

## **ORDINANCE-XXI**

### **Qualifications, Appointment, Emoluments, Terms and Conditions of Service of Vice-Chancellor**

[See Section 11, and Statutes 2 and 3]

#### **1. Qualifications:**

For appointment as Vice-Chancellor of the University, the person should possess the highest level of competence, integrity, morals and institutional commitment. He/she should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic/administrative organisation.

#### **2. Appointment:**

- (i) The Vice-Chancellor shall be appointed by the Visitor from out of a panel recommended by a Committee as constituted under clause 2(ii);

Provided that if the Visitor does not approve any of the persons included in the panel, he/she may call for an extended fresh panel from the committee so constituted.

- (ii) The Committee referred to in clause 2(i) shall consist of five persons, out of whom three shall be nominated by the Executive Council and two by the Visitor, and one of the nominees of the Visitor shall be the convener of the Committee:

Provided that none of the members of the Committee shall be an employee of the University or a College or an Institution maintained by the University or a member of any authority of the University.

- (iii) The Vice-Chancellor shall be a whole-time salaried officer of the University.

- (iv) The Vice-Chancellor shall hold office for a term of five years from the date on which he/she enters upon his/her office, or until he/she attains the age of seventy years, whichever is earlier, and he/she shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of the said period of five years, he/she shall continue in office until his/her successor is appointed and enters upon his/her office:

Provided further that the Visitor may direct any Vice-Chancellor after his/her term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him/her.

### 3. Powers and Duties

- (i) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
- (ii) The Vice-Chancellor may, if he/she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him/her on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him/her and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (iii) 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 provisions of the Act, the Statutes or the Ordinances of the University or that any decision taken is not in the interest of the University, 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 whose decision thereon shall be final.
- (iv) The Vice-Chancellor shall be *ex officio* Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- (v) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he/she is a member of such authority or body.
- (vi) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances, and the Regulations of the University are duly observed and he/she shall have all the powers necessary to ensure such observance.

- (vii) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he/she may delegate any such powers to such person or persons as he/she deems fit.
- (viii) The Vice-Chancellor shall have the power to convene, or cause to be convened, the meetings of the Executive Council, the Academic Council, and the Finance Committee.
- (ix) To appoint Deans, Heads, Proctor, Dean of Students' Welfare, Provost, and Wardens, etc., except the Pro-Vice-Chancellor as per provisions in Acts, Statutes/norms of the University.
- (x) To delegate such powers and duties for day-to-day work to such person(s) as deemed fit;
- (xi) Not to act upon any decision of any authority, if he/she is of the opinion that:
- It is *ultra vires* of the provisions of the Act, the Statutes, or the Ordinances of the University.
  - Such a decision will not be in the best interests of the University. In either case, he/she may ask the authority concerned to review the decision, and if any difference persists, the matter shall be referred to the Visitor, whose decision shall be final.
- (xii) As the Chairman of any authority, body and/or committee of the University, he/she shall be empowered to suspend a member from the meeting of the authority, body and/or committee for obstructing or stalling the proceedings or for indulging in behaviour unbecoming of a member of such Committee.
- (xiii) The Vice-Chancellor shall have *disciplinary powers* with regard to employees of the University.
- (xiv) In an emergent situation, he/she shall take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
- (xv) He/she shall be empowered to allocate responsibilities and to audit the performance of officers, faculty members and staff against the expected standards.
- (xvi) He/she shall exercise all administrative and financial powers considered necessary for smooth and efficient functioning of the University.
- (xvii) He/she shall pass such orders and take such measures that are necessary to implement any of the above powers and duties.

(xviii) He/she shall be empowered to appoint/engage members of teaching and non-teaching employees possessing necessary qualifications for a period not exceeding one year to meet the urgent requirement of the University.

#### 4. Emoluments

- (i) The Vice-Chancellor shall be paid a monthly salary and allowances, other than house rent allowance, at the rates fixed by the Central Government from time to time and he/she shall be entitled, without payment of rent, to use a furnished residence throughout his/her term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.
- (ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Central Government from time to time:

Provided that where an employee of the University, or a College or an Institution maintained by the University, or of any other University or any College or Institution maintained by or admitted to the privileges of, such other University, is appointed as the Vice-Chancellor, he/she may be allowed to continue to contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as the Vice-Chancellor:

Provided further that where an employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

#### 5. Other Terms & Conditions

- (i) **The Vice-Chancellor shall be entitled to travel allowance at such rates as may be fixed by the Executive Council in consonance with the Government of India rules.**
- (ii) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he/she is unable to perform his/her duties due to ill-health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior-most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his/her office, as the case may be.

#### 6. Amenities

- (i) The Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.



- (ii) The Vice-Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
- (iii) **The Vice-Chancellor shall be entitled to one cook and two attendants at his/her residence.**

## 7. Leave

- (i) The Vice-Chancellor shall, during the tenure of his/her office, be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

*Provided that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.*

- (ii) The leave at the credit of the Vice-Chancellor at the close of the previous half-year shall be carried forward to the new a half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- (iii) The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled to the leave salary admissible for the number of days of leave on full pay due to him/her at the time of his/her relinquishing the charge, subject to a maximum of 300 days, including the encashment benefit availed of elsewhere.
- (iv) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. The half pay leave may also be availed of as Commuted Leave on full pay on production of medical certificate:

*Provided that when such commuted leave is availed of, twice the amount of half pay leave shall be debited against the half pay leave due.*

- (v) The Vice-Chancellor shall also be entitled to avail himself/herself of Extra-Ordinary Leave without pay for a period of upto three months during the entire term of five years, either on medical ground or otherwise.
- (vi) When the Vice-Chancellor wishes to avail himself/herself any kind of leave, he/she shall intimate the same to the Chancellor:

*Provided that if the Vice-Chancellor goes abroad, an intimation in this regard shall also be sent to the Ministry of Human Resource Development. This shall be reported to the Executive Council at its next meeting.*

- (vii) In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
- (viii) Where an employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to avail himself/herself of any Leave at his credit before his/her appointment as the Vice-Chancellor, and, in the event of his/her re-joining the old post, he/she shall be entitled to carry back the leave at his/her credit to the new post.
- (ix) He/she may be allowed to contribute to the provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor.
- (x) If a person, employed in another institution, is appointed as the Vice-Chancellor on deputation, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per the deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension contributions to the Institution where he/she is permanently employed, as admissible under the Rules.

