



# Patna University, Patna

NAAC Accredited B+  
 Ashok Rajpath, Patna, 800005  
 Phone: 0612-267-8008  
<https://pup.ac.in/default.aspx>

## 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:

<https://pup.ac.in/PUAct.aspx>

| Sl. No. | Designation         | Powers         |           |       | Duties   |
|---------|---------------------|----------------|-----------|-------|--|
|         |                     | Administrative | Financial | Other |  |
| 1       | Vice-Chancellor     |                |           | ..... | <ul style="list-style-type: none"> <li>The Vice-Chancellor is appointed by the chancellor in consultation with the state Government.</li> <li>The Vice-chancellor is the whole-time officer the University.</li> <li>The Vice-Chancellor is the principal executive and academic officer of the University, the Chairman of the Syndicate and of the Academic Council or other body of the University and in the absence of the Chancellor presides over meeting of the Senate and of any convocation of the University:</li> </ul>  |
| 2       | Pro-Vice-Chancellor |                |           |       | <ul style="list-style-type: none"> <li>The Vice-Chancellor is appointed by the chancellor in consultation with the state Government.</li> <li>Subject to the provisions of the Act, the Pro-Vice-Chancellor in exercise such powers and perform such duties as may be prescribed or as may be conferred or imposed on him, from time to time, by the Vice-Chancellor.</li> <li>The Pro-Vice-Chancellor is responsible for admission and conduct of the examination up to Bachelor course and the publication of the result of the examination conducted by the University up to Bachelor course and shall be responsible for student welfare.</li> </ul> |



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|----|-------------------|--|--|--|---|
| 3. | Financial Adviser |  |  |  | <ul style="list-style-type: none"> <li>• The Financial Adviser is a whole-time officer. He is appointed by the Chancellor either on deputation or by re-employment from amongst the officers of the Indian Audit and Accounts Services or from any other Accounts Service of Government of India. Until such an officer is appointed the present incumbent may continue to work as the Financial Adviser.</li> <li>• The terms and conditions of service of the Financial Adviser is determined by</li> </ul> |
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|--|--|--|--|--|--|
|  |  |  |  |  | the Chancellor in consultation with the State Government and he ordinarily holds the post for three years. |
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|----|-------|--|--|---|
| 4. | D.S.W |  |  | <p>(a) To supervise and generally guide the activities of the Executive Council of Student' Union of the University and Colleges.</p> <p>(b) To promote and encourage cultural, Social and literary activities with a view to fostering health, corporate life in the student community.</p> <p>(c) To establish and direct programme of students guidance and counselling.</p> <p>(d) To act as a liaison between the Government of India, State Government, the University, other University, other Universities and national and cultural organisations on the one hand and the students' executive council, University Departments, colleges and institutions on the other, for purposes of planning and executing different scheme, programmes and activities relating to students welfare.</p> <p>(e) To take initiative for the institution and award of scholarships, free studentship and half-free studentships and be responsible for timely disbursement of all types of scholarships to students of the University and Colleges and to administer the funds and operate the accounts sanctioned for the purpose. Also to correspond with the State Government, Central Government, U.G.C. and such other bodies and persons from whom the grants for scholarships are to be received.</p> <p>(f) to take steps to provide for proper amenities in the hostels attached to the University including the working of the messes. Canteens consumer's co-operative stores and to exercise general supervision in respect of the hostels attached to colleges.</p> <p>(g) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel's common rooms and health centres. Facilities available to them in the libraries, hostel's common</p> |
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|----|---------|--|--|--|---|
|    |         |  |  |  | rooms and health centres.<br>(h) To perform such other duties as may be assigned to him from time to time by Vice-Chancellor.<br>(i) To promote extra-curricular activities such as games. Sports, N.C.C. etc.  |
| 5. | Proctor |  |  |  | <ul style="list-style-type: none"> <li>The Proctor is appointed by the Vice-Chancellor from amongst such teachers of the University as are not below the rank of Reader.</li> <li>His tenure shall be of two years and on the expiry of his tenure, he may again be appointed:<br/>           Provided that if at any time the Vice-Chancellor thinks it proper on administrative grounds, he may send the Proctor back to his original post and appoint another person as proctor for the unexpired period of his term.</li> <li>Duties of the Proctor shall be</li> </ul> |



