



SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(A central University established by an Act of Parliament)

RIGHT TO INFORMATION ACT-2005

Section 4(1)(b)(ii)

THE POWER & DUTIES OF ITS OFFICERS AND EMPLOYEES:

Sr. No.	Officers
1	Chancellor
2	Vice Chancellor
3	Dean of Faculties
4	Registrar
5	Finance Officer
6	Controller of Examination
7	Head of the Department
8	Dean Students Of Welfare
9	Librarian

1. Chancellor:

- (i) The Chancellors of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or in public life of the country: Provided that, if the Visitor does not approve of any of the persons so recommended, he may, call for fresh recommendations of different names, from the Executive Council.
- (ii) The Chancellors of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi shall hold office for a term of five years and shall not be eligible for re-appointment: Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until

his successor enters upon his office

- (iii) The age of the Chancellors of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi shall not be more than seventy years as on the 1st day of January in the year during which the vacancy has arisen

Powers and Duties of the Chancellor:

- a) The Minister in-Charge of the Ministry of Human Resource Development shall be the ex officio Chancellor of the Central Sanskrit University, Delhi
- b) The Chancellor shall, by virtue of his office, be the Head of the University and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court
- c) The Chancellor shall act as an appellate authority in the cases where the Executive Council is the disciplinary authority.

2. Vice-Chancellor:

- (i) The Vice-Chancellor shall be an eminent scholar in the field of Sanskrit and allied subjects and his qualifications shall be as specified in the regulations made under the University Grants Commission Act, 1956 (3 of 1956) in this behalf
- (ii) The Vice-Chancellor may, if he 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 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 and there upon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.
- (iii) The Vice-Chancellor, if he 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 this Act, the Statutes or the Ordinances 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 a whole-time salaried employee of the University

- (v) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he attains the age of seventy years: Provided that the Visitor may direct any Vice-Chancellor, after his term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him, subject to him not exceeding seventy years of age.

Powers and Duties of the Vice-Chancellor:

- a) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council, the Finance Committee and Planning and Monitoring Board, and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- b) 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 decision of all the authorities of the University
- c) 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 is a member of such authority or body.
- d) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- e) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
- f) The Vice-Chancellor shall have all the powers to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee and the Planning and Monitoring Board.

3. Dean of Faculties:

- (i) Every Dean of School of Studies shall be appointed by the Vice-Chancellor from amongst the Professors in the School of Studies by rotation in the order of seniority for a period of three years:
Provided that in case there is only one Professor or no Professor in a School of Studies, the Dean shall be appointed, for the time being, from amongst the Professors, if any, and the Associate Professors in the School of Studies by rotation in the order of seniority:
Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.
- (ii) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor, as the case may be, in the School of Studies.

Powers and Duties of the Dean of Faculties:

- a) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School of Studies and shall have such other functions as may be prescribed by the Ordinances.
- b) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School of Studies, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.
- a) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor, as the case may be, in the School of Studies.

4. Registrar:

- (i) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be whole-time salaried officer of the University.
- (ii) The Registrar shall be appointed for a term of five years and shall be eligible for re-appointment after following such procedure as may be laid down for such appointment.
- (iii) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Central Government from time to time:
Provided that the Registrar shall retire on attaining the age of sixty-two years.

Powers and Duties of the Registrar:

- a) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be member of either of these authorities and he shall be ex officio Member-Secretary of the Court and of the Planning and Monitoring Board.
- b) The Registrar to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- c) The Registrar to issue all notices, convening meetings of the Court, the Executives Council, the Academic Council, the Planning and Monitoring Board, and of any Committees appointed by those authorities;
- d) The Registrar to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Planning and Monitoring

- Board and of any Committees appointed by those authorities;
- e) The Registrar to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Planning and Monitoring Board;
 - f) The Registrar to supply to Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and of the minutes of such meetings;
 - g) The Registrar 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
 - h) The Registrar to perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

5. Finance Officer:

- (i) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (ii) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment after following such procedure as may be laid down for such appointment.
- (iii) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Central Government from time to time:

Powers and Duties of the Finance Officer:

- a) The Finance Officer shall be ex officio Member—Secretary of the Finance Committee
- b) The Finance Officer exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- c) The Finance Officer performs such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
- d) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- a) Subject to the control of the Executive Council, the Finance Officer shall—
 - hold and manage the property and investments of the University including trust and endowed property;

- ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- keep a constant watch on the state of the cash and bank balances and on the state of investments;
- watch the progress of the collection of revenues and advise on the methods of collection employed;
- 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, Departments, Centers and Specialized Laboratories;
- bring to the notice of the Vice-Chancellor un-authorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- call for, from any office, Department, Centre, Laboratory, College, School of Studies or Institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

6. Controller of Examinations:

- (i) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (ii) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment after following such procedure as may be laid down for such appointment.
- (iii) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Central Government from time to time:
- (iv) Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.
- (v) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the

Powers and Duties of the Controller of Examination:

- a) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.

7. Head of the Department(HOD):

- (i) There shall be a Head of the Department for each of the Departments of the University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- (ii) The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.

Powers and Duties of the HOD:

- a) The powers and functions of the Head of the Department shall be prescribed by Bye-Laws of the University.

8. Librarian:

- (i) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

Powers and Duties of the Librarian:

- a) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.
