



GONDWANA UNIVERSITY, GADCHIROLI.

Direction No.25of 2017.

QUALIFICATIONS, RECRUITMENT, TERMS OF OFFICE, DUTIES AND CONDITION OF SERVICE OF THE REGISTRAR, THE DIRECTOR OF BOARD OF EXAMINATIONS AND EVALUATION, THE DIRECTOR OF INNOVATION, INCUBATION AND LINKAGES, THE DIRECTOR KNOWLEDGE RESOURCE CENTER, THE FINANCE AND ACCOUNTS OFFICER, AND THE DIRECTOR OF SPORTSAND PHYSICAL EDUCATION OF THE UNIVERSITY, DIRECTION, 2017.

(Issued under provision of sub-section (8) of section 12 of the Maharashtra Public Universities Act, 2016.)

Whereas, the Maharashtra Public Universities Act, 2016, has come into force with effect from 1st March, 2017 i.e. Maharashtra Act No.VI of 2017;

AND

Whereas, the above mentioned Act has been made applicable to the Gondwana university, Gadchiroli by the Maharashtra Government from 1st March, 2017;

AND

Whereas, sub-section (20) of section 71 of the above mentioned Act provides that qualification, recruitment, code of conduct, terms of office, duties and conditions of service of offices of the university are the matters to be provided by the statute;

AND

Whereas, the Registrar, the Director of Board of Examinations and evaluation, the Director knowledge resource center, the Finance and Accounts officer, the Director of Innovation, Incubation and linkages and the Director of Sports and Physical Education are the other officers of the university as provided under section 10 of the above mentioned Act;

AND

Whereas, sub-section (2) of section 14 of the above mentioned Act provides that the qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

AND

Whereas, the Act, provides that the qualifications and experience for the purpose of selection of the Director of Board of Examinations and evaluation, the Director of Innovation, Incubation and linkages, and the Director of Sports and Physical Education shall be as specified by the State Government, by an order published in the official Gazette (order Nos. Sankirna- 2017/C.N. 124/2017/uE-1 dated 20/04/2017, Sankirna_2017/C.N. 124/2017UE-1 dated 20/04/2017 and Sankirna-2017/C.N. 124/2017/UE-1 dated 20/04/2017 respectively.)

AND

Whereas, definition of the word “Prescribed” is provided under sub-section (43) of section 2 of the above mentioned Act is as follows :-

“Prescribed “means Prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act.”

AND

Whereas, sub-section (2) of section 21 of the above mentioned Act provides that qualifications, experience, emoluments, and terms & conditions of service of the Director, knowledge resource center shall be as recommended by the University Grants Commission in the case of university librarian and adopted by the State Government;

AND

Whereas, Finance and Accounts officer shall be appointed having qualifications and experience as stated in sub-section (2) of section 18 of the Act;

AND

Whereas, sub-section (10) of section 12 of the above mentioned Act, provides that the Vice-Chancellor shall be the appointing and disciplinary authority for the officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above;

AND

Whereas, sub-section (2) of section 105 of the above mentioned Act, provides constitution of the selection committee for making recommendations of suitable candidates for appointment to the posts of Registrar, Director, Board of Examinations and evaluation, Finance and Accounts officer, Director of Innovation, Incubation and linkages, and Director of Sports and Physical Education;

AND

Whereas, Direction No. 154 of 2013 dated 8/2/2013 and 159 of 2013 dated 20/4/2013 were issued by the Vice-chancellor under provision of sub-section (8) of section 14 of the Maharashtra

Universities Act, 1994 in respect of Direction regarding mode of Appointment, Qualifications, powers, duties and service conditions of the Finance and Accounts officer;

AND

Whereas, Direction Nos. 155 of 2013 dated 11/2/2013 and 160 of 2013 dated 20/4/2013 were issued by the Vice-chancellor under provision of sub-section (8) of section 14 of the Maharashtra Universities Act, 1994 in respect of Direction regarding mode of appointment, qualifications, powers, duties and service conditions of the controller of Examinations;

