

(o) The Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University Employees or otherwise up to a total amount of Rs. 1,000 in a year. If the amount to be written off in a year exceeds Rs. 1,000, the Syndicate shall accord the necessary sanction for the purpose.

(p) The Vice-Chancellor shall have such other financial powers as may be delegated by the Syndicate from time to time.

20. The Vice-Chancellor shall be competent to transfer any employee or post from one institution or department maintained by the University to another such institution or department maintained by the University.

21. The Vice-Chancellor shall make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointments of substitutes are not required.

22. The Vice-Chancellor shall declare the satisfactory completion of the probation of the teachers and officers of the University provided the necessary formalities prescribed for each category are observed strictly.

23. It shall be competent to the Vice-Chancellor to—

(a) Sanction the creation of all technical and non-technical posts other than those specified in section 9 of the Act subject to provision for the same in the budget,

(b) Create and/or fill temporary posts of all categories (other than those specified in section 9 of the Act) for a period not exceeding one year at a time subject to the provision for the same in the budget.

(c) Abolish or retrench such posts, which are considered superfluous in the University subject to protection being given to the individuals as per rules in such posts.

CHAPTER VII

THE REGISTRAR, DEPUTY REGISTRAR AND ASSISTANT REGISTRAR

Statute 1. — The Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee consisting of the Vice-Chancellor as Chairman, three other Syndicate members and one expert from outside the Syndicate to be nominated by the Chancellor. His term of appointment shall be for a period of three years. However he shall be eligible for reappointment for another term of three years only by the Syndicate on the specific recommendation of the Vice-Chancellor.

**Act S. 14(1) - Registrar - Whole-time Officer.* - The Registrar shall be a whole-time salaried Officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate and the terms and conditions of service of the Registrar shall be such as may be specified in the first Statutes

2. Act S.14 (2). - The Registrar shall exercise such powers and perform such duties as may be prescribed.

3. Act S.14 (3). - In all suits and other legal proceedings by or against the University, the pleadings shall be verified and signed by the Registrar and all processes in such suits and proceedings shall be issued to, and served on the Registrar.

4. Act Statute 1 (1).- Terms and conditions of service of the Registrar: The holder of the post of Registrar shall be an academician not lower in rank than that of a University Professor or a Professor of an affiliated College.

5. Act Statute 1 (2). - The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the ordinances:

Provided that the Registrar shall hold office for a period of three years:

Provided further that the Registrar shall retire on attaining the age of fifty-eight years.

6. Act Statute 1 (3). — When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

7. Act Statute 1 (4). — (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Syndicate and to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him;

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (a) ;

(c) In any case where the inquiry discloses that punishment beyond the powers of the Registrar is called for, the Registrar, shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Syndicate against an order of the Vice-Chancellor imposing any penalty:

(d) No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant

8. Act Statute 1 (5). — The Registrar shall be the ex-officio Secretary of the Senate, the Syndicate, the Faculties and the Boards of Studies but shall not be deemed to be a member of any of these authorities.

Act Statute 1 (6). — It shall be the duty of the Registrar,

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

(b) to issue all notice convening meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(c) to keep the minutes of all proceedings of the meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the Syndicate;

(e) to supply to the Chancellor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings, and

(f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

9. *Statute 2. — Registrar to work under Vice-Chancellor.* — In the discharge of his duties, the Registrar shall generally work under the directions of the Vice-Chancellor, and in all matters of an executive nature, he shall take orders of the Vice-Chancellor.

10. *Statute 3. — Registrar to prepare Agenda, attend meetings and prepare the minutes thereof.* — It shall be the duty of the Registrar to prepare the agenda and to attend the meetings of the Syndicate, Senate, Standing Committee on Academic Affairs, and Faculties and Committees constituted by the above bodies and to prepare the minutes and place them before the Vice-Chancellor or Chairman, Convenor of the authority or body concerned, and to take appropriate action thereon.

In preparing the agenda for the meetings, he shall abide by the instructions of the Vice-Chancellor and get the agenda approved by him. In the case of urgent items to be disposed of in circulation by the Syndicate, he shall take the instructions of the Vice-Chancellor.

11. *Statute 4.* — It shall be competent for the Vice-Chancellor to assign to the Controller of Examinations or any Deputy Registrar, such administrative duties of the Registrar, as it may be deemed necessary for the expeditious and proper discharge of business.

12. *Statute 5. — Salary and Allowances of the Registrar.* — The Registrar shall be paid a salary in the grade of a University Professor. His leave, and other allowances shall be governed by the rules framed for University employees.

13. *Statute 6. — Deputy Registrar.* — It shall be competent for the Syndicate to appoint Deputy Registrars, who shall generally assist the Registrar in the discharge of his administrative duties, and carry out such duties as may be assigned to him by the Syndicate and the Vice-Chancellor. The salary, conditions of service, leave, etc., shall be such as may be prescribed in the Ordinances.

