

THE NORTH-EASTERN HILL UNIVERSITY STATUTES

(2) It shall be the duty of the Vice-Chancellor to see that this Act, these Statutes, the Ordinances and the Regulations are duly observed, and he shall have all powers necessary to ensure such observance.

(3) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic council and the Finance Committee.

Pro-Vice-Chancellor

3. (1) Every Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council.

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a Professor.

(2) The term of office of a Pro-Vice-Chancellor shall be co-terminus with that of the Vice-Chancellor and he shall be eligible for re-appointment.¹

Provided that a Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years.

The emoluments and other terms and conditions of service of a Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.

(3) A Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

Registrar

4. (1) The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.²

1. Clause 2 of Statute 3 amended vide MHRD, GOI, letter No.F.8-41/95-Desk(U), dt. 4/11/ 1996.

2. Statute 4 is amended vide MHRD, G.O.I. Letter No. F.8-30/99/Desk(U), dt. 2/6/ 2000.

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(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 retire on attaining the age of sixty-two years.

(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 shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(4) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment:

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 sub-clause (a).

(c) In a case where the inquiry discloses that a 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 Executive Council against an order of the Vice-Chancellor imposing any penalty.

(5) The Registrar shall be *ex-officio* Secretary of the Executive Council, the Academic Council and the Boards of Schools, but shall not be deemed to be a member of any of these authorities. He shall be *ex-officio* Member-Secretary of the Court.

(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 Executive Council shall commit to his charge;

(b) To issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Boards of Schools, the Boards of Studies, the Board of Examiners and

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- 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;¹
- (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;²
- (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;

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 19th 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.