

# **Central University of Jharkhand, Ranchi**

**झारखण्ड, केन्द्रीय विश्वविद्यालय, राँची**

(A Central University established by an Act of Parliament of India in 2009)

## **OFFICE OF THE REGISTRAR (GENERAL ADMN.)**

No.:CUJ/Notification/ 360

Date: 10/6/2011

### **NOTIFICATION**

It is notified for information and necessary action by all concerned that the Vice Chancellor, as per his powers under the Acts and Statutes, has been pleased to order the following duties, responsibilities and powers with effect from 20<sup>th</sup> June 2011, which shall remain in force until further orders or changes made, as per need from time to time, by the Vice Chancellor.

#### **REGISTRAR :-**

#### **Shall Function as per Acts, Statutes, Ordinances of CUJ**

He shall in particular be responsible

1. For the Acts/Statutes - updating, amendments, notifications.
2. For the Ordinances / Regulations / Rules - framing of new, updating of old, amendments, notifications.
3. For General Administration.
4. For Personal Management including leave (except casual leave).
5. To Executive Council, Academic Council, Building Committee as Secretary.
6. As Chairman, University Purchase Committee – University level stores, furniture, office equipments and general purchase.
7. For Recruitment of regular faculty and staff.
8. For Responses to MHRD/UGC communication and follow up, if any.
9. For replies to Parliament Questions.
10. As Coordinator for Rajbhasha/OLIC and implementation of policies adopted by CUJ
11. For the University Permanent / temporary land matters.
12. For Outsourcing services and casual workers, other than under Project(s).
13. Estate including maintaining of inventory of all assets.
14. Purchase and Stores.
15. University Records cell.
16. For Manpower training of non-teaching staff.
17. For the Annual Report (English and Hindi versions), presentation to AC, EC and submission to Parliament on time.
18. As first Appellate Authority on RTI.
19. For and have sanctioning powers to make single payments of upto Rs.25,000.00 (Rupees Twenty-five thousand) only.
20. For contingency running advance of Rs.2000.00 (Rupees Two thousand) only allocated to his office, limited to Rs.5000.00 (Rupees Five thousand) only per month.
21. Overseeing the effective implementation and utilisation of University Management System in all administrative units under his charge.



**FINANCE OFFICER :-**

**Shall Function as per Acts, Statutes, Ordinances of CUJ**

He shall in particular be responsible for

1. Advising on budget proposal and expenditure.
2. Maintaining of all funds and monies received and spent by the University.
3. Mobilisation of resources and revenue generation.
4. Establishing and Maintaining Corpus Fund of CUJ.
5. Finance Committee agenda and presentation, as Secretary.
6. Annual Accounts preparation and presentation to Finance Committee, Executive Council and Central Audit and Accounts.
7. Responses to Central Audit or any other duly recognised office, on financial matters related to CUJ.
8. Annual Audit Report (English and Hindi versions) submission to Parliament on time
9. Being the Drawing and Disbursing Officer of the University.
10. Proper and timely utilisation of funds and regular submission of U/Cs.
11. Guiding departments, academic and administrative, and individuals on financial norms.
12. Prompt processing and release of payments duly screened to have followed the financial norms.
13. Releasing Advances and Medical bills payments, independently of Administration, upto a limit of Rs.25,000.00 (Rupees Twenty five thousand) only.
14. For overseeing the effective implementation and utilisation of the University Management System in all sections under his charge.

**OSD (PROJECT) :-**

**He shall be governed by the UGC/MHRD guidelines with respect to construction and campus development work in Central Universities.**

He shall be specifically responsible for

1. All project related work
  - New/ under renovation/maintenance.
  - External/ Internal Services.
2. General Maintenance and Repair (water and electrical supply, roads, gardens )
3. University Building Committee meetings presentation and documentation.
4. Tendering process including advertisements and presentation for Building Committee consideration.
5. Campus development (temporary and permanent).
6. Green campus including non-conventional energy implementation. Manpower recruitment against project.
7. Furniture related to buildings under project.
8. Presentation of bills for payment directly to Finance after due process and approval of competent authority (Vice Chancellor/Building Committee/Finance Committee).
9. Project Purchase Committee, as Chairman, for purchase of furniture and peripherals required for buildings under construction and which have not been handed over to Administration/ Estate.
10. He shall have sanctioning powers of upto Rs.25,000.00 (Rupees Twenty five thousand) only single order on materials and items in urgent need, related to maintenance and/or renovation works.



