision taken by any authority on his report affects any person in the service of the University, the said person may appeal to the Chancellor within thirty days from the date on which such a decision was communicated to him and the decision of the Chancellor on such appeal shall be final;

- He shall have the power to convene or cause to be convened meetings of the various authorities, except that of the Governing Body;
- If in his opinion it is necessary to take immediate action on any matter for which powers are conferred on any other authority under the Act, he may take such action as he deems necessary and shall, at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by him, then such case shall be referred to the Chancellor, whose decision thereon shall be final;

- He shall act as a vital link with the University Grants Commission or All India Council of Technical Education or National Council of Teacher Education or Council for Architecture or Universities or Pharmacy Council or NAAC or NBA, other National and International agencies and other regulatory authorities as the case may be;
- He shall take steps and bring about NAAC or NBA accreditation for Institutions or Departments, to provide guidance and logistic support for getting the highest possible grade to the institution and to help the Departments and Institution to get maximum amounts of financial grants from various funding agencies including UGC or State and Central Governments;
- He shall take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also the corpus of knowledge and trends in various disciplines and to apprise the Departments or Institution about the same and to guide them in their proper implementation;

- He shall, at the close of each academic year, in the manner specified in the subsequent statutes or ordinances, assess and evaluate the teaching and research works done by the members of the Faculty, and if he deems necessary, he may appoint a committee of experts for the purpose. On such assessment or evaluation, if he is of the opinion that the work and conduct of any member of the Faculty is not satisfactory, he may, in the manner as laid down in the subsequent statutes or ordinances, initiate or cause to be initiated action against such a member;
- He shall exercise such other powers as may be specified in the subsequent statutes; and
- He shall ensure that the provisions of the Act, statutes, ordinances and the regulations are duly observed and implemented and he shall take all necessary steps in this regard.

1.1.3 The Pro-Chancellor

1. The Pro-Chancellor shall be appointed by the Sponsoring body.
2. The Pro-Chancellor in the absence of the Chancellor shall perform all his duties through a written order of the Chancellor.
3. The terms and conditions of service of the Pro-Chancellor shall be such as may be specified in the subsequent statutes.

1.1.4 The Pro-Vice Chancellor

1. The Pro-Vice Chancellor shall be appointed by the Chancellor on the recommendation of the Governing Body.
2. The term of office of the Pro-Vice Chancellor shall be such as may be decided by the Governing Body but shall not exceed three year.
3. The Pro-Vice Chancellor whose term of office has expired shall be eligible for re-appointment.
4. The terms and conditions of service of a Pro-Vice Chancellor shall be such as may be specified in the subsequent statutes.

Powers and Functions

5. Subject to the control and supervision of the Vice Chancellor, the Pro-Vice Chancellor shall perform such duties and exercise such powers as may be conferred upon him under the Act or the Statutes or are delegated to him by the Vice Chancellor or the Executive Council.
6. The Pro-Vice Chancellor shall be the ex-officio Vice Chairman of the Executive Council, the Academic Council and the Finance Committee. He shall be entitled to be present at and to address any meeting of any authority or body of the University but shall not be entitled to vote

there at unless he is a member of such authority or body.

7. The Pro-Vice Chancellor shall exercise such powers and discharge such duties as may be assigned to him by the Chancellor from time to time through official orders in consultation with the Vice Chancellor.

1.1.5 The Registrar

1. The Registrar shall be appointed by the Chancellor on the recommendations of a Selection Committee constituted for the purpose headed by the Vice Chancellor on the terms and conditions of service as may be specified in the subsequent statutes or the ordinances.
2. When the office of the Registrar is vacant or when the Registrar by reason of illness or absence for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice Chancellor may appoint subject to the approval of the Chancellor.
3. The Registrar shall be a whole time salaried officer and work under the control of the Vice-Chancellor.

Powers and Functions

1. To formulate a time schedule for various academic and administrative activities for the annual or semester format including receiving of applications for admission to the University and to keep a permanent record of all syllabi, curricula and information connected therewith;
2. To assist the Controller of Examination for the conduct of examinations in the manner as may be specified in the subsequent statutes;
3. To maintain a register of all degrees, diplomas and academic distinctions conferred by the University;
4. To have the custody of the record, the common seal and other properties of the University as the Chancellor may commit to his charge;
5. To supply to the Chancellor copies of the agenda of meetings of the authorities as soon as they are issued and the minutes of such meetings ordinarily within a month of the holding of the meetings;
6. To represent the University in suits or proceedings by or against the University, sign power of attorney, verify pleadings and depute his representative for this purpose;
7. To enter into agreements, contracts, sign documents and authenticate records on behalf of the University; and
8. To perform such other functions as may from time to time be assigned to him by the Vice-Chancellor and the Chancellor as the case may be.

