

Manual 2

Powers and Duties of Officers and Employees (Section 4(1) (b) (ii) **Details of the powers and duties of officers and employees of the** **organization:**

Sr. No.	Designation	Power/ Duties
1.	Vice Chancellor	<p>a) The Vice-Chancellor shall be ex-officio Chairman of the Court, the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor preside at the convocation of the University held for conferring degrees. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but he shall not be entitled to vote thereat unless he is a member of such authority or body.</p> <p>b) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary to ensure such observance.</p> <p>c) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee.</p>
2.	Registrar	<p>a) The Registrar shall be ex-officio Member-Secretary of the Court, the Planning Board, the Executive Council and the Academic Council</p> <p>b) i. It shall be the duty of 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</p> <p>ii) To issue all notices convening meetings of the Court, the Executive Council, Academic Council, the Boards of Studies, the Boards of Examiners and of any Committees appointed by the authorities of the University;</p> <p>iii) To arrange to keep the minutes of the meetings of the Court, the Executive Council, the Academic Council, the Planning Board and Boards of Examiners and of any Committees appointed by the authorities;</p> <p>v) To conduct the official correspondence of the Court, the Executive Council and the Academic Council;</p> <p>vi) To supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meeting;</p> <p>vii) 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</p>

		viii) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time, by the Executive Council or the Vice Chancellor.
3.	Finance Officer	<p>a) The Finance Officer shall be ex-officio member Secretary of the Finance Committee.</p> <p>b) The Finance Officer shall :- i) exercise general supervision over the funds of the University and shall advise it as regards its financial policy;</p> <p>ii) perform 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, and Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.</p> <p>iii) 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 purposes 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 revenue and advise on the methods of collection employed; ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, colleges and institutions maintained by the University; call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and call for from any office, Centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.</p> <p>iv) The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.</p>

4.	Deans/Vice Deans	<ul style="list-style-type: none"> • Shall be responsible for the conduct and maintenance and the standards of teaching and research in the Faculty. • Shall have such other functions as may be prescribed by the Ordinances.
5	Professors/ Associate Professors/ Assistant Professors	<ul style="list-style-type: none"> • Conduct Teaching and Research activities. • Conduct various activities under Directorates of University.
6	Medical Officer	<ol style="list-style-type: none"> a) S/he shall stay on the campus in the earmarked residence as per the rules of the University. b) S/he shall be responsible to ensure health care services to the University students, employees and their family members. S/he shall also attend to the emergency health needs of hostel/guest house residents on the campus. In case of serious health conditions, s/he shall facilitate the treatment of the patient at Goa Medical College Hospital/Government Hospital. c) S/he shall be responsible for conducting health training programmes, health education programmes, medical camps, blood donation camps on annual basis and recommending officers/employees of the University for various training programmes. d) S/he shall assist in organising health related extension activities in collaboration with other University bodies/Authorities/Associations from time to time. e) S/he shall attend to the patients visiting the University's health centre, examine their health problems and prescribe necessary medicines and the required investigations. f) S/he shall issue Medical Certificate for sickness only in genuine cases or fitness to join duty as per prescribed procedure. g) S/he shall attend to the work with punctuality and dedication and not give room for any complaint from the patients.
7.	Deputy Registrar-Administration	<ol style="list-style-type: none"> a) Service matters such as appointment, promotion, retirement, disciplinary action, sanctioning of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University. b) Maintenance of seniority list of both teaching and non-teaching employees in consultation with the Registrar. c) Implementation of revision of pay scales to both teaching and non-teaching employees as per the

