

GAUHATI UNIVERSITY

Statute on Duties and Responsibilities of the Officers of the University

(under section 21(D) read with section 7(xiii) of the
Gauhati University Act, 1947 as amended up to date)



(Adopted by the Executive Council vide
Resolution No. : R/EC-02/2011/32 dated 12.03.2011 and
passed by the G.U. Court vide Resolution no. R/Court-
02/2011/10 dated 27.12.2011 and assented to by
the Chancellor vide letter no. GSA.25/88/Pt-1/37
dated 28.02.2012)



ADMINISTRATIVE BUILDING
Gopinath Bardoloi Nagar
Guwahati - 781014
Assam

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Definitions

- A. In these statutes, unless there is anything repugnant in the subject or context:**
1. 'The Act' means the Gauhati University Act, 1947 as amended up to date.
 2. 'University' means the Gauhati University.
 3. 'Court' means the Court of the University.
 4. 'Executive Council' means the Executive Council of the University.
 5. 'Academic Council' means the Academic Council of the University.
 6. Words and expressions not defined in the statutes shall have the same meaning as in the Act.
- B. The following persons shall be the officers of the University under Section 7 (xiii) of the G.U. Act as amended up to date.**
1. The Controller of Examinations
 2. The Librarian
 3. The Academic Registrar
 4. The Secretary, University Classes
 5. The Director, College Development Council

6. The Secretary, Publication Department
7. The Joint Registrar
8. The Joint Controller of Examinations
9. The Director of Students' Welfare
10. The Chief Medical Officer
11. The Deputy Registrar
12. The Deputy Treasurer
13. The Deputy Controller of Examinations
14. The Deputy Secretary, University Classes
15. The Deputy Librarian
16. The University Engineer
17. The Law Officer
18. The Deputy Director of Students' Welfare
19. The Manager, G.U. Press
20. The Deputy University Engineer
21. The Assistant Registrar
22. The Assistant Treasurer
23. The Assistant Controller of Examinations
24. The Secretary to the Vice-Chancellor
25. The Secretary to the Registrar
26. The Private Secretary to the Treasurer
27. The Statistician
28. The Medical Officer
29. The Superintendent, Dr. H.K. Barua Regional Botanical Garden and Resources Centre
30. The Archivist
31. The Assistant Manager, G.U. Press
32. The Assistant Librarian
33. The Estate Officer
34. The Security Officer
35. The Headmaster/Headmistress, G.U. Model School
36. The Public Relation Officer
37. The Superintendent

38. Any other officer as may be decided by appropriate University authority.

In respect of all the above posts, the Executive Council will have the power to alter, modify, add or reduce any of the duties and responsibilities as may be required from time to time. In respect of qualification and pay, the UGC qualification and pay shall apply for those who are covered under UGC scale of pay and CPC qualification and pay who are covered under CPC scale of pay. However the Executive Council will reserve the right to alter, modify, upgrade or downgrade the qualification and pay depending upon the office requirements.

Duties and responsibilities

1. **The Controller of Examinations**
The Controller of Examinations shall:

- a. be responsible for arranging for and conducting the examinations of the University and make appointments of Paper Setters, Moderators, Examiners, Scrutinisers, Tabulators and such other persons as may be necessary for conducting examinations under the guidance and direction of the Vice Chancellor
- b. be responsible for appointing Zonal Officers: and such other persons as may be necessary for conducting examinations under direction of the competent authority
- c. be responsible for notifying the dates of various examinations as may be fixed by the Examination Committee/Executive Council
- d. be responsible for admitting eligible candidates to various examinations of the University as per relevant rules prescribed in the concerned Regulation
- e. be responsible for publishing the results of the various examinations in the manner as may prescribed by the Examination Committee/Executive Council

- f. be responsible for enforcing disciplinary action against the candidates for violation of prescribed rules in the Examination Halls
- g. be responsible for the custody of all important registers and records concerning the examinations
- h. be responsible for all matters connected with examination reforms and for bringing about innovations in the examination process of the University with a view to keeping the system at par with other leading Universities
- i. act as the ex-officio Secretary of the Examination Committee and shall keep the minutes thereof
- j. be responsible for any other relevant matters relating to examinations as may be so assigned to him either by the Vice Chancellor or the Executive Council from time to time.

