



RATAN TATA MAHARASHTRA  
STATE SKILLS UNIVERSITY

## Manual 2

1<sup>ST</sup> Floor Elphinstone Technical High  
School, Metro Chowk, Mumbai 400 001

---

### **Powers And Duties Of The Officers Of The University**

Right To Information Act, 2005  
Under [Section 4(1) (b) (ii)]



## **The Vice-Chancellor.**

There shall be a Vice-Chancellor who shall be the principal academic and executive officer of the University and *ex-officio* Chairperson of the Governing Council, Academic Council, Board of Assessment and Evaluation, Board of Innovation, Incubation and Enterprise, Board of Counselling and Placement, Finance and Accounts Committee, and shall preside in the absence of the Chancellor at any convocation for conferring degrees:

Provided that, first Vice-Chancellor shall be appointed by the State Government.



## **Powers And Duties of the Vice-Chancellor.**

- 1) The Vice-Chancellor shall be the principal academic and executive officer of the University responsible for the development of academic programmes of the University. He shall oversee and monitor the administration of the academic programmes and general administration of the University to ensure efficiency and good order of the University.
- 2) The Vice-Chancellor shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the University, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.
- 3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees as and when he considers it necessary to do so.
- 4) The Vice-Chancellor shall ensure the directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.
- 5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.
- 6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the University if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of this Act, Statutes, Ordinances and Regulations or that such decision for resolution is not in the interest of the University and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons, submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.
- 7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the University, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final:

Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to



prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Governing Council.

*Explanation.*-For the purposes of this sub-section, action taken by the Vice-Chancellor shall not include disciplinary action against any employee of the University.

- 8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances and Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Governing Council or other authority or body concerned for approval. He shall, at the same time place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulation as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

- 9) The Vice-Chancellor shall be the appointing and disciplinary authority for the University teachers.
- 10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the University of the rank of Assistant Registrar and of the rank equivalent thereto and above.
- 11) As the Chairperson of the authorities or bodies or committees of the University, the Vice-Chancellor shall be empowered to suspend 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, and shall report the matter accordingly, to the Chancellor.
- 12) The Vice-Chancellor shall place before the Governing Council a report of the work of the University periodically as provided under the Ordinances.
- 13) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.



## **The Registrar**

- (1) The Registrar shall be the Chief Administrative Officer of the University. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications and experience for the purpose of selection of the Registrar shall be laid down by the University Grants Commission and approved by the State Government.
- (3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act.
- (4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years.
- (5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

## **Powers And Duties of the Registrar**

The Registrar shall,—

- (a) act as a Member-Secretary of the Governing Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act ;
- (b) be the appointing and the disciplinary authority of the employees of the University other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above ,
- (c) be the custodian of the records, the common seal and such other property of the University as the Governing Council may, commit to his charge ,
- (d) conduct elections to various authorities and bodies of the University as per the programme approved by the Vice-Chancellor
- (e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University ;
- (f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action ;
- (g) render necessary assistance for inspection of the University, its buildings, class rooms, laboratories, libraries, knowledge resource centre, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor
- (h) organise training and orientation of non-teaching employees in the University and campuses, regional centres, skill centres, study centres ;
- (i) have the power to enter into agreements, sign documents and authenticate records on behalf of the University, subject to the decision of the authorities of the University ;
- (j) place before the Governing Council report of the development activities of the University every six months;



(k) have the power to seek information in regard to any other matter of the University, from the Head of Skill Department, Finance and Accounts Officer and any other officer of the University for submission to the State Government and other external agencies ;  
(l) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the Vice-Chancellor, from time to time.

(7) Any person aggrieved by the decision of the Registrar may prefer an appeal, within thirty days from the date of communication of such decision, to the Vice-Chancellor.



