

inactive student folders; process grades and produce transcripts for non-credit students; retain copies of course descriptions;

- (o) to produce official student lists, reports, and statistics; publish the student directory; validate ID cards; process ID number changes, changes of school, name and address; interpret and enforce academic regulations; collect grades from faculty; record grades, produce and mail grade reports; monitor lists of graduates; rank undergraduates for graduation; organize student participation in the convocation;

STATUTE No. 5
THE CHIEF FINANCE AND ACCOUNTS OFFICER
[Refer Section 19 & 26 (1) (c) of Chhattisgarh Private Universities (Establishment and Operations) Act, 2005]

- 5.1** The Chief Finance and Accounts Officer (CFAO) shall be appointed by the Chancellor of the O P Jindal University on the recommendation of the Selection Committee constituted for the purpose. The Selection Committee shall consist of :
- (i) The Vice Chancellor- Chairman
 - (ii) One nominee of the State Government
 - (iii) One Nominee of the Chancellor
 - (iv) One Nominee of CGPURC not below the rank of Professor-Member
 - (v) One Professor nominated by the Vice Chancellor
 - (vi) Two outside experts nominated by the Governing Body
 - (vii) Registrar as Member Secretary
- 5.2** The Qualifications of the CFAO shall be as under:
- (i) Post graduate preferably in Commerce/Economics/ MBA in Financial Management with minimum 55% marks and 15 years of working experience in any University/ Institute/ Organization to manage Accounts/Finance.
 - (ii) Desirable CA or equivalent attainments.
- 5.3** The CFAO shall receive minimum pay plus other allowances as per UGC norms and as fixed by the Governing Body of the University and amended from time to time.
- 5.4** Subject to the control of Vice-Chancellor it shall be the duty of the CFAO:
- (a) to ensure that the limits fixed by the Governing Body for recurring and nonrecurring expenditure for a financial year are not exceeded and that all money are expended for the purpose for which they are allocated;

- (b) to keep a constant watch on the state of the cash and bank balances on the state of investment;
- (c) to suggest measures of additional internal revenue generation for the University.

5.5 The CFAO may call from any office or institution of the University any information or returns that he may consider necessary for the performance of his duties.

5.6 The CFAO shall see that all bills for payments be pre audited.

5.7 The responsibilities of the CFAO shall also be as follows:

- (a) To exercise general supervision over the funds of the University and advise the Vice – Chancellor on the University’s financial policy;
- (b) To hold and manage property and investments including trust and endowed property for furthering the objects of the University;
- (c) To see that the limit fixed by the Finance and Budget Committee for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended for the purposes for which they are granted or allotted;
- (d) To receive all monies for the use and benefit of the University within the mandate and objectives of the University;
- (e) To watch the progress of collection of revenue and to advice on the methods of collection employed;
- (f) To make payments sanctioned under each head of budget as approved by the Governing Body or Board of Management or as authorized by a competent authority designated by the Vice - Chancellor;
- (g) To prepare interim reports for the Vice – Chancellor and Finance and Budget Committee;
- (h) To prepare in consultation with the Vice – Chancellor and Registrar and subject to amendments and approval of the Finance and Budget Committee, an annual budget of current and capital income and expenditure of the University including both formal and non-formal education and auxiliary units, for submission to the Board of Management;
- (i) To invest the University funds in consultation with the Finance and Budget Committee and the approval of the Governing Body;

- (j) To see 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, centers, laboratories, libraries, schools and institutions maintained by the University;
- (k) To call for explanation from concerned officers or authorities, bodies, committees or board for unauthorized expenditure and for other financial irregularity that is brought to his/her notice and to suggest disciplinary action against the persons at fault;
- (l) To represent the University in all legal matters pertaining to finance and taxation;
- (m) To provide for at least one annual audit of all the accounts of the University;
- (n) To review the reports and findings of the Internal Audit Unit;
- (o) To make recommendations to the Governing Body on the appointment of auditors and oversee the financial audit of the University accounts;
- (p) To perform such other duties as may be required by the Statutes, Ordinances, Regulations and Rules of the University or the Vice – Chancellor or his other delegate; and
- (q) To call for from any office or school or institution under the University any information or returns that he or she may consider necessary to discharge his or her financial responsibilities.

5.8 Notwithstanding anything contained in the Statute, the CFAO shall perform such other duties as assigned by the Vice Chancellor / Governing Body / Board of Management of the University.

STATUTE No. 6
OTHER ACADEMIC AND ADMINISTRATIVE OFFICERS OF
THE UNIVERSITY

[Refer Section 20 & 26 (1) (c) of Chhattisgarh Private Universities (Establishment and Operations) Act, 2005]

6.1 In addition to the officers mentioned in clause (1) to (5) of Section 14 of Chhattisgarh Private Universities (Establishment and Operations) Act, 2005 (hereinafter, the Act), the Governing Body may appoint, or give authority to Vice Chancellor to appoint, any of the