9. The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right by the statutes.

1.1.6 The Chief Finance and Accounts Officer

1. The Chief Finance and Accounts Officer shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted for the purpose headed by the Vice-Chancellor on such terms and conditions of services as may be specified in the subsequent statutes or the ordinances.
2. The Chief Finance and Accounts Officer shall be a whole time salaried officer and shall work under the control of the Vice Chancellor.
3. When the office of the Chief Finance and Accounts Officer falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice Chancellor may appoint for this purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointment by the Chancellor, whichever is earlier.

Powers and Functions

1. Exercise general supervision over the funds of the University and shall advise it as regard to its financial policy;
2. Be responsible for the proper maintenance of the accounts of the University; and
3. Perform such other financial functions as may be assigned to him by the Vice Chancellor as may be specified in the subsequent statutes or the ordinances.
4. Subject to the control of the Vice Chancellor, the Chief Finance and Accounts Officer shall,-
5. Hold and manage the property and investments including trust and endowed property for the furtherance of the objects of the University.
6. Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for the financial year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
7. Be responsible for the preparation of annual accounts and the budget of the University for the next financial year and presentation of the same to the Board of Management, through the Vice-Chancellor and also for ensuring that the financial sanctions are obtained in time;
8. Keep a constant vigil on the state of the cash and bank balances and investments;
9. Watch and progress the collection of revenue and advise on the methods of collection employed

in relation thereto;

10. Keep all money belonging to the University in Scheduled Banks approved by the Vice Chancellor;
11. Ensure that the registers of the properties, buildings, land, furniture and equipment's are maintained up-to-date and that the stock checking of equipment's and other consumable material in all offices and academic units is conducted at regular intervals, or as may be required from time to time;
12. Call from any Academic Unit, any information on returns that he may consider necessary to discharge his financial responsibilities; and
13. To prepare and issue agenda and maintain minutes of the meetings of the Finance Committee, and conduct the correspondence on behalf of the said Committee.
14. The receipt of the Chief Finance and Accounts Officer or of the officer duly authorized in this behalf by the Chancellor, for any money payable to the University shall be sufficient discharge for the same.

1.1.7 The Dean of Academic Affairs

1. The Dean of Academic Affairs shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendations of the Board of Management.
2. The terms and conditions of services of the Dean of Academic Affairs shall be such as may be specified in the subsequent Statutes.

Powers and Functions

1. To create awareness among students and staff about the Academic rules and regulations of by the university. He shall be responsible to implement these rules & regulations in the University;
2. He shall be responsible for the organization and conduct of undergraduate and postgraduate teaching in all the constituent faculties of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the faculties, Dean Research and Development as the case may be;
3. Organize, coordinate and conduct undergraduate and postgraduate teaching and research across Academic Units;
4. To implement syllabi of new academic programmes to be established by various Academic Units;

5. To update syllabi of existing academic programmes of the University in consultation with Dean Faculties;
6. To develop inter-disciplinary and joint degree academic programmes and their syllabus;
7. To recommend to the Vice Chancellor the establishment of new academic programmes and/ or for the elimination of certain existing programmes;
8. To develop academic collaboration for the University with national Institutions of repute.
9. To seek accreditation from the national and international appropriate accrediting / professional agencies.
10. To control and implement the various scholarship schemes of State/Central Government for campus students;
11. To coordinate wherever necessary, the work of the teaching staff of the University Academic Departments but not to directly control the work of the Deans of Faculty and Heads of Departments in their respective departments;
12. To act as an Academic guide, in developing and improving the teaching and research standards in the University.
13. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
14. He shall in collaboration with the Dean Research and Development be responsible for the co-ordination of research by the Post graduate students and its integration with the general research programme of the University;
15. He shall be responsible for appointment of external examiner for evaluation of projects/ thesis work of Post graduate students;
16. He shall provide, in consultation with the Head of Departments, guidance and leadership in the development and periodic evaluation of curricula and integrate the said curricula into appropriate instructional programmes designed to prepare students for effective careers in research, teaching and extension; and
17. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

1.1.8 The Dean of Research & Development (DRD)

1. The Dean Research and Development (DRD) shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of a Professor, on the recommendations of the Board of Management-

2. The terms and conditions of service of the Dean of Research and Development (DRD) shall be such as may be specified in the subsequent statutes.