AND

Whereas, Direction Nos. 153 of 2013, 155 of 2013, 159 of 2013 and 160 of 2013 were not converted into the statutes by placing the Draft of Statutes relating to them before such authorities for consideration and for passing the Senate;

AND

Whereas, no Statutes are passed by the senate of the university relating to qualifications, recruitments, terms of office, duties and condition of service of the Registrar, Director of Board of Examinations and evaluation, Finance and Accounts officer, Director, knowledge resource center, Director of Innovation, Incubation and linkages, and Director of Sports and Physical Education;

AND

Whereas, sub-section (9) of section 10 of the Act. Provides the Director Knowledge Resource center as another officer of the university;

AND

Whereas, the Director knowledge Resource center is included under the definition of the teacher under sub-section (61) of section 2 of the Act;

AND

Whereas, section 102 of the Act provides for selection and appointment of university teachers which is to be made applicable for the selection and appointment of the Director knowledge resource center;

AND

Whereas, the Vice-chancellor has issued Direction No. 189 of 2016 dated 10/3/2016 in respect of University Grants Commission Regulations on Minimum qualifications for appointment of teachers and other academic staff in the university and colleges and measures for the maintenance of standards in Higher Education, 2010, Direction, 2016 under which the

qualifications and experience for recruitment to the post of university Librarian is provided and the said post is now redesignated as Director knowledge resource center;

AND

Whereas, existing Directions in the university, having Nos. 154 of 2013, 155 of 2013, 159 of 2013, and 160 of 2013, are proved inconsistent in respect of qualifications and experience for recruitment to the posts of the Director of Board of Examinations and evaluation and Finance and Accounts officer of the university and the said directions are automatically lapsed in the light of the provision made under proviso of section 12 (8) of the Act;

AND

Whereas, no statute is passed by the senate prescribing qualifications and experience for recruitment to the posts of the Registrar, the Director of Board of Examinations and evaluation, the Director knowledge resource center, and the Finance and Accounts officer of the university;

AND

Whereas, the matter is required to be regulated by the statutes;

AND

Whereas, passing of the statutes by the senate and assenting it to by the Hon'ble chancellor is time consuming process;

AND

Whereas, there is an emergency for providing sub-ordinate legislation to regulate the matter.

Now, therefore, I, Dr. N.V. Kalyankar, Vice-chancellor, Gondwana University, Gadchiroli, in exercise of the powers vested on me under provision of sub-section (8) of section 12 of the Maharashtra Public universities Act, 2016, do hereby issue following Direction :-

1. This Direction shall be called "Qualifications, recruitment, terms of office, duties and conditions of service of the Registrar, the Director of Board of Examinations and evaluation, the Director of Innovation, incubation and linkages, the Director knowledge resource center, and the Finance and Accounts officer, and the Director of Sports and Physical Education of the university, Direction, 2017."
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context requires otherwise :-
 - a) 'Act' means the Maharashtra Public Universities Act, 2016, i.e. Maharashtra Act No. VI of 2017;

- b)** ‘Registrar’ means the other officer of the university as provided under sub-section (3) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (3) of section 14 of the Act;
- c)** ‘Director of Board of Examinations and evaluation’ means the other officer of the university as provided under sub-section (5) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (3) of section 17 of the Act;
- d)** ‘Director knowledge resource center’ means the other officer of the university as provided under sub-section (9) of section 10 of the Act and to be appointed by the Vice-chancellor under powers vested in him/her vide sub-section (3) of section 21 of the Act;
- e)** “Director of Innovation, incubation and linkages” means the other officer of the university as provided under sub-section (8) of section 10 of the Act and to be appointed by the Vice-Chancellor under powers vested in him/her Vide sub-section (3) of section 20 of the Act.
- f)** “Director of Sports and Physical education” means the other officer of the university as provided under sub-section (12) of section 10 of the Act to be appointed by the Vice-Chancellor under provision vested in him/her Vide sub-section (3) of section 24 of the Act.
- g)** ‘Finance and Accounts officer’ means the other officer of the university as provided under sub-section (6) of section 10 of the Act and to be appointed by the Vice-Chancellor under powers vested in him/hervide sub-section (4) of section 18 of the Act.
- h)** ‘Management council’ means the Management council of the university as constituted under provision of sub-section (4) of section 30 of the Act;
- i)** ‘U.G.C.’ means the university Grants Commission established under the university Grants Commission Act, 1956;
- j)** ‘University’ means the Gondwana university, Gadchiroli, mentioned in the schedule of the Act;
- k)** ‘Vice-chancellor’ means the Vice-chancellor of the university appointed by the chancellor under provision of sub-section (4) of section 11 of the Act;
- l)** ‘Selection Committee’ means the selection committee constituted under provision of sub-section (2) of section 105 of the Act for making recommendations of suitable candidates for appointment to the post of Registrar, Director of Board of Examinations and evaluation, Finance and Accounts officer, Director of Innovation, Incubation and linkages, and Director of Sports and Physical education.
- m)** ‘Selection Committee’ means the selection committee constituted under provision of sub-section (2) of section 102 of the Act for making recommendation of suitable candidates for appointment to the post of Director knowledge resource center.
- n)** ‘State Government’ means the Government of Maharashtra;