		<p>relevant UGC Pay Scales/ Government Orders from time to time.</p> <ul style="list-style-type: none"> d) Implementation of DPC/ Career Advancement to other staff/ University teachers as per relevant guidelines/rules/ statutes. e) Coordinating with the Finance Division/ other sections in order to ensure payment of salary arrears to the staff and teachers of the University. f) Supervising work of the various administrative sections under her/his division with the help of the respective Sectional Heads. g) Supervising work related to purchase of various items, maintenance of central stock register, issues related to customs duty exemption certificate and correspondence with the Central Government for renewal etc. h) Any other work pertaining to service matters and general administration. i) Actions related to creation of new teaching and non-teaching positions including recruitment rules and advertisement. j) Matters relating to Executive Council and Court Meetings.
8.	Deputy Registrar-Academic	<ul style="list-style-type: none"> a) Supervising work of the various administrative sections under her/his division with the help of the respective Sectional Heads. b) All affiliation matters related to various courses and colleges. c) All matters pertaining to under-graduate, post-graduate and Ph.D. admissions. d) Issues pertaining to College Development Council. e) Implementation of courses sanctioned by the UGC. f) Correspondence relating to Cultural and Academic Exchange Programmes. g) Award of Fellowship/Free-ship/Scholarship for SC/ST/OBC and other students, PostDoctoral Fellowship and other such Fellowships to PG and Ph.D. students. h) Issues pertaining to Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC and such other Funding Agencies. i) Issues pertaining to research schemes of teaching departments/centres sanctioned by Funding Agencies like UGC/DST/DBT/CSIR/State Government/ MHRD/ NBHM /ISRO/ DRDO/ BARC/DAE/AICTE/ICMR/ICAR and other such

		<p>Agencies.</p> <p>j) FIP sanctioned by UGC to University/ College teachers.</p> <p>k) Financial assistance to teachers to attend conferences, seminars, workshops in and outside India with the financial aid from UGC and other Agencies.</p> <p>l) Correspondence with UGC relating to all academic matters and programmes such as SAP/ FIST.</p> <p>m) Establishment of Chairs and appointment of Visiting Professors.</p> <p>n) Matters related to student awards, endowments and medals.</p> <p>o) Award of Emeritus Professorship.</p> <p>p) Matters related to approvals of appointments of teachers and other staff in the affiliated institutions.</p> <p>q) Matters related to appointment of teachers on contributory/lecture basis.</p> <p>r) Conduct of Board of Studies and Academic Council meetings.</p> <p>s) Maintenance of statistical data pertaining to academics in the University.</p> <p>t) Enrollment, migration, transcript and equivalence certificate related issues of the students.</p> <p>u) Matters related to accreditation of the University by National Assessment and Accreditation Council (NAAC).</p>
9.	Head of Computer Centre	<p>a) To plan and supervise the maintenance and implementation of overall Information Technology requirements of the University and to suggest means to minimise problems generally created by cyber Users.</p> <p>b) To plan and supervise the implementation of various application of software in the University including UMS.</p> <p>c) To manage and supervise the proper implementation of a state-of-the-art campus wide University computer network.</p> <p>d) To advise the higher authorities on the proper utilisation of Information Communication Technology in teaching, research and administration.</p> <p>e) To plan and provide IT training for all categories of staff at the University.</p> <p>f) To act as the main liaison between various Information Communication Technology units of the University.</p> <p>g) To maintain and update the University Website by collecting information from the concerned sections/divisions/departments.</p>

		<ul style="list-style-type: none"> h) To provide required assistance to the Finance Division in processing the data on matters related to salary and arrears of the University's staff, Income-tax or such related issues as per the directions from the Registrar. i) To provide required assistance to the Examination Division in processing the data in terms of matters related to examinations, results and convocation etc. as per the directions from the Registrar. j) To provide required assistance to the Executive Engineer in the maintenance of electronic surveillance system as per the directions from the Registrar. k) To evaluate / certify / validate the IT requirements of the University departments and other sections/divisions from time to time. l) To take action for disposal of the e-waste from the campus after assessing the quality of the gadgets.
10.	Controller of Examinations	<ul style="list-style-type: none"> a) The Controller of Examinations shall be the Principal Officer In-Charge for the conduct of examinations and tests of the University and declaration of their results. S/he shall discharge her/his functions as per the relevant Ordinance/Statutes/Schedules regulating the pre-conduct, conduct and post-conduct of examination activities in consonance with the approved academic calendar of the University. S/he shall be a full-time salaried officer of the University and shall work directly under the direction and control of the Registrar and the Vice-Chancellor. b) The Controller of Examinations shall be the Member-Secretary of the Committee for appointment of Examiners, Board of Evaluation etc. as provided for under the relevant Ordinance/Statute of the University and any such other Committees constituted by the University. S/he shall be responsible for prompt and proper implementation of the decisions taken by such Committees/Boards. c) Without prejudice to the generality, the Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations, tests and declaration of results. d) The Controller of Examinations shall issue warnings and reprimands to erring employees under her/him and shall recommend disciplinary actions if any required to the Competent Authority of the University. e) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time,

