

## ORDINANCE

### EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR (Act Section 28(0), Statute 2(6)(iii))

#### SALARY

1. **Pay:** As notified by the University Grants Commission / Central Government from time to time.
2. **Dearness and other Allowances:** As notified by the Central Government from time to time other than House Rent Allowance.
3. The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
4. The Vice Chancellor shall be entitled to leave travel concession, as approved by the University from time to time.
5. The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home approved by the University.
6. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A.,D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
7. The Vice Chancellor shall be entitled to receive Travelling Allowance and Daily Allowance at the rates fixed by the Executive Council.

#### LEAVE

1. (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly installments 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.*

(b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new 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.

(c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of

days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.

(d) 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 production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.

(e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.

2. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
4. 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 on duty.
5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
6. Further he/she may be allowed to contribute to any 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.
7. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per 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 permanently employed, as admissible under the Rules.

## AMENITIES

1. 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.
2. 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.
3. The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

## **POWERS AND FUNCTIONS**

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s), Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final.
6. As the Chairman of the authorities, bodies and committees of the University he shall be empowered to suspend a 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.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
9. In an emergent situation to 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.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He/She shall pass such Orders and take such measures that are necessary to implement any of the above.