- o) 'Chancellor' means the Governor of Maharashtra, for the time being, be the chancellor of the university, by virtue of his office, he shall be the Head of the university;
- p) 'College' means a college affiliated to the university situated in the university area or jurisdiction.
- q) 'Pro-vice-chancellor' means a person appointed by the Chancellor as pro-vice-chancellor of the university as provided under sub-section (6) of section 13 of the Act.
- r) 'Teacher' means a person as defined under sub-section (61) of section 2 of the Act.
- s) 'Maharashtra Civil Services Rules' means the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 which shall be applicable for the officers and employees of the university

4 a) Qualifications and experience for recruitment to the posts of the Registrar, shall be as follows :-

(i) A Master's Degree with atleast 55% of marks or its equivalent grade of 'B' in the U.G.C. 7-point scale (5% relaxation in Master's Degree to S.C./S.T. & Departmental candidates).

(ii) Atleast 15 years of experience as Assistant professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(iii) Candidates fulfilling, the above mentioned, eligibility conditions and working as Deputy Registrar/equivalent administrative officer in the university shall be preferred.

(iv) i) In addition to the qualification mentioned in para 4 a)(i) & (ii) above, the candidate shall possess the qualification in computer operation within two years from the date of his/her appointment, if he/she does not possess, a certificate in computer operation prescribed by the Director of the Information Technology, Govt. of Maharashtra.

OR

Certificate of DOEAC societies "CCC" or "O" level or "A" level or "B" level or "C" level or MS-CIT or GECT certificate of Maharashtra state,

higher technical education department. However, the qualification at (iv) i) above shall be exempted in case of departmental candidates of the Gondwana university, Gadchiroli who have passed the prescribed computer skill test of the respective level conducted by the university.

ii) Those who have passed the following examinations, shall be exempted from the above mentioned computer qualifications:-

- Degree or Diploma in Computer Technology/Computer Science & Engineering/Information Technology and Post-Graduation/Advanced Diploma in Computer Applications, ADCSSAA awarded by the Board of Technical Education, Maharashtra State.
- Degree/Diploma awarded by all the Government recognized universities in Computer Technology/Computer Science & Engineering/Information Technology and Post-Graduation/Advanced Diploma in Computer Applications, Computer Application systems and Analyst.

iii) The candidates from the university service or from the service of Government of Maharashtra, who have crossed the age of 50 years shall be exempted from the qualification of computer operation.

iv) Ph.D. shall be a desirable qualification.

v) The candidate should have proficiency in Marathi and English language.

b) Qualifications and experience for recruitment to the post of Director, Board of Examinations and evaluation shall be as follows :-

(a) Master's Degree with atleast 55% marks of any statutory university or its equivalent grade of 'B' in the U.G.C. 7 point scale.

(b) Relaxation :-

(i) The minimum requirement of 55% marks at the Master's Degree level is relaxable up to 5% for the existing incumbents who are already in the University system.

(ii) A relaxation of 5 % may be provided, from 55% to 50% of the marks at the Master's level for the S.C./S.T. category candidates.

(iii) A relaxation of 5 % may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991.