		<p>by the Statutes/ Ordinances/Board of Evaluation, Registrar and the Vice-Chancellor.</p> <p>f) The Controller of Examinations shall look after preparation of annual budget for the Examination Division.</p> <p>g) The Controller of Examinations shall coordinate the arrangements to conduct annual convocation of the University.</p>
11.	University Engineer	<p>a) The University Engineer shall be the head of the Engineering/Technical Division and shall be responsible for the entire construction, development under new projects, associated works and major maintenance work (civil and electrical, renovation/repairs including painting) of the University buildings. S/he shall be responsible for getting the plans from the selected Architect; getting required approvals from the concerned Government or Statutory Authority/Body; preparation of estimate, getting approval/sanction from appropriate Body/Authority; preparing notice, inviting, floating and finalisation of tenders and getting the work executed; checking and preparing bills, forwarding them for payment; completing the construction, development and maintenance work and handing over the work to respective users.</p> <p>b) To convene the meetings of the Building Committee and prepare minutes of the same.</p> <p>c) To be responsible for construction/maintenance of roads, maintenance/distribution of water/electricity supply/sewage system on the campus.</p> <p>d) To be responsible for the work for which payment is recommended for the measurement for which s/he has exercised test check.</p> <p>e) To be responsible for safety of all University buildings, extension of existing structures / premises and University's Land/Estate matters.</p>
12.	Executive Engineer	<p>a) The Executive Engineer shall be the head of the Estate Administration and Allied Services Section and shall also hold all powers, duties and responsibilities as that of the Assistant Registrar as specified under SA-41 (8) (i) sections 1 to 7, in respect of the staff working under him/her.</p> <p>b) S/he shall be responsible for all the works assigned to the Estate Administration and Allied Services Section and the related maintenance work on the campus. This shall involve: preparation of estimate and getting</p>

		<p>required approvals from the concerned Government or Statutory Authority/Body for execution of such works as the case may be; preparing notice, inviting, floating and finalisation of tenders, getting the work executed on par with CPWD terms; checking and preparing bills, forwarding them for payment; completing the development and maintenance work and handing over the work to respective users; responsibility of the work for which payment is recommended by her/him for the measurement for which s/he has exercised at least 10% of test check.</p> <p>c) S/he shall be responsible for the proper execution of security services/ housekeeping services/transport arrangements/cleanliness of University buildings and premises/ garbage collection /swacch bharat action plan/day to day running and maintenance of University vehicles.</p> <p>d) S/he shall be responsible to help Security Committee in floating tenders/ award of security contract, make elaborate security provisions at various places on the campus and to provide security arrangement during strikes/agitations.</p> <p>e) S/he shall be responsible for the security services and security management using the electronic surveillance system of the University.</p> <p>f) S/he shall inspect work during its execution and issue required instructions to ensure expected quality.</p> <p>g) S/he shall ensure that approved materials (as per code/contract terms) are used for the work carried out under her/his control.</p> <p>h) S/he shall make necessary arrangements to convene meetings of those committees for which s/he is the member secretary and shall prepare the minutes of the same within the prescribed time.</p> <p>i) It shall also be the responsibility of the Executive Engineer to look after leasing out of University premises and timely collection of rent/other utility charges as prescribed; convocation arrangements and other functions; allotment of residential quarters, booking of conference halls and meeting rooms; horticulture / gardening and landscaping; v. furniture repairs, making/fixing of sign boards; anti-termite treatment, maintenance of water purifiers; hostel (Ladies and Men's) administration including admissions; viii. controlling wild fire and other fire related matters; maintaining record of the flora in the University campus/land; auctioning fruit bearing trees and maintaining accounts.</p>
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13.	System Analyst	<ul style="list-style-type: none"> a) To undertake system study, analysis and designing of the new applications. b) To plan, develop, test and install new applications. c) To prepare user documents, manuals and imparting training. d) To install and maintain the servers. e) To manage and maintain databases. f) To revamp existing computer systems for new tasks. g) To network computer systems with others. h) To manage the network administration and its security. i) Testing and debugging new or revamped computer systems and the networks on which they communicate. j) To guide the Programmers to write codes for the development of the applications. k) To maintain the biometric attendance system of the University. l) To provide required assistance in matters pertaining to salary, examination, convocation and electronic surveillance system.
14.	Technical Analyst	<ul style="list-style-type: none"> a) To operate sophisticated equipments like Scanning Electron Microscope (SEM) or others that may be assigned under the control of University Science and Instrumentation Centre (USIC). b) To take care of routine maintenance of such sophisticated equipments and to arrange for their repairs whenever required. c) Provide services as requested by the Departments/Centres/Offices of the University to help in the repair and maintenance of instruments using the facilities available. d) Provide services for the maintenance of analytical and specified instruments available in USIC and other departments with the help of facilities available. e) Design and fabricate teaching aids and kits, and instruments required for research of the departments with the help of facilities available. f) Provide training programmes in instrumentation for students, teachers and technicians of departments of the University. g) Execute work orders/jobs submitted by the departments with the help of facilities available. h) Participate in formal courses and training programmes arranged by the USIC. i) Handle courses on subjects related to Electronics, Instrumentation and allied subjects if it is requested by other departments of the University.