2. The Librarian

The Librarian shall :

- a. be the ex-officio Secretary of the Library Committee and be responsible for ensuring regular holding of meetings of the Library Committee. He/ she shall also record the minutes of the Library Committee and initiate steps for implementation of its decision
- b. be responsible for the proper management of University Library and for bringing about innovation in Library management, so that the University Library can respond to the changing needs of the time
- c. be responsible for enforcing discipline amongst Library staff
- d. be responsible for ensuring timely renewal of journals in subscribed and arrange for subscribing to new journals in consultations with the Library Committee
- e. be responsible for preparing a workable scheme in consultation with the Library Advisory Committee for keeping records of books procured by Academic Departments from whichever source they may be procured from time to time for the sake of maintaining a centralized records of books

- f. be responsible for making arrangement for proper orientation of the teachers and students on the latest development in the matter of use of a University Library
- g. perform such other duties as may be assigned to him by the competent authority of the University from time to time.

3. The Academic Registrar

The Academic Registrar shall:

- a. be the ex-officio Secretary of the Academic Council and the Faculties and shall keep the minutes thereof
- b. be the ex-officio Secretary of the Research Council and shall keep the minutes thereof
- c. deal with matters connected with academic planning and research
- d. deal with matters relating to preparation of draft Ordinance, Regulations and Rules for courses of studies, etc. and their timely publication
- e. deal with matters of recognition of degrees & examinations of other Universities, Institutions and Boards
- f. deal with matters relating to Ph.D., D.Litt., D.Sc. registration and publication of Research Bulletins from time to time
- g. deal with matters connected with M.Phil. Courses
- h. deal with matters concerning Research Schemes and Research Projects allotted to the University Departments
- i. deal with matters relating to preparation of Academic Calendar and Prospectus and their timely publication
- j. organise memorial endowment lectures as per decision of the appropriate authorities
- k. deal with matters concerning preparation and submission of progress & evaluation reports on the academic programmes of the University as may be required from time to time
- l. deal with any other academic matter as may be so assigned to him from time to time by the Vice Chancellor or the Executive Council

- m. to help Registrar in matter of election of Faculty of Science / Arts / Commerce / Law / Engineering and Medicine etc. and to issue notice form time to time
- n. to perform all matters related to Faculty improvement programmes of the University Department and affiliated/ permitted colleges of Gauhati University
- o. to perform all matters related to nomination of University to various committees other than that to Governing Body of the affiliated/permitted colleges, including their selection committee
- p. to nominate University teachers to various meeting, training, courses and external agencies, as per their-request.

4. The Secretary, University Classes

The Secretary, University Classes shall:

- a. be responsible for arrangements of physical facilities for holding classes in the University in consultation with the Deans concerned
- b. be the ex-officio Secretary & be responsible for convening meetings of the Admission Committee, the Residence, Health and Discipline Board and the Quarter Allotment Committee and such other meetings as he/she may be asked to convene by the Vice Chancellor and taking appropriate steps for giving effect to the decisions of those committees
- c. shall receive applications for admission of students into the University Classes and to the Halls, consolidate and notify the selections made by the Admission Committee, select students for admission to Hostels and Halls and make arrangements for other establishments as may be committed to his charge, prepare defaulters' lists, pay bills of employees, maintain leave accounts, enforce discipline over the clerical staff in his office and also over the 3rd grade staff of all teaching departments subject to the recommendations of the Heads of the Departments concerned.

- d. shall be the Chief Warden and be in over all charge of the Halls and Hostels and will be generally responsible for maintenance of disciplines and observance of Rules for residence and conduct in the Halls and Hostels. He/she will check the Conduct Register maintained by the Wardens of the Halls and keep the Vice Chancellor periodically informed of the state of discipline obtaining therein
- e. be the ex-officio President of the Post Graduate Students' Union and also ex-officio member of the Town Committee, Hospital Committee and the Managing Committee of the Model Schools
- f. personally inspect the general services such as water supply, electricity in the Halls and Hostels and enquire into the complaints relating to these services
- g. be in-charge of physical arrangements for visiting Professors, Memorial Lectures and reception of important persons or scholars visiting the University and perform such other duties, of which a record shall be kept, as may be assigned to him/her by the Executive Councilor the Vice Chancellor.

5. The Director, College Development Council

The Director, College Development Council shall:

- a. cause inspection and report on proposals for the establishment of new colleges
- b. cause inspection and report about colleges applying for permission and or affiliation and for renewal or extension of affiliation
- c. act as member Secretary of the Inspection Committee when constituted for periodical/general inspection of affiliated colleges
- d. hold enquires into matters connected with affairs of colleges under orders of the Vice Chancellor
- e. assist the affiliated colleges in the matter of availing grant from the U.G.C. under various schemes of the U.G.C.
- f. make such other reports and perform such other duties, of which a record shall be kept, as the Executive Council or the Vice Chancellor may from time to time determine/assign.