(c) Experience :-

(i) Atleast 15 years of experience as Lecturer (Senior Scale/Lecturer with 8 years' experience in Reader's/Associate Professor's grade along with experience in educational administration commensurate with revised pay scale and designation of the UGC.

OR

- (ii) Comparable experience in Research Establishment and/or other Institution of Higher Education.

OR

- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

- (iv) Good knowledge of computer is necessary.

d) Minimum aggregate experience of 5 years in the examination work of University.

e) shall have proven experience of use of technology in education and examination systems.

- c) Qualifications and experience for appointment of Finance and Accounts officer shall be as stated below :-**

“who is a chartered accountant or a cost accountant, with professional experience not less than five years.”

- d) Qualifications and experience for recruitment to the post of Director knowledge resource center shall be as follows :-**

- (i) A Master's Degree in Library Science/Information Science/Documentation with atleast 55% of marks or its equivalent grade of 'B' in the U.G.C. 7 point scale and consistently good academic record set out in Direction No. 189 of 2016.

A relaxation of 5% may be provided, from 55% to 50% of the marks at the Master's Degree level for the :-

a) S.C./S.T. category candidates, and

b) Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991.

- (ii) At least 13 years as a Deputy Librarian in a university library or 18 years experience as a college Librarian.

- (iii) Evidence of innovative Library service and organization of published work.

- (iv) Desirable:- A M.Phil./Ph.D. degree in library science /Information Science/documentation/archives and Manuscript-keeping.

- (v) In addition to the qualification prescribed under para 4 b) above, the qualification and conditions mentioned under para 4 a) (iv) shall be applicable.

- e) Qualifications and experience for recruitment to the post of Director of Innovation, Incubation and linkages shall be as follows :-**

i) Professor/Principal with minimum aggregate teaching experience of 15 years.

OR

Research Scientist of Grade-F with minimum aggregated research experience of 10 years.

OR

Research Scientist or Professional from the industrial sector with a proven minimum aggregate industrial/Entrepreneurial experience of 15 years in the process of establishment of an Enterprise/Industry and formation and execution of collaborations/linkages at National/International University or Institution or Industry,

(ii) Should have successfully executed two major research/consultancy/Industrial Projects out of which at least one should be a collaborative/joint projects with linkages at premier National/International University or institution or Industry.

(iii) knowledge in the field of Intellectual Property Rights and aspects associated therewith desirable.

f) Qualifications and experience for recruitment to the post of Director of Sports and Physical education shall be as follows :-

- (i) Ph.D. Physical Education.
- (ii) Experience Atleast 10 years as a University Deputy Director of Sports/ Physical Education or 15 years university Assistant Director of Sports/ Physical Education/College Director of Sports/Physical Education or 10 years as Certified National Coach.
- (iii) Participation in at least two National/International seminars/conference.
- (iv) Consistently good appraisal report.
- (v) Evidence of organizing competitions and conducting camps of at least two week's duration.
- (vi) Evidence of having produced good performance team/athletes for competitions at State/National/Interuniversity/combined University etc.
- (vii) Preference shall be given to a candidate who has been honored with official State/National level award like Arjun award, Dronacharya award, Shiv Chatrapati award etc.

5. Candidate for each of the post shall not be less than 45 years of age, unless already in the service of the university or affiliated college.

6. a) The posts of the Registrar and Director of BoardofExaminations and evaluation, Director of Innovation, Incubation and linkages, and Director of Sports and Physical education shall be tenure posts. The tenure shall initially be for a period of five years or till the age of superannuation whichever is earlier, and the candidate shall be eligible for re-appointment for only one more term of five years in the university in which he/she is serving by following the required procedure for recruitment to the relative post. The age of retirement from the post, during the tenure period, shall be 58 years of age for a candidate from the non-teaching cadre

and 60 years of age for a candidate from the teaching cadre. The post shall carry retirement benefits according to the Government rules applicable to the post.

