

**Dayalbagh Educational institute  
(Deemed to be University)  
Dayalbagh, Agra - 282005**

**1.2.1 Powers and duties of officers (administrative, financial and judicial)**

**PRESIDENT (CHANCELLOR)**

The President (Chancellor) of the Institute, when present, will preside over the convocations of the Institute but shall not be the Chief Executive Officer. The President (Chancellor), who will be appointed by the Sponsoring Society, shall hold office for a period of 5 years and shall be eligible for one more term. Where power is conferred upon the President (Chancellor) to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

He shall have the power to direct inspection of any department of the Institute after calling for a report from the Head of the Department concerned, through the Director (Vice-Chancellor) of the Institute.

**DIRECTOR (VICE-CHANCELLOR)**

The Director (Vice-Chancellor) shall be a whole-time honorary officer of Institute and shall be appointed by the President (Chancellor).

The Director (Vice-Chancellor) shall not be a member of the sponsoring or managing Society/Trust or a close relative of the President (Chancellor) or members of the sponsoring or managing society/trust/company.

**POWERS OF THE DIRECTOR (VICE-CHANCELLOR)**

The Director (Vice-Chancellor) shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.

The Director (Vice-Chancellor) shall be the Ex-officio Chairman of the Board of Management (Governing Body), the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

The Director (Vice-Chancellor) shall have the power to convene or cause to be convened, be present and address any meeting of the various authorities of the Institute. Provided that he shall not be entitled to vote there at unless he is a member of such authorities.

The Director (Vice-Chancellor) may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters in its next meeting.

It shall be the duty of the Director (Vice-Chancellor) to ensure that Regulations and Rules of the Institute are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

**Dayalbagh Educational institute**  
**(Deemed to be University)**  
**Dayalbagh, Agra - 282005**

All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director (Vice-Chancellor).

The Director (Vice-Chancellor) shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management (Governing Body).

The Director (Vice-Chancellor) shall exercise all other powers as may be delegated to him/her by the Board of Management (Governing Body).

In the absence of the President (Chancellor), the Director (Vice-Chancellor) shall preside at the Convocation of the Institute and shall perform the functions of the President (Chancellor).

The Director (Vice-Chancellor) shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

(The composition of the Board of Management (Governing Body) is approved vide **letter F.No. 12-30/2013-U.3(A) dated 8-9-2014 by the Ministry of HRD (Department of Higher Education), Government of India.**)

**REGISTRAR**

(i) The Registrar shall be a whole-time honorary officer of the Institute and shall be appointed by the Board of Management (Governing Body). The Registrar shall be ex-officio Secretary of the Board of Management (Governing Body), the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

The Registrar shall be directly responsible to the Director (Vice-Chancellor) and shall work under his direction.

The following shall be the duties of the Registrar: -

1. To be the custodian of the records and the funds and such other property of the Institute as the Board of Management (Governing Body) may commit to his/her charge;
2. To conduct the official correspondence on behalf of the authorities of the Institute;
3. To issue notices convening meetings of the authorities of the Institute and all Committees and sub-Committees appointed by any of these authorities;
4. To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-Committees appointed by any of these authorities;
5. To make arrangements for and supervise the examinations conducted by the Institute;
6. To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
7. To enter into agreement, sign documents and authenticate records on behalf of the Institute;

**Dayalbagh Educational institute  
(Deemed to be University)  
Dayalbagh, Agra - 282005**

8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management (Governing Body) or the Director (Vice-Chancellor) from time to time.

**TREASURER (FINANCE OFFICER)**

- (i) The Treasurer (Finance Officer) shall be a whole time honorary officer of the Institute and shall be appointed by the Board of Management (Governing Body), for a term of three years and shall be eligible for re-appointment. The Board of Management (Governing Body) shall make arrangements for the discharge of his duties in his absence.
- (ii) The Treasurer (Finance Officer) shall work under the direction of the Director (Vice-Chancellor) and shall be responsible to the Board of Management (Governing Body) through the Director (Vice-Chancellor).
- (iii) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management (Governing Body).
- (iv) He/she shall be responsible for the management of funds and investments of Institute, subject to the control of Board of Management (Governing Body).

**CONTROLLER OF EXAMINATION**

- (i) The Controller of Examinations shall be appointed by the Board of Management (Governing Body).
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institute.
- (iii) The Controller of Examination shall ensure that all the specific directions of the Board of Management (Governing Body), Academic Council and Director (Vice-Chancellor) in respect of examination and evaluation are complied with.
- (iv) The Controller of Examination shall be a permanent invitee to the Board of Management (Governing Body).

**DEAN**

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean as per the Bye-laws of the Institute.

**HEAD OF THE DEPARTMENT**

- (i) There shall be a Head of the Department for each of the Departments in the Institute who shall be appointed by the Director (Vice-Chancellor) from amongst the Professors of the Department with the maximum length of service in the Institute in the highest post available in the Department, considered in the following order:-

**Dayalbagh Educational institute  
(Deemed to be University)  
Dayalbagh, Agra - 282005**

- a. Professor;
- b. Associate Professor (whether appointed directly or by promotion under personal promotion scheme/career advancement scheme);
- c. Assistant Professor If there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Director (Vice-Chancellor) may appoint an Associate Professor as Head of the Department.