### **The Director of Board of Examination and Evaluation.**

- (1) The Director, Board of Assessment and Evaluation shall be a full-time salaried officer and shall work directly under the directions and Assessment control of the Vice-Chancellor. He shall discharge his functions under the and superintendence, direction and guidance of the Board of Assessment and Evaluation. Evaluation, and shall be concerned with the implementation of the policies and directives given by the Board of Assessment and Evaluation.
- (2) The qualifications and experience for the purpose of selection of the Director, Board of Assessment and Evaluations shall be as may be specified by the State Government, by an order published in the Official Gazette.
- (3) The Director, Board of Assessment and Evaluation shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) Appointment of the Director, Board of Assessment and Evaluation shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more time of five years.

### **Powers And Duties of the Director of Board of Examinations and Evaluation.**

- (5) The Director, Board of Assessment and Evaluation shall,—
- (a) be the principal officer-in- charge of the conduct of University assessments, tests and evaluation, and declaration of the results ;
  - (b) be the Member-Secretary of the Board of Assessment and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators ,
  - (c) be responsible for making all arrangements necessary for holding assessments, tests and evaluation, and for timely declaration of results ;
  - (d) evolve and implement in consultation with the Board of Assessment and Evaluation, processes for proper and smooth conduct of assessments and evaluation ;
  - (e) implement decisions taken by the various University authorities, connected with the assessment and evaluation process ;
  - (f) carry out all other duties and functions assigned to him by the Board of Assessment and Evaluation ;
  - (g) exercise such other powers and perform such other duties, as may be prescribed by Statutes or assigned to him by the Vice-Chancellor, from time to time.



## **The Director of Innovation, Incubation and Linkages.**

- (1) The Director, Board of Innovation, Incubation and Enterprise shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the University with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications and experience for the purpose of selection of the Director, Board of Innovation, Incubation and Enterprise shall be as may be specified by the State Government, by an order published in the Official Gazette.
- (3) The Appointment of the Director, Board of Innovation, Incubation and Enterprise shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) The Appointment of the Director, Board of Innovation, Incubation and Enterprise shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years.

## **Powers and Duties of The Director of Innovation, Incubation and Linkages.**

- (5) The Director, Board of Innovation, Incubation and Enterprise shall,—
  - (a) be the principal officer who shall lead and provide vision to the centre for innovation, incubation and enterprise with his dynamism and enterprise
  - (b) spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith •
  - (c) organize training programmes for creating awareness on the importance of entrepreneurship
  - (d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry ;
  - (e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students ;
  - (f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries ;
  - (g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects ;
  - (h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions •
  - (i) process applications for visits of teachers and students from University Departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits ;





(j) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise are accomplished ;

(k) exercise such other powers and perform such other duties, as may be prescribed by Statutes or assigned to him by the Vice-Chancellor, from time to time.



## **The Finance and Accounts Officer**

- (1) The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the University. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The Finance and Accounts Officer shall be appointed by the Vice-chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (3) The Finance and Accounts Officer shall be a person who is a Chartered Accountant or a Cost Accountant, with professional experience of not less than five years.
- (4) In case the person possessing the qualifications and experience as specified in subsection (3) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director.
- (5) The appointment of the Finance and Accounts Officer shall be for a term of five years until the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that University.

## **Powers and Duties of The Finance and Accounts Officer.**

- (6) The Finance and Accounts Officer shall,—
  - (a) exercise general supervision over the funds of the University and advise the Vice-Chancellor as regards the finances of the University ;
  - (b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the University, with the approval of the Vice-Chancellor;
  - (c) ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted ;
  - (d) keep watch on the state of the cash and bank balances and investments ;
  - (e) ensure effective revenue governing by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard ;
  - (f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code ;
  - (g) get the accounts of the University audited regularly ;
  - (h) call for, from any office, campuses, regional centres, skill centres, study centres of the University or University institution or, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities ;
  - (i) maintain the minutes of the meetings of the Finance and Accounts Committee ,
  - (j) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Governing Council ;
  - (k) prepare financial reports as required by the various authorities or bodies of the University, the State Government, the Central Government, the Central Educational



Commissions or Councils, Commission, University Grants Commission and All India Council for Technical Education and any such body providing funds to the University ;  
(1) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor, from time to time.