- b) The post of Finance and Accounts officer shall be tenure post. The tenure shall be for five years or till the age of superannuation whichever is earlier. The age of retirement from the post shall be 58 years for candidate from non-teaching cadre and 60 years for the candidate from teaching cadre.
 - c) The post of Director, knowledge resource center shall be permanent post for appointment. The age of retirement from the said post shall be 60 years of age. The initial appointment to the said post shall be for one year probation period. The appointment to all the posts included in this Direction shall be terminated after giving one month's notice or one month's salary in lieu of such notice during the period of probation or during the period of tenure, as the case may be. The candidate, confirmed to the post, shall have to give three months' notice or three month's salary in lieu of such notice for tendering resignation of the post and this condition shall also be followed by the university for terminating the services of the Director, knowledge resource center..
7. A candidate who desires to apply for any Post mentioned in this Direction shall have to submit a declaration in prescribed form regarding small Family, as per the provision made in Notification No.SRV 2000/(CR(17/2000))/XII, dated 28th March,2005 of General Administration Department, Mumbai- 400032.
 8. The Reservation for 'Female' candidate will be in accordance with the Government Resolution No. MISC1096/ -2 dated1st August 1997 issued by the women's and child welfare Department.
 9. An applicant already in the employment either in temporary capacity or in permanentcapacity in the university or in the affiliated college or outside the university or in the government agency shall have to submit his/her application through proper channel regarding 'No objection' on or before the last date prescribed for submitting anapplication for the relative post .An applicant may submit an advance copy of an application form, in lieu of 'No objection' from the proper channel, on or before the last date prescribed for the purpose.
 10. A committee, of not more than three persons, shall be appointed by the vice-Chancellor, to scrutinize the validity of the application forms for the relativepost, in the light to perform duty as provided under sub-section (5) of section 12 of Act. The committee, in the light of advertised qualifications and experience, shall Scrutinize the application form received on or before the last date prescribed for submitting an application form and decide the validity of the applicant candidatesalongwith the following:-
 - a) Whether the application is with incomplete and/or erased and /or wrong information in respect of educational qualifications, experience, age etc.
 - b) Whether the certificates annexed with the application form are attested.
 - c) Whether the prescribed fee is paid by the applicant.

- d) Whether the application is received through proper channel, if the applicant is in employment.
- e) Whether the applicant has submitted the declaration required to be submitted with an application.
- f) Whether the application is received in the university on or before the last date prescribed for the purpose.

The recommendations of the committee shall be subject to the approval of the vice-chancellor. No correspondence shall be made with the applicant candidate regarding invalidity of an application form and the reasons therefor.

- 11. An applicant shall have to attend an interview/test, if conducted, at his/her own expenses.
- 12. Canvassing, directly or indirectly, if any, to strengthen the candidature is prohibited and shall be liable for declaring disqualification for the post.
- 13. Every post of university officer mentioned in this direction to be filled in by selection shall be duly and widely advertised according to the draft approved by the vice chancellor, together with particulars of the minimum and additional qualifications as prescribed, the emoluments and the number of posts to be filled, the number of posts which are reserved for the members of the S.C or S.T. or other backward classes or Female and reasonable time to be determined by the Vice-Chancellor, shall be allowed within which the applicants may, in response to the advertisement, submit their applications. All updates and instructions regarding recruitment shall be updated on Gondwana University, Gadchiroli website.
- 14. Subject to revision by the state Government, the pay band & AGP/Grade pay for the Posts mentioned in this Direction shall be as mentioned below:-

Sr.No.	Post	Pay band & AGP	category
1	Registrar, Director of Board of Examinations and evaluation, Finance and Accounts officer, Director of Innovation, Incubation and linkages, and Direction of Sports and Physical Education	Rs. 37400-67000 AGP Rs.10000	Having U.G.C. qualification and teaching experience
		Rs. 37400-67000 AGP Rs.8900	For other candidates
2	Director, Knowledge resource center	Rs.37400-67000 AGP Rs.10000	For all

- 15. a) There shall be a selection committee for making recommendations of suitable candidates for appointment to the Posts of the Registrar, the Director of Board of Examinations and evaluation, the Finance and Accounts officer, Director of Innovation, Incubation and linkages, and Direction of Sports and Physical Education