6. The Secretary, Publication Department
The Secretary, Publication Department shall:

- a. be the ex-officio Secretary of the Publication Advisory Committee
- b. coordinate the works of the editorial and production officer of the G.U.P.D.
- c. be responsible for timely publication and distribution of the text books recommended for publication by the faculty text books cell from time to time
- d. be responsible for acquisition and publication of new books in the general section;
- e. maintain close liaison with the experienced book-sellers in order to know the market and market trend relating to the book trade
- f. explore possibilities for resource mobilisation and take effective steps for fund management in consultation with the Publication Advisory Committee
- g. be responsible for production and distribution of learned publication as may be entrusted by the competent authority of the University
- h. be responsible for timely publication of all University publications as may be entrusted from time to time by the competent authority
- i. be responsible for enforcing discipline and rules amongst the employees of the department
- j. be responsible for performing such other duties and functions as may be assigned to him/her from time to time by the competent authority.

7. The Joint Registrar
The Joint Registrar shall:

- a. be responsible for supervising the attendance of all 'C' and 'D' grade staff of the University and to bring to the notice of the higher authorities the cases of gross irregularities for appropriate corrective measures

- b. be responsible for overall supervision of the security services in the University and to suggest appropriate actions relating to the betterment of the system
- c. be responsible for proper upkeepment of the University Estate
- d. be responsible for proper implementation of the decisions of the Executive Council and the Court also to see if any action on the decisions taken earlier are left to be implemented
- e. be responsible for assisting the Registrar on all matters under his/her jurisdiction specially in the case of any appointment, transfer, promotion, re-designation, confirmation of services of all teachers and officers
- f. to deal with matters concerning duplicate certificates
- g. to deal with all matters relating to University Telephones and to act as the
- h. Ex-officio Secretary to the Telephone Advisory Committee
- i. discharge/perform any other functions and duties as may be assigned to him/her from time to time by the competent authorities
- j. to sign service books of the "B" grade staff of the Registrar's establishment.
- k. to deal with selection, posting, transfer, leave, permanent absorption, scale promotion, disciplinary matters of "B" grade staff
- l. to screen the applications for "B" grade posts and to conduct selection test/examination and screen the confidential reports for scale promotion, permanent absorption and conformation and to put up before the concerned E.C. Committees, through the Registrar
- m. to deal with all Advertisement matters, Telephone, Website Management, Event Management, Canteen, Kiosk etc

8. The Joint Controller of Examinations:

The Joint Controller of Examination shall: I

- a. be responsible to the Controller of Examinations and assist him in holding various examinations of the University

- b. ensure timely receipt of confidential examination materials by various examination centers of the university under the direction of Controller of Examinations
- c. ensure smooth working and functioning of Examination Zones and timely submission of evaluated materials for timely processing of results
- d. ensure smooth tabulation procedures and timely announcement of results, and
- e. perform such other functions as may be assigned to him/her by the Controller of Examinations/competent authority.

9. The Director of Students Welfare

The Director of Students Welfare shall:

- a. be the ex-officio Secretary of the Gauhati University Sports Board
- b. be responsible for organization of games and sports and other extra curricular activities of the students of the University
- c. arrange for facilities for academic and general excursion of students sponsored by the University
- d. communicate with the guardians of the students concerning their welfare and discipline as and when necessary
- e. perform such other duties and functions as may be assigned to him/her by the competent authorities from time to time.

10. The Chief Medical Officer :

The Chief Medical Officer shall:

- a. The Chief Medical Officer shall function under the Registrar
- b. He/she shall be responsible for proper maintenance of the University hospital(s) in respect of its up keeping and quality of services to be provided to the residents of the University Campus
- c. He/she shall be required to stay in the University Campus and there shall be no specific duty hours for him/her
- d. He/she shall be responsible for proper coordination with other outside agencies for maintenance of health and hygiene of the inmates of the University Campus

- e. He/she shall also be responsible for coordination with other outside/Govt. agencies for timely implementation of various immunization/eradication programmes for the better health of the Campus
- f. He/she shall allot duties to the Medical Officers, Paramedical Staff and supporting staff of the hospital including maintenance and proper use of the Ambulance
- g. He/she shall be responsible for formulating innovative schemes for betterment of hospital services
- h. He/she shall be responsible for any other duties and responsibilities, not covered above but may arise from time to time or as may be assigned to him/her by the competent authorities.