		j) Conduct training programmes as required/ requested by the teaching departments.
15.	Assistant Registrar-Public Relations	<ul style="list-style-type: none"> a) Officer shall report directly to the Registrar and the Vice-Chancellor; b) To be responsible for dissemination of information relating to the University. S/he shall coordinate with the media for communication, publicity of events, academic achievements of the University as approved by the Registrar; c) To forward information about the views and reaction of the community, general public on the various University decisions, feedback about its existing programme and plan for the future. S/he shall liaise with institutions of academics and research, Government's research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media; d) To be well versed with printing and publication related matters; e) To assist the Vice-Chancellor and the Registrar in organising press conferences as and when required; f) to coordinate the Indo-Foreign-Cultural Exchange programmes; g) To arrange for conduct of all types of University functions and programmes; h) To attend to the release of advertisements for recruitment, tenders and other matters of the University by forwarding text of advertisement to the press; i) Matters related to placement. j) Right to Information (RTI) matters: Notwithstanding anything contained in any of the existing Rules, Regulations and Guidelines related to implementation of the Right to Information Act 2005,
16.	Assistant Registrar-Legal	<ul style="list-style-type: none"> a) To co-ordinate with the University's Legal Counsel, Supreme Court Counsel and the concerned Departments/Sections on all Court Cases and matters referred for legal opinion; b) To provide instructions to the Legal Counsels with the approval of the Higher Officers; c) To attend and follow up with the day to day hearings of Court Cases;

		<ul style="list-style-type: none"> d) To provide assistance to the Legal Counsels whenever called upon; e) To seek information on all legal matters from the concerned Section along with documents for further processing; f) To provide legal opinion and obtain legal opinion for legal matters of the University; g) To assist the University in drafting Memorandum of Understanding (MOU), Agreements, Contracts to be executed by the University; h) To provide legal assistance in drafting tender documents and letters wherever required; i) To deal with the matter pertaining to meetings of University Court and Executive Council; j) To attend to the matters pertaining to College Tribunal; k) To arrange and attend to the Drafting and Vetting Committee meetings; l) To attend to the Legislative Assembly Questions (LAQ) and Rajya Sabha/Lok Sabha questions; m) Elections to the University Bodies such as Academic Council and University Court;
17.	Assistant Registrar-Finance	<ul style="list-style-type: none"> a) To deal with the purchase, salary and other routine and non-routine matters related to finance; b) To grant financial approvals/authorisation as per the financial powers delegated to him/her; c) To issue payment cheques as per the financial powers delegated to him/her; d) To recover grants due to the University from the outside bodies including State and Central Government; e) To attend to correspondence related to finance with State/Central Government/ U.G.C. and any other Authorities; f) To arrange for receipt books, challan books, ledger books etc. and to keep custody of such blank books; g) To arrange for cash withdrawals from bank as per the requirements; h) To ensure issue of receipts for all sort of payments received by the University and forwarding payments to respective parties along with forwarding memos; i) To assist in the early disbursement of arrears of payment to the concerned teaching and non-teaching staff; j) To assist and to ensure that the dues are effectively recovered from the employees as per the specific cases;