- b) The selection committee shall consist of-
- (a) the vice-chancellor, chairperson;
 - (b) the chancellor's nominee on the Management Council;
 - (c) two experts having special knowledge in the field related to the post to be filled, who are not connected with the university and affiliated colleges or recognized institutions, nominated by the Chancellor;
 - (d) One person belonging to scheduled castes or scheduled tribes, or other Backward classes, nominated by the vice-chancellor;
 - (e) One elected principal or teacher who is a member of Management Council to be nominated by the Management Council.
 - (f) The Director of Higher Education or his nominee not below the rank of the joint Director of higher education;
 - (g) the Registrar member-secretary :-

Provided that, where the Registrar himself is a candidate for the post then in such case, the Pro-Vice-chancellor shall be the member secretary.

c) i) **Selection committee for making recommendations for appointment of Director, knowledge resource center shall consist of the following members:-**

- (a) the Vice-Chancellor or the pro-vice-chancellor upon directions of the Vice-chancellor - Chairperson.
- (b) one person, not below the rank of professor, nominated by the Chancellor;
- (c) the Dean of the faculty concerned as a member, secretary;
- (d) the Head of the university department or a head of the concerned school of multidisciplinary institution, nominated by the Vice-chancellor;
- (e) not less than three experts nominated by the management council out of a panel of not less than six names of experts not connected with the university recommended by the Academic council, who have special knowledge of the subject for which the Director is to be selected.
- (f) one person not below the rank of professor or principal belonging to scheduled castes or scheduled tribes or De-notified tribes (vimukta Jatis) or Nomadic Tribes or other backward classes, nominated by the Chancellor;
- (g) one principal who is a member of Management council to be nominated by the Management council.
- (h) Director, Higher education or his nominee not below the rank of Joint Director;

- (i) Director, Technical Education or his nominee not below the rank of joint Director;
- ii) the quorum to constitute a meeting of the selection committee shall be four members, of whom atleast two shall be persons nominated under clause (e) above.
- d) The meeting of the selection committee shall be convened on the date determined by the Vice-chancellor (chairperson) by a notice issued by its secretary.
- e) The quorum for the meeting of the selection committee (excluding the committee for selection to the post of Director, knowledge resource center) shall ordinarily be one third of the members. If there is no quorum, the meeting shall be adjourned by the chairperson to a specific time on the same day and no quorum shall be necessary for such adjourned meeting.
- f) Save as otherwise provided, matter or proposal on the agenda shall be decided by a majority of votes of members present. The chairperson shall have a vote. In case of equality of votes, the chairperson shall have casting vote. The secretary, if not a member, shall have right to participate in the deliberations but shall not have the right to vote.
- g) When the chairperson so provided for is absent and pro-Vice-chancellor is not appointed in the university, the members present shall elect a person from amongst themselves to preside at the meeting.
- h) The date of the meeting of selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, being given to each member and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him/her at least seven days before the date of meeting.
- i) The selection committee shall interview and adjudge the merits of each candidate regarding his/her performance in the interview. If found suitable, shall recommend a panel of names arranged in order of merit, for nomination to the post as mentioned below :-

Registrar, Director of Board of Examinations and evaluation, Director of Innovation, Incubation and linkages, Director of Sports and Physical Education, Finance and Accounts officer, and Director, Knowledge Resource Center.	}	to the Vice- Chancellor
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- j) The Vice-chancellor shall nominate one of the person recommended by the selection committee as the Registrar, Director Board of Examinations and

evaluation, Finance and Accounts officer, Director, knowledge resource center, Director of Innovation, Incubation and linkages, and Director of Sports and Physical Education, as the case may be.

Provided that the Vice-chancellor shall record reasons in writing if he/she decides, to alter the order of merit recommended by the selection committee for the said nomination. However such alteration shall be given effect only after getting assent to it from the Hon'ble Chancellor.