11. The Deputy Registrar

The Deputy Registrar shall:

- a. work under the direct supervision of the Registrar and shall assist him/her in the performance of his/her administrative functions
- b. sign Service Books of the 'C' & 'D' grade staff of the Registrar's establishment and sign the Identity Cards of the G.U. employees
- c. act as the purchasing officer of the stationary articles, furniture etc. of the Registrar's/Controller of Examinations/Treasurer's office located in the administrative building
- d. take steps as per rules for repair of University vehicles
- e. deal with selection / posting / transfer / leave / permanent absorption / scale promotion / disciplinary matters of 'C' & 'D' grade staff;
- f. assist the Registrar in the matter of election to various authorities and to issue relevant notice from time to time
- g. screen the application for 'C' & 'D' grade posts and to conduct selection test/examination and screen the confidential reports for scale promotion, permanent absorption and confirmation for putting up before the appropriate E.C. Committee;

- h. act as the drawing and disbursing officer of the Registrar's establishment for 'C' & 'D' grade staff
- i. perform such other duties and responsibilities as may be assigned to him/her by the competent authorities from time to time.

12. The Deputy Treasurer

The Deputy Treasurer shall :

- a. work under the direct supervision of the Treasurer and shall assist him/her in the performance of his/her administrative functions
- b. be responsible for proper maintenance of Accounts of the University
- c. be the controlling officer and as a controlling officer he will be responsible for assessing duties and responsibilities of his subordinates for smooth functioning of the office work and he has to monitor the works of his subordinate and report to the Treasurer on the performance of the employees
- d. report in writing to the Treasurer about the Bills remaining pending beyond 7 days on every Friday in the specified format
- e. monitor the adjustment of advances and follow-up the case where adjustment is not submitted within one month and he has to submit list of unadjusted advances beyond one month to the Treasurer on every last day of each calendar month
- f. monitor the timely dispatch of cheques favoring outside parties and ensure that no cheque remain undispached for more than seven days
- g. supervise and monitor progress of completion of annual (final) account and ensure correctness and timely completion of the same i.e. within June of every year. He will be responsible for getting the completed annual account audited and coordinate with the auditor for smooth completion of audit including submission of audit objection
- h. assist the Treasurer in fund related matter including lessoning with the Govt. department

- i. directly supervise the exercise of Budget preparation made by the Finance Section
- j. be responsible for checking the correctness of daily collection/ receipt summary statement and should forward the same to the Treasurer every day at the close of the day's transaction
- k. Be responsible for opening and closing balance of the Cash Book be checked and countersigned every day and report to Treasurer in case of any discrepancy
- l. be responsible to monitor the day to day work of reconciliation of the G.U. with the Bank Statement and to report to the Treasurer for any discrepancy
- m. pass the TA/DA bill, Examiner's Remuneration bill, Salary bill of "C" & "D" Grade employees, release the caution money, Security Deposit and other bill as per the direction of the Treasurer
- n. deal with all pay fixation matter of the University employees
- o. supervise the maintenance of the Rent & Tax Registrar including the Gauhati University Marker Stalls, Gumtias, Electricity charge and other records of rent and charges from Halls, Guest House etc. are also to be supervised.
- p. Ensure timely submission of income tax return of the University
- q. supervise the, maintenance of the accounts, books and records of IDOL (PGCS) and report to the Treasurer immediately in case of any discrepancy or anomaly is noticed or observed
- r. grant casual leave to "C" & "D" Grade employee of Treasurer establishment and recommend earned leave to the higher authorities
- s. perform any other duties as may be assigned under orders of the Vice Chancellor.

13. The Deputy Controller of Examinations

The Deputy Controller of Examinations shall:

- a. work under the direct supervision of the Controller of Examinations and shall assist the Controller of Examinations in all respect

- b. timely initiation of steps for holding various examinations of the University
- c. timely dispatch of confidential matters to the various examination centers under the University as may be directed by the Controller
- d. timely initiation of steps for ensuring smooth working of the various examination zones under the University and looking after the physical facilities available in the zones as may be required
- e. ensure timely payment of remuneration bills of different persons connected with different processes of examinations under this University
- f. He/she shall also perform such other functions as may be assigned to him/her by the Controller of Examinations/competent authorities.

