

matter and shall be communicated to the person concerned within a maximum period of three months from the date of appeal.

- 3.3.6 The Vice-Chancellor may appoint consultants, visiting faculties and sanction honorarium to a person for the consultancy / expertise services rendered for the University or an allowance to the employee of the University for any special duties assigned to such employee or additional duties performed by him which in the opinion of Vice- Chancellor warrants such payments.

Provided that such allowance is subjected to rules laid down in this regard by the Governing Body of O P Jindal University from time to time.

Provided further that any action taken under this Statute shall be reported to the Governing Body in its subsequent meeting immediately following such action.

- 3.3.7 The Vice Chancellor shall exercise all other powers as may be delegated by the Chancellor.
- 3.3.8 The Vice Chancellor shall have the power to re-delegate some of his or her powers to any of his or her subordinate officers as prescribed by the Statutes.
- 3.3.9 The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various authorities, bodies, Committees and Boards of the University for which he or she is the Chair.
- 3.3.10 The Vice Chancellor shall have the power to appoint the Pro-Vice Chancellor in consultation with the Board of Management.

## **STATUTE No. 4 THE REGISTRAR**

[Refer Section 18& 26 (1) (c) of Chhattisgarh Private Universities (Establishment and Operations) Act, 2005]

### **4.1 APPOINTMENT OF THE REGISTRAR**

- 4.1.1 The appointment of Registrar shall be made by the Governing Body on the recommendation of the Selection Committee constituted for the purpose. However, the first Registrar shall be appointed by the Jindal Education and Welfare Society (JEWS) for a period of two years. The Selection committee shall comprise the following members:

- (i) The Vice Chancellor – Chairman
- (ii) One Nominee of the State Government
- (iii) One Nominee of the Chancellor

- (iv) One Nominee of Chhattisgarh Private Universities Regulatory Commission (CGPURC) not below the rank of Professor-Member
  - (v) One professor of the University nominated by the Vice Chancellor
  - (vi) Two outside experts nominated by the Governing Body
- 4.1.2 No person shall be eligible for appointment as Registrar unless he possesses such qualifications and experience as prescribed by the UGC. The Selection Committee shall recommend the candidate to the post in the order of merit.
- 4.1.3 The Registrar shall be the full time officer of the O P Jindal University.
- 4.1.4 If at any time upon representation made or otherwise, and after making such enquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar.
- Provided that before taking an action under this sub-section, the Registrar shall be given an opportunity of being heard.
- 4.1.5 The Registrar shall be entitled to receive pay and other allowances as admissible from time to time as per U.G.C norms. Other benefits such as Medical allowances & Insurance, Travel allowances etc. shall be admissible as per the decision of the Governing Body and as amended from time to time.

## 4.2 DUTIES OF THE REGISTRAR

- 4.2.1 The Registrar shall be the Member Secretary of the Governing Body, Board of Management, Academic Council and such other bodies as may be prescribed but shall not have right to vote.
- 4.2.2 The Registrar shall sign all the contracts and authenticate all documents and records on behalf of the University.
- 4.2.3 It shall be the duty of the Registrar:
- (a) to be the custodian of all records, the common seal and such other properties of the University, as the Governing Body shall commit to his charge;
  - (b) to issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council and any other body or Committee appointed under Chhattisgarh Private Universities (Establishment and Operations) Act, 2005 of which he is to act as Secretary;

- (c) to keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council and any other body or committee appointed under Chhattisgarh Private Universities (Establishment and Operations) Act, 2005 of which he is to act as Secretary;
- (d) to conduct the official correspondence of the university, the Governing Body, the Board of Management and the Academic Council;
- (e) to collect the income, disburse the payments and maintain the accounts of the University, in case the office of the Chief Finance and Accounts Officer is lying vacant;
- (f) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor, the Vice-Chancellor and various authorities and bodies of the University of which he acts as Secretary;
- (g) to discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible;
- (h) to perform such other duties as may be specified in the Statutes, Ordinances, or Regulations of the University or as may be specified by the Governing Body, Board of Management or the Vice Chancellor from time to time;
- (i) to render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties;
- (j) to safeguard and maintain the buildings, gardens, offices, canteens, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University;
- (k) to represent the University when authorized by the Board of Management in suits or proceedings by or against the University, sign powers of attorney and plead or depute his or her representatives for this purpose;
- (l) to head the Academic Regulations and Records Office, maintain the student records including the academic records and personal information records and keep proper record of Academic Regulations of the University subject to the supervision of the Academic Council;
- (m) to ensure effective student registration and enrolment, management of records of current and past students, ensuring compliance with student record policy; record transfer credit, advanced placement, study abroad work, thesis titles, comprehensive examination results and grade changes;
- (n) to produce and mail transcripts; store and preserve academic records and

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;