

Power and duties of Departments Officers and Employees

The powers and duties of the Officers as provided in the Act, Statutes and Ordinance of the University are given below.

<i>Officer</i>	<i>Powers and Duties</i>
The Chancellor	<p>The Governor of the State of Assam is the Chancellor. The Chancellor is the Head of the University. The Chancellor shall if present, preside at the Convocation of the University held for conferring degrees.</p>
The Vice-Chancellor	<p>The Vice-Chancellor is the principal executive and academic Officer of the University.</p> <p>The Vice-Chancellor exercises general supervision and control over the affairs of the university and gives effect to the decision of all the authorities of the university.</p> <p>The Vice-Chancellor, may if he/she is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the university by or under this Act (Tezpur university Act, 1993) and shall report to such authority the action taken by him on such matter.</p> <p>The Vice-Chancellor, if he/she is of the opinion that any decision of any authority of the university is beyond the powers of the authority conferred by the provision of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the university and may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor (The president of India) whose decision there on shall be final.</p> <p>The Vice-Chancellor is the <i>Ex-officio</i> Chairman of the Board of Management, the Academic Council, the Planning Board, and the Finance Committee . Building Committee and in the absence of the Chancellor presides at the Convocation held for conferring degrees.</p> <p>The Vice-Chancellor is the chairman of selection committee for all grades of faculty matters, statutory officers, group A, B and C staff.</p> <p>The Vice-Chancellor is entitled to be present at, and address, any meeting of any authority or other body of the university, but is not entitled to vote there unless he/she is a member of</p>

	<p>such authority or body.</p> <p>It is the duty of the Vice-Chancellor to see that the provision of the Act, Statutes and Ordinances and the Regulations are duly observed. The Vice-Chancellor has all the powers necessary to ensure such observance.</p> <p>The Vice-Chancellor has all the powers necessary for the proper maintenance of disciplines in the university.</p> <p>The Vice-Chancellor has the power to convene or cause to convene the meeting of the Board of Management, Academic Council, Planning Board and Finance Committee.</p> <p>The Vice-Chancellor is also the Appellate authority when action against employee is taken by the Registrar.</p>
Pro-Vice-Chancellor	<p>ORDINANCE NO. -21 deals with the emoluments and other terms & conditions of service of the Pro- Vice Chancellor under Statute 4 (3) of the Second Schedule of Tezpur University Act, 1993</p> <p>The qualification and other eligibility criteria for the post of Pro Vice-Chancellor shall be same as that of a Professor of this University.</p> <p>2. The Pro Vice-Chancellor shall be paid a monthly salary at the scale prescribed by the University Grants Commission.</p> <p>3. The University shall provide the Pro Vice-Chancellor with hard furnished residential accommodation for which he/ she shall pay rent at usual rate. The Pro Vice Chancellor shall not be entitled for House Rent Allowance.</p> <p>4. The Pro Vice-Chancellor shall be allowed to use an official car for attending official duties. The University shall deduct an amount of Rs. 300/-p.m.(Rupees Three hundred) only from his salaries as per Central Government Rules for using the official vehicle for purposes other than official duties. The Pro Vice Chancellor will not be entitled for Transport Allowance.</p> <p>5. The Pro Vice-Chancellor shall be governed by leave rules applicable to teachers of the University.</p> <p>Delegation of financial power to the Pro Vice Chancellor</p>

	<p>Vide Resolution No. B.88/2018/3/2.5 of 88th Board of management, The Vice Chancellor delegates the power of approving financial matters from Rs.2,50,000/- (Two lakh fifty thousand) to Rs.5,00,000/-(Five lakh) related to various projects under Research and Development to the Pro Vice Chancellor of the University. This delegation of financial power to the Pro Vice Chancellor will be in partial modification of the earlier office order No. DoRD/Dean, R&d/10-66/6789-A, dated 13.05.2016.</p>
<p>Deans of Schools (At present there are Four Schools of Studies and each School has a Dean). School of - Engineering, School of Sciences, , School of Humanities & Social Sciences and Management Sciences</p>	<p>The Dean is the Head of the School concerned. He is responsible for the conduct and maintenance of the standards of teaching and research in the school.</p> <p>The Dean has the right to be present and to speak at any meeting of the board of Studies or Committees of the School as the case may be. However, he/she will not have the right to vote there at unless he/she is a member thereof.</p> <p>The Dean exercises the following powers.</p> <ol style="list-style-type: none"> 1. To convene and conduct the meeting of the School Boards. 2. To coordinate and generally supervise the teaching and research work in the school through the Head of the Departments / Centres. 3. To take steps to promote modular and inter-disciplinary teaching and research wherever necessary. 4. To maintain discipline in the School through the Heads of the Departments / Centres. 5. To cooperate with the university in the conduct of the University examinations in respect of the students of the School in accordance with such conditions as may be given by the School Board or the Planning and Academic Committee / Academic Council. 6. To take steps and to give effect to the decisions and recommendations of the School Board. 7. To perform such other duties as may be assigned to him by the Board of Management, the Planning and Academic Committee / Academic Council or the Vice-Chancellor.
<p>Heads of the Departments</p>	<p>The Head of the Department shall convene and preside over the meetings of the Board of Studies/Department and shall function under the general supervision of the Dean of School. 1. Shall</p>

