



# **NALSAR University of Law, Hyderabad**

(University established by Act 34 of 1998)

'Justice City', Shameerpet,

Medchal District, Hyderabad - 500101, Telangana, India.

## **Powers and duties of Officers and employees** **[Section 4(1)(b)(ii)]**

### **The Vice-Chancellor:-**

- (1. (i) The Vice-Chancellor shall be a whole time salaried officer of the University;
- (ii) the Vice-Chancellor shall be appointed by the Chancellor from out of a Panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a committee constituted under clause (iii);

Provided that if the Chancellor does not approve of any of the persons so recommended he may call for fresh recommendations;

- (iii) the Committee referred to in clause (ii) shall consist of three members of whom one shall be nominated by the Academic Council, one by the Chairman, University Grants Commission and one by the Chancellor and the person nominated by the Chancellor shall be the convener of the Committee provided that no person who is an employee of the University shall be nominated as the member of the Committee.
- (iv) the Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he attains the age of seventy years, whichever is earlier, and he shall be eligible for re-appointment for further term(s) till he attains the age of seventy years;

Provided that the Chancellor may require the Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one year as may be specified by him.

- (v) the emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed by Regulations.
  - (vi) if the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties due to ill health or any other cause, the Chancellor shall have the authority to designate a Professor of the University to perform the functions of the Vice-Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.
- (2) The Vice-Chancellor shall;
- (i) ensure that the provisions of this Act, Statutes and Regulations are duly observed, and he shall have all powers as are necessary for that purpose;
  - (ii) convene the meetings of the General Council, the Executive Council,



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- the Academic Council and shall perform all other acts, as may be necessary to give effect to the provisions of this Act;
- (iii) preside over the meetings of the General Council in the absence of the Chancellor;
  - (iv) be the competent authority to appoint the teachers, librarians, Accounts Officer and other officers in consultation with the Chancellor on the recommendations of the Selection Committee appointed by the Executive Council thereof for that purpose in accordance with the guidelines prescribed;
  - (v) be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
  - (vi) have all powers relating to the maintenance of proper discipline in the University;
  - (vii) if, in the opinion of the Vice-Chancellor, any emergency has arisen which requires immediate action be taken, he shall take such action as he may deem fit and shall report the same for confirmation in the next meeting of the authority which in the ordinary course would have dealt with the matter.

## The Registrar:-

- (1) The Registrar shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by the Executive Council and headed by the Vice-Chancellor on such terms and conditions of service as it may specify subject to the provisions of Statutes and Regulations
- (2)
  - (i) The Registrar shall be *Ex-Officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings. He shall note and maintain the minutes of meetings;
  - (ii) The Registrar shall be the principal adjutant of the Vice-Chancellor in all matters pertaining to the administration of the University. The Executive Council may entrust to him special responsibilities and powers;
  - (iii) The Registrar on the recommendations of the relevant Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the non-teaching staff including employees of last grade service and contingent staff. He shall be competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed;
  - (iv) The Registrar shall comply with all directions and orders of the Executive Council and Vice-Chancellor
  - (v) The Registrar shall be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge.



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## **Other Officers/Employees of the University**

- **The Proctor, Chief Warden and Wardens** are responsible for maintaining students discipline on campus and in the Hostels. They discharge their duties as assigned by the Vice-Chancellor from time to time.
- **Administrative Officers:** The other administrative officers i.e., Accounts Officer, Assistant Registrars, Assistant Engineers etc. work under the supervision and guidance of the Registrar.
- **All other staff members :** All other employees attend to their works as assigned by their Reporting Officers and under the supervision of the Reporting Officers and the Registrar.