- k)** The Vice-chancellor shall issue the appointment order to the person recommended by the selection committee.
- 16.** The powers and duties of the post of the Registrar, Director of Board of Examinations and evaluation, the Finance and Accounts officer, Director, knowledge resource center, Director of Innovation, Incubation and linkage, and Director of Sports and Physical education shall be as mentioned in Appendices A, B, C, D, E and F respectively appended with this Direction.
- 17.** Upon promulgation of this Direction, Direction No. 216 of 2016 in respect of "Qualifications, recruitment, terms of office, duties and condition of service of the Registrar, the Controller of Examinations, the Librarian of the University library and the Finance and Accounts Officer of the University, Direction, 2016." shall stand repealed.

Sd/-

Gadchiroli.

(Dr. N. V. Kalyankar)

Date :- 29/07/2017 Vice-chancellor

Duties of the Registrar of the university.

1. As a chief Administrative officer of the university, the Registrar shall perform following duties :-
 - (a) Shall work directly under the superintendence, direction and control of the Vice-Chancellor;
 - (b) Shall act as a member secretary of the senate, Management council, Academic council and such other authorities, bodies and committees as prescribed by or under the Act;
 - (c) Shall be the appointing and disciplinary authority of the employees of the university other than the teachers, non-vocation academic staff and officers of the rank of Assistant Registrar and other officers holding Posts equivalent thereto or above,
 - (d) Shall enter into agreements, subject to the decisions of the authorities of the university;
 - (e) Shall sign documents and authenticate records on behalf of the university;
 - (f) Shall be the custodian of the records, the common seal and such other property of the university as the Management council may commit to his charge;
 - (g) Shall conduct elections to various authorities and bodies of the university as per the programme approved by the Vice Chancellor;
 - (h) Shall prepare and update the handbook of the statutes, and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all the members of the authorities and officers of the university;
 - (i) Shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action; and
 - (j) Shall render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource center, musicians, workshops and equipment is made by such person or persons or body of persons as directed by the Vice-chancellor;
 - (k) Shall organize training and orientation of non-teaching employees in the university and affiliated colleges;
 - (l) Shall place before the Management council a report of the development authorities of the university every six months;
 - (m)
 - (n) Shall seek information in regard to any matter of the university, from the Deans, Finance and Accounts officer and any other officer of the university for submission to the state Government and other external agencies;
 - (o) Shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him/her by the Vice-chancellor and pro-vice-chancellor, from time to time.

Appendix-B

Duties of the Director of Board of Examinations and evaluation of the university.

1. As the principal, officer-in-charge of the conduct of university Examinations, tests and evaluation and declaration of their results, the Director of Board of Examinations and evaluation shall perform following duties:-
 - (a) Shall be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;
 - (b) Shall be the Member-secretary of the Board of Examinations and evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;
 - (c) Shall be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
 - (d) Shall evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;
 - (e) Shall prepare and announce in advance the program of examinations after seeking approval of the Board of examinations and evaluations;
 - (f) shall arrange for printing of question papers;
 - (g) shall Postpone or cancel examinations, in part or in whole, in the event of mal-practices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-chancellor ;
 - (h) Shall take disciplinary action, where necessary, against the candidates, paper-setters, examiners, Moderators, or any other persons connected with examinations and evaluation, found guilty of mal-practices relating to the examinations and evaluation;
 - (i) Shall review from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of examinations and evaluation;
 - (j) Shall strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;
 - (k) Shall take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;
 - (l) Shall implement decisions taken by the various university authorities, connected with the examination and evaluation process;
 - (m) Shall implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programs;
 - (n) Shall organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation;

- (o) Shall ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
- (p) Shall arrange for proper assessment of performance of candidates at the examinations and process the results;
- (q) Shall ensure that answer books for all degree examinations are assessed through the central assessment system;
- (r) Shall ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
- (s) Shall carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
- (t) Shall undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accompanied;
- (u) Shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-chancellor and Pro-vice-chancellor, from time to time;

Duties of the Finance and Accounts officer of the university:-

1.As a principal finance, accounts and audit officer of the university, the Finance and Accounts officer shall perform following duties.