11. For overseeing the effective implementation and utilisation of the University Management System to all sections under his charge.

EXPLANATORY NOTE:- Furniture requisition and purchase for offices of University buildings would come under General Administration and University Purchase Committee for such buildings that have been handed over from Project/ Campus Development to Administration. Till such time as these buildings remain under Project, the furnishing thereof would also be under Project, and if duly approved by competent authority, acquired through Project Purchase Committee.

**DEPUTY REGISTRAR: -**

**He shall be designated as Deputy Registrar (Examinations) and shall have independent charge.**

He shall be responsible for

1. University Examinations, sessionals and end Semester.
2. Appointments of Paper setters, Examiners, Invigilators on recommendations of respective Centres/AC/after
3. Entrance Examinations CUJ + CUCET.
4. Maintaining and coordinating panel of experts for selection of faculty dents Welfare including Hostels, Mess, Canteen.
5. Guest Faculty recruitment.
6. Manpower recruitment under contract basis for specific academic jobs and duration.
7. Faculty resource engagement on lecture basis for City Centre.
8. Invited speakers and short term faculty appointments.
9. As Public Information Officer.
10. Hospitality including fooding, lodging and transport
11. UMS – MIS, Video Conferencing, Library digitization, Smart Class rooms, Computerised examination, Computerised finance, electronic surveillance, Training and AMC.
12. He would have sanctioning powers of upto Rs.10,000.00 (Rupees Ten thousand) only for purposes listed above.
13. For contingency running advance of Rs.2000.00 (Rupees Two Thousand) only allotted to his office, limited to Rs.5,000.00(Rupees Five Thousand) only per month.

**Prof. S.K. Tewari**

- I. 1. Community Radio 2. Community Centre 3. Outreach programmes 4. DEC (Distance Education Council) 5. Placement Cell 6. Public Relations.

These would be in addition to his normal duties of teaching and research.

**Prof. B.P. Sinha**

- II. 1. IQAC 2. Innovative clusters 3. Language Labs.- Campus and City Centre. 4. Students Welfare 5. Tutors 6. Wardens 7. Hostels including Mess.

These would be in addition to his normal duties of teaching and research.



**Prof. A. N. Mishra**

III. 1. Dean (Academic) –

Coordination of Academic Calendar, Sessionals tests, End Semester Examinations, University level academic programmes proposed by Centres, Syllabus framing and preparation for Academic Council, Allocation of Credits and credit hours to different papers and subjects, Student monthly feedback on faculty, Teacher mid and end semester feedback on students, Inter School level research proposals.

2. Chairman, Academic Purchase Committee.

The members would include all Heads and Coordinators of the Centres of studies and shall have one representative, not below the rank of Section Officer from the Finance Department. The quorum would be seven members, excluding the finance representative. The Committee will have independent charge and powers to select and recommend all purchases of equipment, capital and recurring items required for the approved teaching and academic programmes of each Centre of Studies. The Committee would consider the proposals of each Centre. The total amount recommended for a Centre would be limited to the annual allocation of funds against that Centre. The upper limit for a single item cost would be Rs.3.0 (Three) lakhs. The processing, notices, comparative statements, etc, as per UGC/Gol rules would need to be followed. Orders and sanctions can be issued directly by the Chairman. (For single items costing Rs.3.0 Lakhs and above, such will considered by a separate committee).

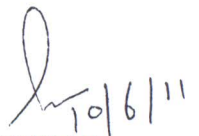
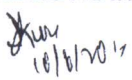
These would be in addition to his normal duties of teaching and research.

Any number of Working Groups can be formed to assist in different functions. Appointments against specific posts (eg. Warden, Tutor, Student Counsellor, Placement Cell faculty, etc.), may be as recommendation only.

  
REGISTRAR

Copy forwarded for information and necessary action to:

1. P.S. to V.C.
2. PA to Registrar.
3. All concerned.
- ✓ 4. Dy. Registrar (I/c Fin.).
5. Accounts Section.
6. Concerned File.

  
REGISTRAR  
  
10/6/11