	<p>implement the decision of the School Board and the Board of Studies. 2. Shall be the in-charge of the Departmental Library. 3. Organise teaching and research works in the Department. 4. Supervise and conduct all examinations of the Department. 5. Frame the time table in conformity with the allocation of the teaching work made by the Department. 6. Maintain discipline in the Class room and Laboratories through the teacher. 7. Assign to the teachers in the Department such duties as may be necessary for proper functioning of the Department. 8. Assign work to exercise control over the non-teaching staff in the Department. 9. To keep records of continuous internal evaluation of class examinations, attendance etc. of the students as prescribed, and to forward the records of such evaluation in time to the Controller of Examinations for necessary action. 10. Perform such other duties as may be assigned to him by the Dean, Board of Studies and the Vice-Chancellor.</p>
<p>The Registrar</p>	<p>The Registrar has power to take disciplinary action against such of the employee excluding teachers and academic staff as may be specified in the order of the Board of Management. However, an appeal can be made to the Vice- chancellor against any order of the Registrar imposing any of the penalties- suspension, warning, Censure, withholding of increment.</p> <p>The Registrar has the power to enter into agreement, sign document and authentic records on behalf of the university. He/She is the custodian of the records, the common seal and such other property of the university as the Board of Management commits to his charges.</p> <p>He/She issues all notices convening meetings of the Board of Management, the Academic Council, Planning Board, Building Committee. He/She is the Ex Officio Secretary of the Board of management, Academic Council, Planning Board and Chairman, Tender and Purchase Committee.</p> <p>He/She keeps the minutes of all the meetings of the Board of Management, Academic Council, and Planning Board and of any other Committee formed by the authorities.</p> <p>Other duties -</p> <p>To conduct- official correspondence of the Board of Management, Academic Council, Planning Board.</p> <p>To supply to the Visitor copies of the agenda of the meetings of the authorities.</p> <p>To represent the university in suits or proceedings by or against the university, sign powers of attorney and verify pleadings or depute his representative for the purpose and such other duties as may be required from time to time to be specified by the Board of Management or the Vice-</p>

	Chancellor.
Finance Officer	<p>The Finance Officer is the <i>Ex-Officio</i> Secretary of the finance Committee.</p> <p>The Finance Officer exercises general supervision over the funds of the university and advise the university on financial policy.</p> <p>The Finance Officer performs the following duties and subject to the control of the Board of Management.</p> <p>Subject to the control of the Board of Management, the finance officer -</p> <ol style="list-style-type: none"> a) holds and manage the property and investments of the University including trust and endowed property. b) ensure that limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose to which they are granted or allotted; c) is responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Board of Management; d) keep a constant watch on the state of the cash and bank balances and on the state of investments; e) watch the progress of the collection of revenue and advise on the method of collection employed; f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, maintained by the University; g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault and h) call for from any Office, Centre, Laboratory, maintained by the University any information or returns that he/she may consider necessary for the performance of this duties. <p>Any receipt given by the Finance Office or the person or persons duly authorised in this behalf by the Board of Management for any money payable to the University shall be sufficient discharge for payment of such money.</p>

<p>Librarian</p>	<p>The Librarian exercises such powers and performs such duties as assigned to him by the Board of Management. The Librarian is the administrative head of the Library. He/She is the secretary of the Library Committee. Day to day administration of the library is his responsibility.</p>
<p>The Controller of Examinations</p>	<p>The Controller of Examinations performs the following duties-</p> <ol style="list-style-type: none"> 1. Prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi and examinations for approval by the appropriate authority. 2. Arrange for preparation of academic calendars. 3. Arrange for admission of students in to the University, Departments / Centres on the basis of the selection made by the respective Admission Committees of the Departments. 4. Admit eligible candidates to various examinations of the university as per relevant rules prescribed in the ordinance / regulations. 5. Arrange for conduct of Examinations, evaluation and declaration of results. 6. Arrange for issuing Grade Cards to the candidates of different examinations. 7. Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls. 8. Deal with matter of connected with reforms of examinations and academic planning. 9. Be responsible for safe custody of all important Examination registers and records concerning the examinations 10. Be the Member Secretary of Examination Committees and the Research Committee. 11. Deal with matters of recognition of degrees and Examination of other university / Institutions /Boards. 12. Perform such other duties as may be allotted by the Vice - Chancellor / Board of Management /Academic Council from time to time.