14. The Deputy Secretary, University Classes

The Deputy Secretary, University Classes shall:

- a. work under the direct supervision of the Secretary, University Classes and shall assist him/her in all respect
- b. signing Service Books of the 'D' grade staff of the Secretary's establishment including Hostels and Teaching departments
- c. dealing with matters relating to transfer, leave, permanent absorption, scale promotion and disciplinary proceedings of 'D' grade staff of the Secretary's establishment and Halls and Hostels and Teaching departments of the University
- d. He/she shall act as the drawing and disbursing officer of the 'D' grade employees of the Secretary's establishment, Halls and Hostels and the Teaching departments of the University
- e. He/she shall assist the Secretary, University Classes in executing various decisions related to admission of students in Halls and Hostels
- f. any other matter as may be assigned to him/her by the Secretary from time to time with the approval of the competent authorities.

15. The Deputy Librarian

The Deputy Librarian shall:

- a. work under the direct supervision of the Librarian and shall assist him/her in all respect
- b. be responsible for proper management of the University Library and for bringing about innovation in library management so that the University Library can respond to the emergent needs of the time;
- c. enforce discipline amongst the library staff
- d. timely renew journals subscribed and arrange for subscribing to new journals as advised by the Librarian
- e. make arrangement for proper orientation of the teachers and students on the latest development in the matter of use of a University Library;
- f. keep the Internet of the library working and keep subscription to 'E-journals up to date always
- g. guide the teachers and the users of the library in using and getting the Internet services uninterrupted
- h. perform such other duties as may be assigned to him/her by the Librarian/competent authority of the University from time to time.

16. The Superintending Engineer

The Superintending Engineer shall:

- a. be under the direct administrative control of the Registrar
- b. exercise general control of the University Works Department and shall be responsible for the preparation of the estimates, supervision of all construction works and repairs, verification of all bills of the contractors, maintenance of drawings, instruments, measurement books, log books and records in proper condition
- c. be solely responsible for proper maintenance of the quality of various constructions/repair works under taken by the department;

- d. assist the Registrar in matters relating to the meetings of the Construction Committee and such other meetings of related committees as may be constituted from time to time
- e. perform such other duties as may be assigned to him/her by the competent authorities from time to time

17. The Law Officer

The Law Officer shall:

- a. be under the direct administrative control of the Registrar
- b. deal with all legal matters
- c. be responsible for maintenance of proper records of all the court cases involving the University and disciplinary matters involving the employees of the University
- d. be responsible to examine and study the court cases and prepare necessary documents for submission to advocates appointed by the University for the purpose as per rule
- e. be required to attend court and offer necessary advice and guidelines to be pursued by the advocates when necessary at any time without any extra remuneration
- f. not be allowed to practice in any court of Law professionally. However, the Law Officer may be allowed to represent the University occasionally in exceptional cases with due authorization from the Registrar
- g. maintain a registrar regarding the appearance of advocates in different cases and other matters connected with the preparation of cases for placing before the court and he/she shall authenticate and endorse the remuneration bills of the advocates for counter signature by the Registrar as per rule
- h. maintain a weekly diary of the court cases copy of which has to be submitted to the Registrar through which progress of all cases shall be reviewed from time to time
- i. discharge such other duties as may be assigned to him/her by the Registrar/ competent authority from time to time.

18. The Deputy Director of Students Welfare

The Deputy Director of Students Welfare shall:

- a. shall look after the organization of games and sports activities of the students throughout the year under the direct control and supervision of the Director Students Welfare
- b. shall be responsible for proper maintenance of the sports infrastructure available in the University
- c. shall be responsible for making proper arrangement for various sports activities, outdoors and indoors for the hostel boarders of the University
- d. shall also maintain stock registers in respect of the goods and articles purchased for the promotion of games and sports amongst the students/boarders of the University
- e. shall be responsible for organizing coaching camps for the budding sports persons of the University as and when necessity arises
- f. shall perform such other duties and responsibilities as may be assigned to him/her by the competent authority from time to time.

19. The Manager, G.U. Press

The Manager G.U Press shall:

- a. be in overall charge of the University Press in respect of all matters connected with the maintenance and running of the Press in a most efficient manner throughout the year
- b. be responsible for making proper planning and execution of the plan so made with due approval from the competent authority
- c. be responsible for enforcing discipline and rules amongst the employees of the Press
- d. be responsible for timely printing and supply of examination materials ordered by the G.U. authorities from time to time
- e. be responsible for performing such other duties and functions as may be assigned to him/her by the competent authority from time to time.