Powers and Functions

- To act as an Academic guide, in developing and improving the research standards;
 - Act as a vital link with the UGC, AICTE, NCTE, Board of Management for Architecture / Universities / Pharmacy Board of Management of India, NAAC /NBA, other National and International agencies and other regulatory bodies ;
 - Hold workshops for sensitizing the faculty with regard to research and development;
 - Take steps and bring about NAAC/NBA accreditation for Institutions/Departments, to provide guidance and logistic support for getting the highest possible grade for the Institutions;
 - Help the Departments and Institutions of financial grants from various national and international funding agencies;
 - Arrange educational and study trips for the Dean Faculty and faculty members to various other Universities and Colleges across the country with a view to apprise these academic about the latest educational trends prevalent in various parts of the country as also the new education systems available in the diverse educational institutions;
 - Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
 - Take steps to keep abreast with the latest Educational policies of both the State and Central Governments and also to apprise the Department/Institutions about the same, and guide them in their proper implementation ;
 - Discharge or perform any other duty or function allotted to him by the Vice-Chancellor or Board of Management or Governing body as the case may be, from time to time.
4. The Board of Management may authorize any other officer to exercise any or all of his powers in his absence.

1.1.9 The Controller of Examinations

1. The Controller of Examinations shall be a whole time salaried officer and be appointed by the Chancellor, on the recommendations of the selection committee headed by the Vice Chancellor.
2. The terms and conditions of service of the Controller of Examinations shall be the same as that of the Registrar and such other officers of the University.

Powers and Functions

- Arrange for and supervise the work of examinations of the University in accordance with the manner specified in regulations and rules of the University;
- Perform such other duties as may be specified in the subsequent statutes, or ordinances, the regulations and rules or as may be required from time to time by the Vice Chancellor or the Chancellor;
- Conduct all University examinations and make preparatory arrangements for examinations, setting up of the examination centers, appointment of supervisory, invigilation and other staff, the printing and supply of Answer Books ensuring smooth, efficient, fair and transparent conduct of examinations,
- Get the question papers set for all University examinations by the examiners or paper setters by ensuring that the Question Papers set are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course / paper. He shall maintain the confidentiality of the entire process of paper setting at all stages;
- Get the question papers printed from some reputed but confidential Presses. He shall keep the name and address and phone numbers of the Press. The printed Question Papers must be received back from Press well before the start of the examination so that these reach the examination centers well in time. The entire transportation process must also be kept confidential to prevent any kind of leakage of Question Papers;
- Fix the commencement dates of various examinations, to prepare the date sheet and schedule for all examinations to be held during the next one year and publish the same well in time for the information all concerned;
- Get the Answer books for all University examinations evaluated so as to ensure that all examination results are declared and published within the schedule fixed for the purpose and the public widely informed accordingly. Rectification of results and rechecking of Answer Books, wherever permissible;
- Get the Detailed Marks Cards (DMCs), Degrees and other relevant testimonials prepared for all those students passing out from the University and the same be supplied to Academic Units, within the period specified for this purpose;
- Make arrangements for verifications of credentials of the present and passed out students, and when such credentials need to be verified by the University;
- Prepare and maintain accounts for secrecy funds, get the same checked and counter signed from

the concerned authority and keep permanent records for all such confidential transactions or accounts;

- Take steps for continuous examinations reforms so as to keep updating the existing statutes, regulations and rules relating to examinations, to propose new rules and regulations in relation to examinations and get the same approved from the concerned bodies of the University;
- Draw out the lists of examiners, paper setters, evaluators, centre superintendents, centre Inspectors, members of flying squads, observers, Chief coordinators, Coordinators of various examinations, both traditional and Entrance tests Examinations and get the same approved with appropriate revisions, if any, by the competent authority of the University;
- Sign Detailed Marks Cards, Degrees and all other certificates and testimonials, wherever required to do so. The confidential seals, stamps including the ones carrying signatures be got prepared and kept in safe custody for use at the required time. It will be his responsibility to ensure that these confidential seals are not misused or tampered or lost by anyone for any ulterior purpose. The duplicate DMCs" and Degrees shall be issued by him on an application by the candidate on payment of requisite fee;
- Keep liaison with Dean of Academic Units, Heads of Departments with regard to student's enrolments, conduct of examinations and other issues relating to students and teachers;
- Work under the direct superintendence and direction of the Vice Chancellor;
- Receive the Examination forms and issuance of admit card for university examinations;
- Countersign and sanctioning of various TA/DA bills in respect of staff, examiners, supervisory, invigilation and other staff appointed for the conduct of examinations, Evaluation / Re-evaluation of Answer Books and tabulation / declaration / publication of Examination results; and
- Perform or discharge any other function or duty as assigned to him by the Vice-Chancellor or the Chancellor.
- The Vice-Chancellor may authorise any other officer to exercise any or all of the powers of Controller of Examinations in his absence-

