

MANUAL-2

The powers and duties of its officers and employees:

Section 4(1)(b)(ii)

The Shaikh-ul-Jamia (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.

Powers and Duties of the Shaikh-ul-Jamia (Vice-Chancellor) (Statute: 3)

1. The Shaikh-ul-Jamia (Vice-Chancellor) shall be the *ex-officio* Chairman of the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), the Majlis-i-Maliyat (Finance Committee) and the Planning Board and shall, in the absence of the Amir-i-Jamia (Chancellor) preside at the meeting of the Anjuman (Court) and the Convocation held for conferring degrees and shall be entitled to be present at, and to 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.
2. It shall be the duty of the Shaikh-ul-Jamia (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.
3. The Shaikh-ul-Jamia (Vice-Chancellor) shall have the power to convene or cause to be convened meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), and the Majlis-i-Maliyat (Finance Committee) and the Planning Board.

Powers and Duties of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) (Statute: 4)

1. The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be appointed by the the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) on such terms and condition as may be laid down in the Ordinances:

Provided that where the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) is not accepted by the Majlis-i-Muntazimah (Executive Council), the matter shall be referred to the Visitor who may either appoint the person recommended by the Shaikh-ul-Jamia (Vice-Chancellor) or ask the Shaikh-ul-Jamia (Vice-Chancellor) to recommend another person to the Majlis-i-Muntazimah (Executive Council):

Provided further that the Majlis-i-Muntazimah (Executive Council) may, on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) appoint a Professor to discharge the duties of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) in addition to his own duties as a Professor.

2. The term of office of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be decided by the Majlis-i-Muntazimah (Executive Council), but it shall not in any case exceed five years or until the expiration of the term of office of the Shaikh-ul-Jamia (Vice-Chancellor) whichever is earlier, and he shall be eligible for re-appointment:

Provide that the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall retire on attaining the age of sixty-five years:

Provided further that the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall, while

discharging the duties of Shaikh-ul-Jamia (Vice-Chancellor) under clause (6) of Statute 2, continue in office notwithstanding the expiration of the term of office until a new Shaikh-ul-Jamia (Vice-Chancellor), or the Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, assumes office.

3. The emoluments and other terms and condition of service of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be prescribed by the Ordinances.
4. The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall assist the Shaikh-ul-Jamia (Vice-Chancellor) in respect of such matters as may be specified by the Shaikh-ul-Jamia (Vice-Chancellor) from time to time in this behalf and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Shaikh-ul-Jamia (Vice-Chancellor).

Powers and Duties of the Musajjil (Registrar) (Statute: 5)

1. The Musajjil (Registrar) shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee constituted for the purpose under Statute 25.
2. The emoluments and other terms and condition of service of the Musajjil (Registrar) shall be such as may be prescribed by the Ordinances:
Provided that the Musajjil (Registrar) shall retire on attaining the age of sixty two years.
3. When the office of the Musajjil (Registrar) is vacant or when the Musajjil (Registrar) is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the official shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
4. (i) The Musajjil (Registrar) shall have power to take disciplinary action against such of the employees of the University, excluding teachers and academic staff, as may be specified in the orders of the Majlis-i-Muntazimah (Executive Council) and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- ii. An appeal shall lie to the Shaikh-ul-Jamia (Vice-Chancellor) against any order of the Musajjil (Registrar) imposing any of the penalties specified in sub-clause (i)
- iii. In a case where the inquiry discloses that a punishment beyond the powers of the Musajjil (Registrar) is called for, the Musajjil (Registrar) shall, upon conclusion of the inquiry make a report to the Shaikh-ul-Jamia (Vice-Chancellor) along with his recommendation:
Provided that an appeal shall lie to the Majlis-i-Muntazimah (Executive Council) against an order of the Shaikh-ul-Jamia (Vice-Chancellor) imposing any penalty.
5. The Musajjil (Registrar) shall be *ex-officio* Secretary of the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and the Faculties, but shall not be deemed to be member of any of these authorities. He shall be the *ex-officio*

Member-Secretary of the Anjuman (Court).

6. It shall be the duty of the Musajjil (Registrar):
 - i. to be the custodian of the records, the common seal and such other property of the University as the Majlis-i-Muntazimah (Executive Council), shall commit to his charge;
 - ii. to issue all notices convening meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;
 - iii. to keep the minutes of all the meetings of the Anjuman (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), Faculties and of any Committee appointed by the authorities of the University;
 - iv. to conduct the official correspondence of the Anjuman(Court), the Majlis-i-Muntazimah (Executive Council) and the Majlis-i-Talimi (Academic Council);
 - v. to arrange for and superintend the examination of the University in accordance with the manner prescribed by the Ordinances;
 - 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 meetings;
 - 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
 - viii. to perform such other duties as may be specified in these Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor).