20. The Deputy University Engineer

The Deputy University Engineer shall:

- a. assist the Supdt. Engineer in matters of preparation of drawings, estimates, supervision of construction 'works and repairs, verification of bills of the contractors and maintenance and custody of the drawings, instruments, measurement books and all records in proper condition
- b. be responsible for preparation of Tender documents and preparation of proposals for submission to various funding agencies. Also for counter checking of tender notices, comparative statements and technical checking of contractor's bills
- c. assist the Supdt. Engineer in maintaining proper quality of various construction/ repair works undertaken by the department
- d. be responsible for proper maintenance of services in the University residential quarters, students' halls and University market
- e. be responsible for proper maintenance of the University roads and buildings and prepare necessary estimates; drawings etc. in consultation with the Supdt. Engineer and ensure their timely execution
- f. perform such other duties as may be assigned to him/her by the competent authority from time to time.

21. The Assistant Registrar

The Assistant Registrar shall:

- a. pass orders for issue of Registration Certificates, Eligibility Certificates and Migration Certificates
- b. pass orders for issue of Provisional Certificates and recommend the same for signature of the Registrar
- c. pass orders for issue of Original Certificates and recommend the same for signature of the Vice Chancellor
- d. pass orders for issue of Surname Change Certificates
- e. supervise and control proper functioning of the Certificate Branch and to maintain proper records of daily out turn of works

- f. supervise proper functions of the Registration and Migration Section and shall maintain proper records of daily out turn of works
- g. supervise the neatness & cleanliness of the Administrative Building including Building Premises
- h. control the timely arrival and departure of the 'C' & 'D' grade office staff of the Registrar's Estt. and sign the absentee's statement of Registrar's Estt.
- i. cause verification of the equipments, furniture etc. and perform any duties/matters as may be allotted by the Registrar from time to time.

22. The Assistant Treasurer

The Assistant Treasurer shall:

- a. assist the Deputy Treasurer in exercising general supervision over the funds of the University and in formulation of various policies of the University so far as finance is concerned;
- b. be responsible for timely processing of proposals received from the various academic departments/branches of the University relating to development works, purchase, maintenance, repairs etc.;
- c. coordinate the works of the different section in the Treasurer's establishment and ensure timely disposal of works of the different sections; and
- d. perform such other duties and responsibilities as may be assigned to him/her Treasurer/Deputy Treasurer/competent authorities of the University time to time.

23. Assistant Controller of Examinations

The Assistant Controller of Examinations shall:

- a. work under the direct supervision of the Controller of Examinations and the Deputy Controller of Examinations in all matters connected with both pre-examination and post examination processes / works
- b. be responsible for general maintenance of the office of the Controller of Examinations including timely arrival and departure of the 'C' & 'D' grade employees of that establishment

- c. be responsible for performing such other duties and responsibilities as may be assigned to him/her by the Controller of Examinations / Deputy Controller from time to time.

24. The Secretary to the Vice Chancellor

The Secretary to the Vice Chancellor shall:

- a. be under the administrative control of the Registrar but directly responsible to the Vice-Chancellor
- b. assist the Vice Chancellor in all matters of his day to day functions
- c. fix the day to day programme of the Vice Chancellor under his direction
- d. attend the dignitaries and other visitors from outside and inside the University
- e. maintain liaison with Government / non Government Departments / Organizations and take follow up action as may be necessary
- f. co-ordinate tour programmes of the Vice Chancellor including arrangements for T.A., ticketing and accommodation etc
- g. arrange for the hospitality to the official guests of the Vice Chancellor,
- h. prepare T.A. bills of experts attending selection committees and other committees with the Vice Chancellor and ensure timely payment
- i. put up files to the Vice Chancellor as per the priority of the matter
- j. supervising the employees of the Vice Chancellor's establishment and official bungalow, deal with leave of such employees
- k. maintain the office building of the Vice Chancellor
- l. perform such other duties as may be assigned by the Vice Chancellor from time to time
- m. to attend the meeting of the Executive Council for recording the proceedings and submit to Registrar.

25. The Secretary to the Registrar

The Secretary to the Registrar shall:

- a. be responsible to the Registrar in all respect
- b. assist the Registrar in his day to day functioning
- c. shall attend to the visitors / guests from both outside and inside the University and arrange meeting with the Registrar at his convenience
- d. arrange for tour programmes of the Registrar including his travel arrangements and accommodation
- e. prepare the minutes of various meetings held by the Registrar
- f. perform such other duties and functions as may be assigned by the Registrar / competent authority.

26. The Private Secretary to the Treasurer

The Private Secretary to the Treasurer shall:

- a. be responsible to the Treasurer
- b. assist the Treasurer in his day to day functioning
- c. prepare minutes of meetings convened by the Treasurer
- d. attend to visitors from both outside and inside the university and apprise the Treasurer accordingly for his necessary action.
- e. Sort out proposals received from various departments to be considered by different meetings and apprise the Treasurer for his direction, and
- f. Perform such other duties and functions as may be assigned to him by the Treasurer/competent authority.