1.1.10 The Dean of Faculty

1. There shall be appointed a Dean of faculty in each faculty by the Vice Chancellor from amongst the teachers of the University who shall not be below the rank of professor, on the recommendations of the Board of Management.
2. The terms and conditions of service of the Dean of Faculties shall be such as may be specified in the subsequent statutes.

Powers and Functions

1. He shall oversee the functioning and development of academic units and shall co-ordinates with the Dean of Academics in performing such duties
2. He shall advice the Vice Chancellor regarding all academic and administrative matters of Academic Units: and
3. The heads of various academic units, shall report to him on a regular basis.

1.1.11 The Dean of Student Welfares

1. The Dean of Student Welfare (DSW) shall be appointed by the Vice Chancellor, from amongst teachers of the University or who have been teachers of any other university or other suitable person(s) who shall not be below the rank of Professor, or equivalent in experience, on the recommendation of selection committee headed by the Vice Chancellor. He shall report to the Vice Chancellor.
2. The terms and conditions of service of the Dean of Student Welfare (DSW) shall be such as may be specified in the subsequent statutes or the ordinances.

Powers and Functions

1. Make arrangement for the student residences in various University Hostels and to supervise discipline of students, of the University;
2. Plan, organize and supervise the co-curricular and cultural activities of the students in the University campus;
3. Look after the physical welfare, NCC and NSS activities of the students in the University campus;
4. Deal with all matters pertaining to discipline among the University students in the campus, and outside, except those relating to their academic work, which will be dealt with by the Heads of Departments and/or the respective Dean and to recommend penalties as may be deemed necessary, after due enquiry;
5. Devise ways and means for promoting the well-being of the University students which includes inculcating of social, moral, emotional and intellectual values among them, regard for great ideas, like loyalty to country, harmonious co-existence, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports;
6. Have the overall charge and supervision of the Office of the Dean of Students Welfare; and
7. Perform any other duty or function, which may be allotted to him by the Vice-Chancellor from time to time.

8. To facilities travel for holidays and study tours of students:
9. The Pro-Vice Chancellor may authorize any other person to exercise any or all of the duties of the Dean of Student Welfare in his absence.

1.1.12 The Dean of Extension Educations

1. The Dean of Extension education shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of Professor, on the recommendation of the Board of Management.
2. The Dean Extension Education shall report directly to the Vice Chancellor.

Powers and Functions

1. He shall plan and execute all training programme and activities in cooperation with Deans / Directors and Head of the Department.
2. He shall formulate and present training programmes to Academic Council for its consideration.
3. He shall guide and supervise the working of Communication Centre dealing with publications, audiovisuals aids, radio press and other training materials meant for training and university activities
4. He shall be responsible for initiation, organization and conduct of extension education and training programmes of the University particularly for bio-based and agro- based industries and rural development;
5. He shall be responsible for initiating the programmes for Corporate Social Responsibility, particularly in the field of education.
6. Suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
7. To publish in-house magazines and other similar publications as their Chief Editor and Coordinator;
8. To suggest and propose innovations and new ideas in the working of the various educational processes and system with a view to bring in latest technologies and ideas;
9. To perform any other duty or function allotted to him by the Vice Chancellor and /or the Chancellor.

1.1.13 The Dean of Planning & Publications

1. The Dean of Planning and Placement shall be appointment by the Vice Chancellor, from amongst the teachers of the University or teachers of any other University, who shall not be below the rank

of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice Chancellor and he shall report to the Vice Chancellor.

2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

Powers and Functions

1. He shall be responsible for Planning the Publicity material and its publication in consultation with Vice Chancellor
2. Identify institutions of higher learning and training centers where the students could be placed under co-operative academic education and practical training arrangements with prospective employers; and under this arrangement a selected number of students shall study a part of an academic year at the University and spend a part of Academic Year at the training site. At the end of the Academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities.
3. He shall be responsible for initiation, organization and conduct of mock tests and entrance tests of various degree programmes for admission in the University;
4. He shall exercise administrative control over the admission and Publication cell of the University
5. He shall formulate and execute admission programme;
6. He shall assume leadership in the development and maintenance of effective and productive publicity programme;
7. He shall be responsible for preparation of University Annual Report and its publication, research journal, Bulletin and other Education Material approved by Academic Council and Board of Management
8. He shall perform such other duties and functions as may be assigned to him by the Vice Chancellor.