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|    |                 |  |   |  | determined by the Statutes.  |
| 6. | Registrar       | Signing of letters and to convey decisions of higher authorities | To Sign Cheques up to an amount as per delegation of powers as applicable |  | <ul style="list-style-type: none"> <li>• The Registrar is the whole-time officer of the University and he act as Secretary to the Senate, the Syndicate and the Academic Council.</li> <li>• represent the University in suits or proceedings by or against the University, sign power of Attorney and verify pleadings or depute his representative for the purpose.</li> <li>• Responsible for overall functioning of the University.</li> <li>• Advice, guide and train the staff. Communications made as per the order of higher authority. Ensure that all Returns are filed as per stipulated dates.</li> <li>• Attend meeting of the Councils relating to the section and prepare draft minutes.</li> </ul> |
| 7. | Finance Officer |  | To Sign Cheques up to an amount as per delegation of powers as applicable |  | <ul style="list-style-type: none"> <li>• The Finance officer is a whole-time officer of the University and acts as Secretary to the Finance Committee, and exercises such powers and perform such duties as may be prescribed by the Statutes, the Ordinance, the Regulations and the Rules or as may, from time to time, be conferred, or imposed on him by the Senate, the Syndicate, the Vice-Chancellor, the <sup>1</sup>[Financial Adviser] or the Registrar.</li> </ul>  |



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|----|---------------------------|--|--|---|
| 8. | Controller of Examination |  |  | <p>(1) The Controller of Examinations is responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in the Statutes and Regulations.</p> <p>(2) Controller of Examinations is the</p> <p>(i) incharge to conduct the examinations of the University for the various degree programmes offered at different campuses of the University and ensure external evaluation and maintain strict secrecy.</p> <p>(ii) keep a list of papers to be set in various subjects and courses and maintain the lists upto date.</p> <p>(iii) arrange to give dummy - numbers for all the answer papers of the semester final examination before the central evaluation is done.</p> <p>(iv) be the custodian of records</p> |
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|     |                                      |  |  |  |  |
|-----|--------------------------------------|--|--|--|--|
|     |                                      |  |  |  | <p>pertaining to examination and to issue all notices, convening meeting of the Board of Examinations and any Committees appointed by the University in connection with the examination.</p> <p>(v) perform such other work as may be from time to time prescribed by the University and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his/her official duties.</p>  |
| 9.  | Development Officer                  |  |  |  | <ul style="list-style-type: none"> <li>• To supervise the Planning work of the University</li> <li>• To initiate the process for Creation of post of teachers in the Colleges and P.G. departments.</li> <li>• Disbursement of U.G.C. grant.</li> <li>• Liaising with U.G.C. for release of Research Fellowship</li> <li>• -Preparation of annual report of the University</li> <li>• Handling of AISHE Portal of the University</li> <li>• Implementations of work related with RUSA Fund.</li> </ul>         |
| 10. | S.O                                  |  |  |  | <ul style="list-style-type: none"> <li>• Assist in preparation of Budget of the University</li> <li>• Supervise work of all employees of the Section</li> <li>• Scrutiny of files and cases independently handled in the section.</li> <li>• Guide, help and train the staff of the section</li> <li>• Follow-up actions on all major decisions relating to the section.</li> <li>• Put up noting on files and preparing draft replies to letters.</li> <li>• Examining and scrutinizing the cases.</li> </ul> |
| 11. | Assistant /L.D.C/<br>Other Employees |  |  |  | <ul style="list-style-type: none"> <li>• Inward and outward of letters and files</li> <li>• Typing and data entry.</li> <li>• Put up noting on files and preparing draft replies.</li> <li>• Duties as assigned by the S.O/Registrar</li> </ul>  |





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