27. The Statistician

The Statistician shall:

- a. perform the duties and functions under the direct control of the Registrar
- b. be responsible for collection, analysis, interpretation and tabulation (consolidation) of the statistical data (both academic & financial) on various subjects, collected from colleges through sets of questionnaires and proforma designed by the Statistical Unit of G.U. or by the UGC/Government/others

- c. arrange despatch of the figures so tabulated (consolidated) above, to various authorities including the UGC and the Government under his (Statistician's) signature but with the prior approval of Registrar
- d. submit 'University Statistics' every year for incorporation in the Annual report of the Gauhati University
- e. be responsible for collection, analysis and compilation of various information and data respect of the Academic & Administrative Departments and hostels, G.U. for incorporation in Prescribed Forms of various authorities including the UGC and Government, both Central and State
- f. apprise the UGC and the Governments from time to time about actions taken at various stages like collection, analysis, compilation etc. on some routine statistics, with the approval of the Registrar
- g. be responsible for collection, analysis and tabulation of Examination data and to arrange for onward transmission to the UGC and the Government
- h. be responsible for compilation of source-wise income and expenditure of the University and to arrange for onward transmission to the UGC and the Government by the Registrar
- i. collect statistical figures regarding reservations for SC, ST and Minorities in matters of admission and recruitment both in colleges and the Gauhati University
- j. prepare draft replies for Assembly and Parliament Questions on matters relating to University Statistics when required by the Registrar
- k. supervise works/allotted to the assistants of the Unit and to check their works from time to time and submit confidential notes to Registrar regarding their performance
- l. maintain Register of daily attendance and departure times of the employees of the Statistical Unit
- m. forward and/or recommend leave applications of the employees of the Statistical Unit for grant of leave to appropriate authority

- n. prepare monthly Report of the G. U. on its Staff position, as sought by the Employment Exchange Deptt., Govt. of Assam
- o. perform any other duties that may be assigned to him from time to time with the approval of the Vice Chancellor.

28. The Medical Officer

The Medical Officers shall function under the supervision of the Chief Medical Officer and shall perform such duties and responsibilities as may be assigned to him/her by the Chief Medical Officer.

29. The Superintendent, Dr. H.K.Barua Regional Botanical Garden and Resources Centre

The Superintendent, Dr. H.K.Barua Botanical Garden and Resources Centre shall:

- a. work under the supervision and advice of the Head of the Department of Botany
- b. He/she shall be responsible for up keeping and general maintenance of the Garden and shall endeavor to make it a spot of attraction for all concerned
- c. be responsible for preservation/conservation of rare plants and species including addition of new species
- d. be responsible for formulating proper schemes/projects to be submitted to various funding agencies for further development and enrichment of the Botanical Garden
- e. perform such other duties as may be assigned to him/her by the HOD/competent authority.

30. The Archivist

The Archivist shall:

- a. function under the direct supervision and guidance of the Librarian
- b. be responsible for proper preservation and maintenance of existing manuscripts and shall continue efforts to procure additional manuscripts for preservation in the Library under the guidance of the Librarian

- c. be responsible to maintain proper liaison with the National or other Manuscript Mission(s) and shall explore possibilities of becoming beneficiaries of such missions
- d. perform such other duties and responsibilities as may be assigned to him/her by the Librarian/competent authorities.

31. The Assistant Manager, G.U. Press

The Assistant Manager, G.U. Press shall function under the supervision of the Manager, G.U. Press and shall assist him/her in all matters related to press for timely execution of works.

32. The Assistant Librarian

The Assistant Librarians shall assist the Librarian and the Deputy Librarian in all matters relating to maintenance, up keeping of the Library, timely arrival and departure of 'C' & 'D' grade employees, extending required assistance to the library users on various matters at all time.

33. The Estate Officer

The Estate Officer shall:

- a. function under the direct control and supervision of the Registrar
- b. be solely responsible for maintaining the proper records of land, building, residential quarters, other assets including movable and immovable properties
- c. be responsible to check any kind of encroachment on University properties and report actions taken thereon to the Registrar
- d. maintain proper liaison between the Administration and Engineering departments of the University
- e. be responsible for keeping the Campus free from unwanted weeds, animals and plants and shall take proper actions on beautification of the Campus including gardening both in land and water
- f. shall perform such other duties as may be assigned to him/her by the Registrar / Competent authority.