Other Officers: The powers and duties of the other officers/employees are provided in the Act, Statutes and Ordinance of the University available in the website: <http://www.tezu.ernet.in/notices/StatutesOrd.pdf>
<http://www.tezu.ernet.in/download/tuact.pdf>

Deputy Registrar Total - 04 01 - Vacant	One of them looks after General Administration in the office of the Registrar. The Deputy Registrar attached to the Finance Section looks after finance in coordination with Finance Officer. The Deputy Registrar (Academic) is attached to the academic section in the office of the Controller of Examination.
Deputy Librarian 01	Vacant
Assistant Registrar - 07 03 - Vacant 01 - Officiating	No. of Assistant Registrars- 4 (Four) They are placed in different branches in Administration Establishment - 1 (Officiating) Academic Section - 2 Estate - 1 Finance - 1
Assistant Librarian 01	No. 1 (One) Performs duties as assigned by the Librarian Assists in Library management.
University Engineer/Executive Engineer - 01	There is one position of University Engineer/Executive Engineer. He/She is responsible for overall construction and maintenance work of the University.
Assistant Engineer 02	There is one Assistant Engineer (Civil). Assistant Engineer supervises the projects (construction) and assists the Project Engineer.
Section Officer - 10	There are 10 (ten) Section Officers They look after their section which include - General Administration - 2 Finance - 1 Academic - 1 R&D - 1 Establishment - 5
Sports Officer - 01	No. of Post - 1 (One) He/She looks after the Sports infrastructure and promotion of game and sports amongst the students.

Computer Engineer 01	The Computer Engineer is responsible for the support service- in the form of maintenance of hardware and software of computer. He/She is also associated with the computer centre.
System Analyst 04	No of Post- 4 (four) Help in the teaching programme (MCA, M. Tech) Diploma and Certificate courses). They are also responsible for development of software, computerization in administration. 2 of them are on project in the Department of Mathematical Sciences.
Junior Programmer 02	No of Post -2 (Two) They are attached to the Computer Centre of the University. They are also responsible for development of software, computerization in administration, database administration.
Medical Officer 02	No. of Posts - 2 (Two) They are attached to the Health Centre of the University. They render both OPD and emergency services on call to students, faculty, staff and their dependent residing in the campus.
Assistant 15	They are placed in Different Sections / Teaching Department/ Central Library with specific job allotment.
UDC 21	They are placed in Different Sections / Teaching Department/ Central Library with specific job allotment.
Jr. Accountant 06	They perform accounting duties and other matters of the Finance section / Library / Department
Assistant Horticulturist 01	He/She is responsible for landscape development and maintenance in the campus and development of Eco friendly environment - and campus beautification.
Technical Staff	
Jr. Engineer 04	Civil - 1, Architecture -1, Electrical -2 Responsible for project supervision & day to day work.
Technical Assistant 25	They assist faculty members in laboratories and perform duties as assigned by the controlling officers at various department. One (01) post lying vacant
Assistant Curator 01	Responsible for the Cultural Museum/ Archive of the university. (Department of Cultural Studies)
Nurse 02	General Nursing.
Laboratory Technician 02	Clinical test are performed
Pharmacist 01	Responsible for issuing and maintenance of stock of medicine

Pump operator 02	Responsible for electrification installation and water supply project.
Machine Operator 01	Responsible for workshop related work.
Driver 07	Staff car driving.
Secretarial to VC 01	Looks after Research Project related works
Stenogr. GR. - I 02 Stenogr. GR. -II 02	Finance, CoE, PVC, Registrar office
Professional Assistant 02	As the library activities demand. As the library activities demand.
Information Scientist Vacant - 01	Deals with digital library e-facilities in central library
Technical Officer 11	At various department
LDC 12	Placed in teaching departments & offices
Sr. Technical Assistant 12	Under various departments/ centres
Technician 7	Under various departments/centres