14. *Statute 7. — Assistant Registrars.* — It shall be competent for the Syndicate to appoint Assistant Registrars to generally assist the Registrar in the discharge of his duties. He will discharge such duties as may be assigned to him by the Syndicate and Vice-Chancellor. His salary, conditions of service, leave, etc., shall be such as may be prescribed in the Ordinances.

15. *Statute 8.* — The Deputy Registrar and the Assistant Registrar shall be deemed to be Officers of the University in accordance with section 9 of the Act.

16. *Statute 9. — Resignation* — The Registrar may by writing under his hand inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months' notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to accept his resignation or reversion.

It shall be in the power of the Syndicate to dispense with the services of the Registrar at any time by giving a notice of three months to him and his parent organisation from which he was deputed.

17. *Supervisory Powers* — Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in-charge of the Administration of the University Office and shall have power to fix and define the function and duties of the officers and employees of the University with the approval of the Vice-Chancellor, other than those working under the direct supervision of the Controller of Examinations, the Finance Officer and the Public Relations Officer.

18. He shall take all steps for the efficient working of the University office, subject to the prior approval of the Vice-Chancellor.

19. He shall forward applications from the non-academic employees belonging to the B,C and D Classes of the University Service for appointments outside the University, subject to the Service conditions laid down in the statute and inform the authorities action so taken.

20. The Registrar, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

21. The Registrar shall exercise such other powers as may be authorised by the Vice-Chancellor from time to time.

* Amendment: Chapter VII The Registrar, The Deputy Registrar and Assistant Registrar.

Act S.14(1 to 3) and Act Statute 1 (1 to 6) are substituted with the amended Act S.14 as follows:

Act S. 14 — The Registrar — (1) The Registrar shall be a whole-time salaried officer at the University appointed by the Syndicate and the terms and conditions of services of the Registrar shall be follows:

(i) the holder of the post of Registrar shall be an academician not lower in rank than a Professor of a college affiliated to any University,

(ii) the Registrar shall hold office for a period of three years:-

Provided that the Registrar shall retire on attaining the age of fifty eight years or, on the expiry of the period specified in this clause, whichever is earlier,

(iii) the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed,

(iv) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the

duties of the office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

2 (a) — The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Syndicate and to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increments.

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him ;

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (a) ;

(c) In any case where the inquiry discloses that punishment beyond the powers of the Registrar is called for, the Registrar, shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Syndicate against an order of the Vice-Chancellor imposing any penalty.

(d) No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant.

(3). — The Registrar shall be the ex-officio Secretary of the Senate, the Syndicate, the Faculties and the Boards of Studies but shall not be deemed to be a member of any of these authorities.

(4). — It shall be the duty of the Registrar,

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

(b) to issue all notice convening meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(c) to keep the minutes of all proceedings of the meetings of the Senate, the Syndicate, the Faculties, the Boards of Studies, the Boards of Examiners and of any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the Syndicate;

(e) to supply to the Chancellor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings, and

(f) to exercise such other powers and perform such other duties as may be specified in the statutes, the ordinances or the regulations or as may be required, from time to time, by the Syndicate or the Vice-Chancellor.

5. In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and

proceedings shall be issued to, and served on the Registrar.

— vide §.3 of the Bharathiar University and the Bharathidasan University (Amendment) Act, 1986 (Tamil Nadu Act 20 of 1986) and shall come into force on the 19.02.1986.

Financial Powers

22. He shall call for tenders/quotations for printing reports, minutes etc., and countersign the comparative statements in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise.

23. He shall sanction expenditure for the printing of reports, minutes, etc. at private presses on the basis of accepted quotations subject to the budget provision.

24. He shall sanction expenditure on account of bills for printing at the Government Press or Co-operative Press subject to the budget provision.

25. He shall sanction the printing of new forms and registers except the financial transaction of the University.

26. He shall sanction the purchase of service postage stamps upto a limit of Rs. 2,500 at a time.

27. He shall sanction petty items of contingent expenditure upto Rs. 500 on each occasion in the University office under the head "Office expenses and Miscellaneous".

28. He shall sanction the indents for stationery articles from the University Stores or to purchase them from Government or Co-operative Stores.

29. He shall call for quotations and tenders whenever necessary and prepare comparative statements, scrutinise the quotations and tenders in consultation with the Finance Officer and make recommendations to the Vice-Chancellor for accepting tenders/quotations or otherwise.

30. He shall sign contracts and other agreements on behalf of the University under the direction of the Vice-Chancellor or Syndicate.

CHAPTER VIII

FINANCE

1. *Act S. 42.* — The University shall have a General Fund to which shall be credited-

(a) its income from fees, grants, donations and gifts, if any;

(b) any contribution or grant made by the Central Government and State Government, the University Grants Commission or like authority, any local authority or any Corporation owned or controlled by the Government; and

(c) *Statute 1.* — Endowments and other receipts. The funds shall in the main be of two categories, viz.,

(a) Trust funds, such as endowment funds, provident fund, pension fund etc., and