- a) Shall exercise general supervision over the funds of the University and advise the Vice-Chancellor as regards the finances of the university;
- b) Shall hold and manage the funds, property and investments including trust and endowed property, for furthering the objects of the University, with the approval of the Vice-chancellor;
- c) Shall ensure that the limits fixed by the University for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
- d) Shall keep watch on the state of cash and bank balances and investments;
- e) Shall ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advice the Vice-Chancellor on the methods to be employed in this regards;
- f) Shall perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;
- g) Shall get the accounts of the university audited, regularly;
- h) Shall ensure that the registers of buildings, land, equipment and others assets are maintained up-to-date and that the stock measurement of equipment's and other consumable materials in all the offices, conducted colleges, workshops and stores, are conducted regularly;
- i) Shall propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
- j) Shall propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vocation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;
- k) Shall call for, from any office, centre, laboratory, conducted college, department of the University or University institution, for any information and returns that he thinks, necessary for the proper discharge of his financial responsibilities.

- l) Shall maintain the minutes of the meetings of the Finance and Accounts Committee;
- m) Shall be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates(budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;
- n) Shall prepare financial reports as required by the various authorities or bodies entry the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;
- o) Exercise such other powers and perform such other duties as prescribing by or under the Act or assigned to him by the Vice-Chancellor and pro-vice-chancellor, from time to time.

Duties of the Director, knowledge resource center :-

- 1.** Director, knowledge resource center shall perform following duties-
 - (a)** Shall be a member-secretary of the knowledge resource center committee and shall ensure proper implementation of the decisions taken by the knowledge resource centre committee;
 - (b)** Shall be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the knowledge resource center;
 - (c)** Shall evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the knowledge resource centre are not lost or damaged, and no irregularities take place in the knowledge resource center.
 - (d)** Shall cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the knowledge resource centre committee;
 - (e)** Shall responsible for the development, modernization, upkeep the management of the university library or libraries;
 - (f)** Shall render assistance and guidance to the concerned officer at knowledge Resource center on the Sub-campus of the university;
 - (g)** Shall render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
 - (h)** Shall conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
 - (i)** Shall create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
 - (j)** Shall undertake any other task assigned to him by the university authorities to ensure that the objectives of knowledge Resource Centre are accomplished;
 - (k)** Shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-chancellor and pro-vice-chancellor, from time to time;

Duties of the Director of Innovation, Incubation and linkages :-

1. Director of Innovation, Incubation and linkages shall perform following duties :-

- (a) Shall lead and provide vision to the center for Director of Innovation, Incubation and enterprise with his/her dynamism and enterprises;
- (b) Shall spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;
- (c) Shall organize training, programmes for creating awareness on the importance of entrepreneurship;
- (d) Shall organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;
- (e) Shall work towards creating a liaison with national and international bodies and agencies involved in creating, and developing entrepreneurial skills in students;
- (f) Shall take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;
- (g) Shall conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;
- (h) Shall implement policies and strategies for promotion of international linkages with premier and international universities and institutions as envisaged by the Board of National and International Linkages and the university authorities;
- (i) Shall process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;
- (j) Shall oversee and monitor administration of Foreign Student's Assistance cell which gives facility of a Single window operation to the foreign students;
- (k) Shall process the applications received from foreign students for their visits to other parts of India;
- (l) Shall supervise the working of the Migrant Indian Students Cell established for providing Single Window Operation for students coming from other parts of the country;
- (m) Shall undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, incubation and Enterprise and Board of National and International Linkages are accomplished;
- (n) Shall exercise such other powers and perform such other duties, as prescribed by or under the Act or assigned to him by the Vice-chancellor and Pro-Vice-chancellor, from time to time.

Duties of the Director of Sports and Physical Education :-

1. Director of Sports and Physical Education shall perform following duties :-

- (a) Shall cultivate excellence in various domains of sports and also shall promote a spirit of healthy competition;
- (b) Shall promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;
- (c) Shall co-ordinate and organize activities related to various sports jointly with regional and national bodies;
- (d) Shall organize university level competitions, sports skill development camps in various sports on the university campus;
- (e) Shall train students for regional, national and international competitions in various sports;
- (f) Shall prepare the report of the Board of Sports and Physical Education to be submitted before the Senate;
- (g) Shall undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
- (h) Shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-chancellor and Pro-Vice-chancellor, from time to time.