



# Dr. Ram Manohar Lohiya National Law University

(A University established by an UP Act No. 28 of 2005)  
Sector-D-1, LDA Colony, Aashiyana, Lucknow

## MANUAL 2

[Section 4(1)(b)(ii)]

### Powers and duties of officers and employees

#### THE VICE-CHANCELLOR

(1) The Vice-Chancellor shall be a whole-time salaried officer of the University. The Vice-Chancellor after the commencement of this Act shall be appointed by the General Council from amongst eminent academicians or educationist or professors of eminence in the field of law whose names are sent to the General Council by the Committee constituted in accordance with provisions of sub-section

(2). Provided that the first Vice-Chancellor shall be appointed by the State Government.

(1-A) Notwithstanding anything to the contrary contained in sub-clause (1), the Chairperson of the General Council, if satisfied, may grant extension for another term of five years to the Vice-Chancellor continuing in office after completing four years in office and the matter shall be reported in the next meeting of the General Council.

(2) The Committee referred to in sub-section (1) shall consist of the following members, namely—

- (i) One person to be nominated by the Visitor;
- (ii) One person to be 56[nominated by the Chairperson of the General Council];
- (iii) One person to be nominated by the State Government.

(3) The Committee shall, as far as may be, at least six months before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation under sub-section (4), and also whenever so required and before such date as may be specified by the General Council; submit to the General Council the names of not less than three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, also forward to the General Council a concise statement showing the academic qualifications and other distinctions of each of the persons so recommended, but shall not indicate any order of preference.

(4) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office: Provided that the Vice-Chancellor may by writing under his hand addressed to the Chairperson of the General Council resign his office, and shall cease to hold his office on the acceptance by the General Council of such resignation.

(5) Subject to the provisions of this Act, the emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed.

(6) The Vice-Chancellor shall not be entitled to the benefit of any pension, insurance or provident fund.

(7) The Chairperson of the General Council may appoint any suitable person to the office of Vice-Chancellor] for a term not exceeding six months if the vacancy in the office of Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, not being resignation or expiry of term, of which a report shall forthwith be made by the Registrar to the Chairperson of the General Council.

(8) If in the opinion of the General Council, the Vice-Chancellor wilfully omits or refuses to carry out the provisions of this Act or abuses the powers vested in him, or if it otherwise appears to the General Council that the continuance of the Vice Chancellor in office is detrimental to the interest of the University, the General Council may, after making proper inquiry which shall be completed preferably within six months, remove the Vice-Chancellor by an order after giving him an opportunity of being heard.

(9) During the pendency or in contemplation, of any inquiry referred to in subsection (8) the General Council may order that till further orders—

(a) such Vice-Chancellor shall refrain from performing the functions of the office of Vice-Chancellor, but shall continue to get the emoluments to which he was otherwise entitled under sub-section (5).

(b) the functions of the office of the Vice-Chancellor shall be performed by the person specified in the order.

(10) The Vice-Chancellor shall—

(a) ensure that the provisions of this Act and the Regulations are duly observed and shall have all powers as are necessary for that purpose;

(b) subject to the specific and general directions of the Executive Council, the Vice-Chancellor shall exercise all powers of the Executive Council in the management and administration of the University;

(c) convene the meetings of the General Council, the Executive Council, the Academic Council and shall perform all other acts, as may be necessary to give effect to the provisions of this Act;

(d) have all powers relating to the proper maintenance of discipline in the University.

(11) If, in the opinion of the Vice-Chancellor, any emergency has arisen, which requires immediate action, he shall take such action as he deems necessary and shall report the same for confirmation, in the next meeting, of the authority concerned which in the ordinary course would have dealt with the matter.

## **HEAD OF THE DEPARTMENT**

(1) There shall be a Head of the Department for each of the departments in the University.

(2) The powers, functions, appointments and the conditions of service of the Heads of the Departments shall be as prescribed by the [regulations](#).

## **THE REGISTRAR**

(1) The Registrar shall be a whole-time officer of the University. He shall be appointed by the State Government from amongst the senior administrative officers of the State.

(2) The Registrar shall be the ex-officio Secretary of the Executive Council, Academic Council, and the faculties, but shall not be deemed to be a member of any of these authorities.

(3) The Registrar shall:

(i) comply with all directions and orders of the Executive Council and the Vice-Chancellor;

(ii) be the custodian of the records, common seal and such other property of the University as the Executive Council shall commit to his charge;

(iii) issue all notices convening meeting of the Executive Council, the Academic Council, the Finance Committee, the faculties, the Board of studies and of any committee, appointed by the authorities of the University;

(iv) keep the minutes of all meetings of the Executive Council, the Academic Council, the Finance Committee, the faculties and any committee appointed by the authorities of the University;

(v) conduct the official correspondence of the Executive Council and the Academic Council;

(vi) supply the visitor the copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meeting;

- (vii) call a meeting of the Executive Council forthwith in an emergency, when neither the Vice-Chancellor nor the officer duly authorised is able to act and to take its directions for carrying on the work of the University;
  - (viii) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify the pleadings or depute representatives for the purpose;
  - (ix) be directly responsible to the Vice-Chancellor for the proper discharge of his duties and functions;
  - (x) perform such other duties as may be assigned to him from time to time, by the Executive Council or the Vice-Chancellor under the provisions of this Act or the regulations.
- (4) In the event of the post of the Registrar remaining vacant for any reason, the Vice-Chancellor may authorise any officer in the service of the University to exercise such powers, functions, and the duties of the Registrar as the Vice-Chancellor deems fit.

## **THE FINANCE OFFICER**

- (1) The Finance Officer shall be appointed by the State Government.
- (2) The Finance Officer shall,—
- (a) present the budget (annual estimates) and the statement of accounts to the Executive Council and also draw and disburse funds on behalf of the University;
  - (b) speak in and otherwise take part in the proceedings, pertaining to matters of finance, of the Executive Council except voting;
  - (c) ensure that no expenditure, not authorised in the budget is incurred by the University (otherwise than by way of investment);
  - (d) disallow any proposed expenditure which may contravene the provision of this Act or regulations;
  - (e) ensure that no financial irregularity is committed and take steps to set right any irregularities pointed out during audit;
  - (f) ensure that the property and investments of the University are duly preserved and managed;
  - (g) to exercise general supervision over the funds of the University;
  - (h) advise in financial matter either suo motu or on his advice being sought;
  - (i) collect the incomes, disburse the payments and maintain the accounts of the University;
  - (j) ensure that the registers of buildings, lands, items of furniture and equipments are maintained up to date and that stock checking of equipment and other consumable material is conducted regularly in the University;
  - (k) probe into any unauthorised expenditure and other financial irregularities and suggest to the competent authority, disciplinary action against persons at fault;
  - (l) perform such other duties in respect of financial matters as may be assigned to him by the Executive Council or the Vice-Chancellor.
- (3) In the event of the post of the Finance Officer remaining vacant for any reason the Vice-Chancellor may authorise any officer in the service of the University to exercise such powers, functions and the duties of the Finance Officer as the Vice-Chancellor deems fit.

## **OTHER OFFICERS OF THE UNIVERSITY**

- (1) Subject to the regulations made for the purpose every other officer or employee of the University shall be appointed under written contract setting out the conditions of service as prescribed by the regulations which shall be lodged with the University and a copy thereof furnished to the officer or employee concerned.
- (2) Any dispute arising out of the contract between the University and any of its officers or employees shall, at the request of the officer or the employee concerned, or at the instance of the University be referred to a Tribunal for arbitration consisting of three members appointed by the Executive Council as prescribed by the regulations.