

## THE NORTH-EASTERN HILL UNIVERSITY STATUTES

- of any Committee appointed by the authorities of the University;
- (c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Boards of Schools and of any Committee appointed by the authorities of the University;
- (d) To conduct the official correspondence of the Court, the Executive Council and the Academic Council;
- (e) To supply to the Visitor, copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of such meetings;<sup>1</sup>
- (f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) To perform such other duties as may be specified in these statutes, the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.

### **Finance Officer**

5. (1) The Finance Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose or on deputation from an organised Accounts Service. The appointment of the Finance Officer shall be for a period of five years and in the case of deputation on usual Government of India's deputation terms. He shall be a whole-time salaried officer of the University;
- (2) Provided that the Finance Officer shall retire from office on attaining the age of sixty two years;<sup>2</sup>
- (3) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose;
- (4) The Finance Officer shall be *ex-officio* Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee;

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1. The earlier provisions of sub-clause (e) of clause 6 of Statute 4 were deleted as approved vide Ministry of Human Resource Development, Govt. of India, letter No. F.8-32/91 – Desk (U) dated 19<sup>th</sup> November, 1991 and subsequently sub-clause (f), (g) and (h) were renumbered as (e), (f) and (g).

2. Statute-5 is amended vide Ministry of Human Resource Development, G.O.I. Letter No. F.8-30/99/Desk(U), dated 2nd June, 2000.

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- (5) The Finance Officer shall:
- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
  - (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by these Statutes or the Ordinances:

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.

- (6) Subject to the supervision and control of the Vice-Chancellor with accountability to the Executive Council, the Finance Officer shall.<sup>1</sup>

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investment;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;
- (g) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and
- (h) call for from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

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1. Clause (6) of Statute 5 is amended vide Ministry of Human Resource Development, Department of Education, G.O.I. letter No. F.8-38/95-Desk(U), dt. 24.7.1996.

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(7) The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

### **Controller of Examinations<sup>1</sup>**

5A. (1) The Controller Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.

(2) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Ordinances.

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.<sup>2</sup>

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

### **Dean of School of Studies**

6. (1) Every Dean of a School of studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and he shall be eligible for re-appointment.

Provided that a Dean on attaining the age of superannuation shall cease to hold office as such.

Provided further that if any time there is no Professor in a School, the Vice-Chancellor, or a Pro-Vice-Chancellor if authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.

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

(3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School. The Dean shall have such other functions as may be prescribed by the Ordinances.

1. The entire Statute 5A was added vide Ministry of Education, GOI letter No. F.8-14/84-Desk (U) dated 29.11.1985.

2. Clause(2) of Statute 5A amended vide MHRD, G.O.I. Letter No. F.8-30/99/Desk (U), dt. 2/6/2000.