Powers and Duties of the Finance Officer (Statute: 6)

- (1) The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of the Selection Committee constituted for the purpose under Statute 25 on such terms and condition as may be prescribed by the Ordinances:

Provided that a person appointed as a Finance Officer shall retire from Office when he attains the age of sixty two years.

- (2) 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 Shaikh-ulJamia (Vice-Chancellor) may appoint for the purpose.
- (3) The Finance Officer shall be the ex-officio Secretary of the Majlis-i-Maliyat (Finance Committee), but shall not deemed to be a member of such Committee.
- (4) The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Majlis-iMuntazimah (Executive Council) or as may be prescribed by these Statutes or the Ordinances.

- (5) Subject to the control of the Majlis-i-Muntazimah (Executive Council), the Finance Officer shall :-
- (i) hold and manage the property and investments including trust and endowed property;
 - (ii) ensure that the limits fixed by the Majlis-i-Muntazimah (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;
 - (iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Majlisi-Muntazimah (Executive Council);
 - (iv) keep a constant watch on the state of the cash and bank balances and on the state of investment;
 - (v) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (vi) have the accounts of the University regularly audited by an internal audit party;
 - (vii) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted, of equipment and other consumable materials in all offices, Centres, Institutions and Schools maintained by the University;
 - (viii) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
 - (ix) call for from any office, Institution, Centre, Department or School, under the University, any information or return that he may consider necessary for the performance of his duties.
- (6) The receipt issued by the Finance Officer or by the person or persons duly authorized in this behalf by the Majlis-i-Muntazimah (Executive Council) for any money payable to the University shall be sufficient discharge for payment of such money.

Powers & Functions of the Controller of Examinations [Administrative Ordinance 4-A(IV-A)]

1. The Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations and entrance tests and declaration of results. It shall be his/her responsibility to:
 - (a) prepare and announce in advance, calendar of examinations.
 - (b) ensure secrecy regarding the setting and printing of question papers.
 - (c) ensure the proper conduct of the examination and timely publication of the examination results.
2. Subject to the provision of the Acts, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice-Chancellor.

Powers of Deans of Faculties (Statute: 7)

1. Each Faculty shall have a Dean who shall be appointed by the Shaikh-ul-Jamia (Vice-Chancellor) from amongst the Professors in the Faculty for a period of three years by rotation:

Provided that if at any time there is no Professor in a Faculty, the Shaikh-ul-Jamia (Vice-Chancellor) may appoint a Reader as Dean from amongst the Readers. However, if a Professor is appointed in the Faculty during the period of the Reader as Dean, his tenure will cease from the date of the appointment of a Professor who shall then be the Dean.
2. A Dean on attaining the age of sixty two years, shall cease to hold office as such.
3. A Dean may resign his office at any time during his tenure, and a Professor may decline the offer of appointment as the Dean of a Faculty.
4. 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 the duties of his office, the duties of the office shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
5. The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty. He shall have such other functions as may be prescribed by the Ordinances.
6. The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or Committee of the faculty, as the case may be, but not the right to vote thereat unless he is a member thereof.

Powers and Duties of the Heads of Departments (Statute: 8)

- (1) Each Department shall have a Head of the Department who shall be a Professor and whose duties and functions and terms and condition of appointment shall be prescribed by the Ordinances:

Provided that if there are more than one Professor in any Department, the Head of the Department shall be appointed in accordance with the provisions made in respect thereof by the Ordinances:

Provided further that in case of Departments where there is only one Professor who has already been the head, the next senior most Reader/Associate Professor shall be appointed as Head of the Department. (The Headship of the Reader/Associate Professor appointed in such cases shall cease on joining of second or more Professors and the next Professor shall be appointed as Head of the Department).

Provided that while giving weightage to seniority of the Associate Professors for the purpose of appointment as Head of the Department, due consideration is to be given for academic contribution as reflected by research output and publications as well as administrative capabilities and acumen."

Provided further that in a Department where there is no Professor, a Reader may be appointed as the Head of the Department in accordance with the provision made in respect thereof by the Ordinances:

Provided also that if there is no Professor or Reader in a Department, Dean of the Faculty concerned shall act as the Head of the Department.