		<ul style="list-style-type: none"> k) To assist the Finance Officer in preparation of the University budget
18.	Assistant Registrar-Examinations	<ul style="list-style-type: none"> a) To assist the COE in the preparation of the calendar of examinations and timely conduct of examinations; b) To assist the COE in setting and printing of question papers with required confidentiality; c) To take actions to get the performance of the candidates at the examinations properly assessed and process the results; d) To arrange for timely publication of results of examinations and other tests and issue of statement of marks to the students; e) To be responsible for maintaining secrecy of question papers and of other evaluation processes as per the requirements of the University; f) To deal with all the examination related issues assigned by the COE; g) To ensure safe custody of all the records including results, question papers, answer books and other relevant documents
19.	Assistant Registrar-Administration	<ul style="list-style-type: none"> a) To deal with non-routine cases received by and referred to her/him by the supervisory staff working in the section/unit/department and independently dispose them judiciously wherever possible or refer them to the concerned reporting officer for advice. b) S/he shall call meetings of her/his staff periodically and also train the staff under her/his control and provide guidance to all. c) S/he shall also prepare notes for consideration of the Executive Council/Academic Council or for other Authorities/Bodies of the University. d) To provide relevant information to the Head of Computer Centre for updating the University Website whenever required. e) To ensure that no file/work remains pending on her/his table for more than five days under any circumstances. f) To put up the list of pending files/matter with the staff of the section weekly and to place before the Reporting Officer. g) To deal with the routine matters submitted by the subordinate staff and dispose them at her/his level.

20.	Assistant Registrar-Academic	<ul style="list-style-type: none"> a) To deal with non-routine cases received by and referred to her/him by the supervisory staff working in the section/unit/department and independently dispose them judiciously wherever possible or refer them to the concerned reporting officer for advice. b) S/he shall call meetings of her/his staff periodically and also train the staff under her/his control and provide guidance to all. c) S/he shall also prepare notes for consideration of the Executive Council/Academic Council or for other Authorities/Bodies of the University. d) To provide relevant information to the Head of Computer Centre for updating the University Website whenever required. e) To ensure that no file/work remains pending on her/his table for more than five days under any circumstances. f) To put up the list of pending files/matter with the staff of the section weekly and to place before the Reporting Officer. g) To deal with the routine matters submitted by the subordinate staff and dispose them at her/his level.
21.	Superintendent	<ul style="list-style-type: none"> • Supervise work of all employees of the Section as per the work allocation order. • To guide, help and train the staff. • Follow-up action on all the major decisions relating to the work of the Section.
22.	Junior/ Senior Stenographer	<ul style="list-style-type: none"> • Take dictation from Officers to whom attached and produce in long hand. • Provide secretarial support to the Officer to whom attached. • Maintain files/records as instructed by the Officer to whom attached.
23.	Head Clerk	<ul style="list-style-type: none"> • Scrutiny of files and cases independently handled in the section. • Guide, help and train the staff. • Follow-up actions on all major decisions relating to the section.
24.	U.D.C.	<ul style="list-style-type: none"> • Putting up of notings on files and preparing draft replies to letters. • Examining and scrutinizing the cases. • Preparing of draft items for E.C., A.C., Court, etc.
25.	L.D.C.	<ul style="list-style-type: none"> • Inward and outward of letters and files. • Typing and data entry. • Putting up notings on files and preparing draft replies.

26.	MTS	<ul style="list-style-type: none"> a) Physical maintenance of records of the Section. b) General cleanliness and upkeep of the Section/Unit. c) Carrying of files and other papers within the University campus. d) Photocopying, sending of FAX, etc. e) Other non-clerical work in the Section/Unit. f) Assisting in routine office work like inward-outward, dispatch, etc., including on Computer. g) Delivering of dak (within and outside the Campus). h) Watch and ward duties; Opening and closing of rooms.; Cleaning of rooms; Dusting of furniture, etc. i) Cleaning of building, fixtures, etc. j) Work related to her/his ITI qualifications, if it exists. k) Driving of vehicles, if in possession of valid driving licence. l) Upkeep of parks, lawns, potted plants, etc
27.	Other Employees	Duties as assigned by the Sectional/ Divisional Head/ Registrar