34. The Security Officer

The Security Officer shall:

- a. function under the direct control and supervision of the Registrar
- b. be the over-all in-charge of the existing Chowkidars and Habildars of the Gauhati University
- c. be responsible of assigning duties to the Chowkidars / Habildars in different departments, hostels and other establishment of the University
- d. oversee that the Chowkidars / Habildars discharge their duties properly and will report to the Registrar if any irregularities, negligence committed by Chowkidars / Habildars and recommend action to be taken
- e. be responsible for making surprise visit to the departments/ Hostels and other establishments at any time of the day or night to ensure that the Chowkidars / Habildars are in assigned posts
- f. in consultation with the respective controlling Officer / Head / Warden recommend to Registrar transfer on disciplinary ground and to take other disciplinary actions against irresponsible and negligent Chowkidars / Habildars
- g. make it mandatory for all Chowkidars / Habildars to be transferred from their existing post after expiry of 2 (two) years and the Security Officer will recommend such transfer to the Registrar. This mandatory transfer will not be applicable to those Chowkidars / Habildars to whom transfer orders had been issued earlier on disciplinary grounds
- h. be responsible for collecting the Absentee Statement from the Controlling Officers / Heads / Wardens and submit the same to the Registrar on or before the 25th day of the month. All correspondence shall be addressed to the Registrar of the University in this regard

- i. be responsible for giving replacement during the leave of a Chowkidar from the existing pool of Chowkidars. The replacement should be arranged on the day of the leave of the permanent Chowkidars
- j. maintain a list of Chowkidars / Habildars and casual Chowkidars / Habildars of the University. Replacement of Chowkidars will be only from the list of Chowkidars maintained
- k. be responsible for intimating the Heads / Wardens and other Controlling Officers the names of replacement Chowkidar placed in lieu of the permanent Chowkidars on leave
- l. have to submit a monthly report highlighting the security affairs to the Registrar in the first week of the next month
- m. perform any other duties as may be assigned to him by the Registrar / Competent authority.

35. The Headmaster / Headmistress of G.U. Model School

The Headmaster/Headmistress of G.U. Model School shall:

- a. perform the duties and responsibilities in the same line as those of Headmaster/Headmistress of the provincialised High Schools of Assam
- b. be responsible for all round development of the School
- c. be responsible for maintenance of the overall discipline of the School
- d. be have to abide by the decisions of the School advisory Committee
- e. report to the Registrar for necessary action for any administrative matter related to the teachers and staff of the School
- f. be administratively under such Service Condition Rules and Conduct Rules which the University may prescribe from time to time
- g. have the power to make part-time or acting appointment pending a permanent appointment to fill the vacancy, if such a vacancy occurs in any of the posts of the teacher by reason of leave, illness, removal or resignation or otherwise.

36. The Public Relation Officer

The Public Relation Officer shall:

- a. function under the direct control and supervision of the Registrar
- b. regularly review the news items and other matters published in the news papers and journals concerning the University and its affiliated colleges and report to the authorities.
- c. issue Press Release on behalf of the University and brief the Press about various activities in the University with the approval of the authority
- d. coordinate with the In-charge of the University Guest House, for allotment of Guest House Rooms to the Guests, arrange reception and see off for the University guests at the Airport / Railway Station, where necessary in consultation with the authority
- e. co ordinance with the University information Centre, Ambari, Guwahati and enquiry counter in the administrative block and ensure their effective functioning
- f. prepare reports from time to time on the suggestions and complaints received from public in the designated complaint boxes. He/She shall also communicate to the concerned public or issue public clarification on behalf of the University about the steps taken on the suggestions and complaints received from them
- g. issue rejoinder to news reports appeared against the University in the News Papers in consultation with the authority.

37. The Superintendent

The Superintendent of a Office of the University shall:

- a. be responsible for proper and timely activities of the Branch
- b. provide information of the Branch to the senior officers
- c. be responsible for safe custody of the files and other documents of the Branch

- d. be responsible for management of the Branch in all respects
- e. distribute the various works of the Branch to the employees under his/her jurisdiction
- f. keep proper record for absence of the employees and put up the same to the higher officer for sanction
- g. be responsible for timely arrival and departures of the employees under his jurisdiction.
- h. submit the Absentees' Statement of the staff under his / her jurisdiction to his senior officer timely
- i. maintain proper issue and receipt procedure of the files and other documents of the Branch
- j. forward all the files and other documents of the Branch through him / her with his / her note to the senior officer for further necessary action
- k. perform any other duties as may be allotted by his senior officers and Competent authority.