1.1.14 The Dean of Placement

1. The Dean Students Placement and Vice Chancellor, from amongst the teachers of the University or shall be appointment by the teachers of any other University, who shall not be below the rank of Professor or has the equivalent research and industrial qualification, on the recommendations of the Board of Management or Selection Committee headed by the Vice Chancellor.
2. He/she shall be appointed for a term of three years and can be reappointed for another two terms depending on his/her performance.

3. The incumbent shall be paid UGC scale of the cadre plus honorarium for the additional charge as decided by the Governing body of the University.

Powers and Functions

1. Identify institutions of higher learning and training and Industries where the students could be placed under co-operative academic and practical training arrangements with the prospective employers;
2. Under this arrangement a selected number of students shall study a part of an academic year at the University and spend a part of Academic Year at training site. At the end of the academic year this co-operative arrangement of academic training and practical training, may lead to placement opportunities;
3. He shall be responsible for arranging top Industrial Leaders to deliver lectures on corporate culture and how over graduates could adjust in the new environment
- 4 He shall be responsible for planning and execution of placement activities of different faculties
5. He shall be responsible for Industrial visits of the students as per the requirement of curricula
6. He shall perform such other duties and functions as may be assigned to him by the Vice Chancellor.

1.1.15 The Director of Estate & Operations

1. The Dean of Estate and Operations of the University shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted by the Vice Chancellor.

To be eligible for the selection to the post of Director of Operations a person must have the following minimum qualification:

Master's degree in any discipline with ten years' experience in managing various logistics operations in a University or reputed institution or industry.

OR

Degree in Civil Engineering or equivalent qualifications with not less than ten years' experience of work as Executive Engineer in a Govt. or Autonomous Organization, preferably in a University or in a reputed institution or industry.

2. The Dean of Estate and Operations shall be a whole time salaried officer of the university and shall be under the administrative control of the Vice Chancellor.
3. The Dean of Estate and Operations of the University will receive a pay as per the UGC norms and as approved by Governing body on the recommendation of Board of Management from time to time.

Powers and Functions

1. To maintain buildings, roads, fencing, playgrounds, parks and lands (other than the research and instructional farms) and other physical facilities of the University and to provide for protection against thefts, fire and other dangers;
2. To organize and supervise such services as water, electricity, communication and operation and maintenance of the University vehicles;
3. To provide for installation, use and maintenance of the University equipment's and co-operation with other officers of the University and to ensure the proper use of rooms, houses, buildings and grounds, etc.;
4. To maintain records of allotment of buildings of the University for various purposes;
5. To maintain up to date record of all the immovable properties of the University;
6. To procure/dispose of immovable property of the University as decided by the sponsoring body;
- 7 To perform such other duties and functions as may be assigned to him by the Vice-Chancellor.
8. When the office of the Dean of Estate and Operations falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, such duties shall be performed by such officer as the Vice Chancellor may appoint for this purpose.

1.1.16 The Librarian

1. Subject to the approval of the Chancellor, the Librarian shall be appointed by the Vice Chancellor on the recommendation of the Selection Committee headed by the Vice Chancellor constituted by the Chancellor for the purpose and he shall be a whole time salaried officer.
2. The Librarian shall work under the control and supervision of the Vice Chancellor and shall be responsible for the maintenance of all libraries of the University.
3. The Librarian shall have the following functions and duties, namely:-

Power and Function

1. He shall have general supervision of the University Libraries;
he shall prepare the Library budget for the University Library including Department collections;
2. He shall have the responsibility of receiving and accessioning all library materials;
3. He shall have the responsibility of initiating the purchase requisition for all library materials;
4. He shall keep a copy of a research papers, thesis, dissertations and publications by faculty and scholars for use by posterity in its repository;
5. He shall have the responsibility of renewing in time subscription to Journals;

6. He shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
7. He shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by the students and faculty;
8. He shall arrange library hours with the approval of Vice Chancellor so as to permit maximum library use by both students and faculty members; and
9. He shall arrange for departments and Academic Units, small collections of volumes and journals that are in almost constant use by the faculty and students as references or material.