- (2) It shall be open to a Professor or a Reader to decline the offer of appointment as the Head of the Department.
- (3) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for re-appointment.
- (4) A Head of the Department may resign his office at any time during his tenure of office.

Powers and Duties of the Dean of Students' Welfare (Statute: 9)

- (1) Every Dean of Students' Welfare shall be appointed from amongst the teachers of the University, not below the rank of a Reader by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikh-ul-Jamia (ViceChancellor).

- (2) Every Dean appointed under clause (1) shall be a whole time officer and shall hold office for a term of three years and shall be eligible for re-appointment:

Provided that the Majlis-i-Muntazimah (Executive Council) may, if it is considered necessary, appoint on the recommendation of the Shaikh-ul-Jamia (ViceChancellor) a teacher, not below the rank of a Reader to discharge duties of the Dean of Students' Welfare in addition to his duties and in such a case the Majlis-iMuntazimah (Executive Council) may sanction a suitable allowance to be paid to him.

- (3) A person who is appointed as the Dean of Students' Welfare shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have

otherwise accrued to him but for his appointment as Dean of Students' Welfare.

- (4) When the office of the Dean of Students' Welfare is vacant or when the Dean of Students' Welfare is, by reason of illness or 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 Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
- (5) The duties and powers of the Dean of Students' Welfare shall be prescribed by the Ordinances.

Powers of Directors

The Director shall:

- a. Exercise overall control of the functioning of the concerned Centre
- b. Convene meetings of the Board of Management in consultation with the Chairman
- c. Chair the meetings of the Committee of Studies of the Centre
- d. Hold meetings of the Staff of the Centre for streamlining the functioning of the Centre and to carry out its activities more effectively.
- e. Be responsible for the safe custody of the records and the property of the Centre
- f. Operate budget of the Centre
- g. Organize and supervise academic programmes viz. seminars, symposia, workshops, extension lectures, training programmes, etc.
- h. Exercise such other powers and perform such other duties, as may be assigned to him/her by the Board of Management of the Centre.

Officiating charge in absence of the Director:

- i. When the office of the Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the Centre, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director. In case, no such official in the grade of Associate Professor or its equivalent is available in the Centre, the Shaikhul Jamia shall appoint a Professor of the University to discharge the duties of the Director.

Powers of the University Librarian (Statute: 10)

- i. The Librarian shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose under Statute 25 and shall be a whole time officer of the University.
- ii. The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Majlis-i-Muntazimah (Executive Council).

When the Vice-Chancellor and the Pro Vice-Chancellor are on leave or away from town for any reason, the senior most Professor shall perform the functions of the Vice-Chancellor according to their seniority from the date of appointment. In the event of the date of appointment of the two officers in their offices being the same, the seniority will be determined according to their date of birth.

Power and duties of other employees

Powers are defined under the Acts, Statute and Ordinances and restricted to the Statutory Officers of the University. Duties and responsibilities are assigned to subordinate offices (other employees) of the University as per Internal Office Order.

NB:- The Acts, Statutes and Ordinances of the University are available on the University website – <https://www.jmi.ac.in/>

Work Allocation

The work allocation is assigned to the following subordinate offices as per Internal office Order:-

(A) Registrar's Office:

- (i) Administration Branch;
- (ii) A&C Branch;
- (iii) Establishment Branch;
- (iv) Leave Section;
- (v) Recruitment & Promotion Section;
- (vi) Legal & Ordinances Cell;
- (vii) Purchase and Inventory Control Office (PICO);
- (viii) School Branch;
- (ix) Property & Estate Section;
- (x) O&M Section & SC/ST Cell;
- (xi) Planning & Development Branch;
- (xii) Hindi Cell;
- (xiii) Sanitation Department;
- (xiv) Horticulture Department;

(B) Examinations Branch:

This Section functions under the headship of the Controller of Examinations and duties are assigned through internal office order as per workload.

(C) Finance & Accounts Office:

Finance & Accounts Section of the University functions under the headship of Finance Officer and following Sections are assigned through internal office order as per workload:-

- (i) Bill Section;

- (ii) Students' Section;
- (iii) P.F. Section;
- (iv) Account Section;
- (v) Cash Section;
- (vi) Salary Section;
- (vii) Salary Section (Taxation);
- (viii) PFMS Cell;
- (ix) Budget Section;
- (x) Grant Section;