

Powers and Duties of the Vice-Chancellor:

- (i) The Vice-Chancellor shall be the ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- (ii) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iii) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (iv) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
- (v) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.
- (vi) The Vice-Chancellor shall have the authority to delegate his/her powers for day-to-day work to the Pro-Vice Chancellor(s)/Directors, Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard.
- (vii) As the Chairman of the authorities, bodies and committees of the University, the Vice-Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committees for persisting to obstruct or stall the proceedings or for indulging in behaviours unbecoming of a member.
- (viii) The Vice-Chancellor shall be responsible to allocate responsibilities and to audit the performance of the Officers, faculty members, staff and students against the expected standards.
- (ix) The Vice-Chancellor shall pass such orders and take such measures that are necessary to implement any of the above.

Powers and Functions of Directors of campuses:

1. Each campus of the University, other than the main campus at Hyderabad, will be headed by a Director. The Director of Campus of the University will be appointed by the Executive Council on the recommendations of the Vice-Chancellor.
2. The term of the Director of a campus shall be co-terminus with that of the Vice-Chancellor.
The Vice-Chancellor at his/her discretion may recall the Director at any time of his/her term.
3. The Director shall be a Member of the University Court. He/she shall also be a Member of the Academic Council of the University.
4. The Director shall be the administrative head of the Campus concerned. He/she shall superintend and control the staff (both academic and non-academic) assigned to the Campus and for that purpose exercise such disciplinary control as may be necessary.
5. The Director shall have full powers to sanction all kinds of leave, such as casual leave, special casual leave, earned leave, half-pay leave and medical leave to members of staff.
6. With the prior permission of the Vice-Chancellor, the Director can appoint temporary staff.
7. The Director will have the freedom and full powers to incur expenditure within the financial estimates of the university ear-marked for the Campus according to norms, forms, rules and regulations of the English and Foreign Languages University.
8. He/she shall conduct all the academic programmes/courses of the university at the campus as per the academic schedule of the university.
9. The Director shall select students for admission to different courses at the campus, regulate their boarding, lodging and discipline.
10. The Director shall send a brief report about the working of the Campus for inclusion in the Annual Report of the University.
11. The Director shall prepare draft Budget estimates/Revised Estimates by September every year for inclusion in the Budget/Financial Estimates of the University. He/she shall also send proposals for inclusion in the Five Year Plan Proposals of the University.
12. The Director shall with the help of accounts department of the campus prepare annual accounts of the campus and send the same to the main campus at Hyderabad for the purpose of audit.
13. The Director will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

Duties 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 and of any Committees appointed by those authorities;
- (c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (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 the authorities of the University as soon as they are issued and the minutes of such meetings;
- (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 the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

Duties of the Finance Officer:

- (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 the Statutes or the Ordinances.

Responsibilities and Duties of Controller of Examinations:

The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.

- (i) The Controller of Examinations shall be responsible for coordination and conduct of examinations and timely publication of results.
- (ii) The Controller of Examinations shall, any matter arising out of any conflict regarding marks/grades, expulsion from examination, non-cooperation of faculty in conducting examination related duties etc., place before the Vice-Chancellor all such matters following due procedure as given in the Ordinances. The Vice-Chancellor's decision on the matter shall be final and binding.
- (iii) The Controller of Examinations shall organize for the moderation of the question papers before each examination in consultation with the concerned Deans and Heads.
- (iv) The Controller of Examinations shall organize a meeting of the Moderation Committee for declaration of Result. The Committee shall consist of five members nominated by the Vice-Chancellor for a term of two years.
- (v) The Controller of Examinations shall ensure that confidentiality in all matters of examination is maintained. Any breach of confidentiality in this regard shall invite severe punishment.
- (vi) The Controller of Examinations shall be responsible for arranging all stationery for the purpose of examinations, grade cards and certificates with care and confidentiality. She/he has to maintain the record of the use of the stationery items.

Duties and Responsibilities of Librarian:

The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

- (i) The Librarian shall be responsible for preservation and maintenance of the holdings, assets and properties of the library.
- (ii) The Librarian shall be responsible for the maintenance of discipline inside the library premises.
- (iii) Purchase orders for books and subscription of journals and periodical including e-resources shall be placed by the Librarian.

Expenditure on these and other heads shall be maintained by the Librarian and she/he shall keep an account of these and submit the same to the Finance Officer from time to time. All payments on expenditure of the Library shall be done by the Finance Department only on the recommendation of the Librarian.

- (iv) In coordination with the Library Committee, the Librarian shall take necessary steps for the improvement of the library services.

Powers and Functions of the Executive Council: (1) The Executive Council shall have the power of management and administration powers and of the revenues and property of the University and the conduct of all administrative affairs functions of the University not otherwise provided for.

(2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—

- (i) to create teaching and other academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff: Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council;
- (ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and the Directors of University, Institutes and Heads of independent Centres on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (iii) to recognise persons as University recognised teachers in the manner prescribed by the Ordinances;
- (iv) to create administrative, ministerial and other necessary posts (including Chairs) and to make appointments thereto in the manner prescribed by the Ordinances;
- (v) to grant leave of absence to any salaried officer of the University other than the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
- (vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- (viii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
- (ix) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- (x) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (xi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xii) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xiii) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiv) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;

- (xv) to select a common seal for the University and provide for the custody and use of such seal;
- (xvi) to make such special arrangements as may be necessary for the residence of women students;
- (xvii) to institute fellowships, scholarships, studentships, medals and prizes;
- (xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; and
- (xix) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the Statutes.

Powers and Functions of the Academic Council: Subject to the provisions of the Act, the Statutes and the Ordinances, the Academic Powers and Council shall, in addition to all other powers vested in it, have the following powers, functions of namely:

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards;
- (b) to bring about and promote inter-School co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- (c) to consider matters of general academic interest either on its own initiative, or on a reference by a School or the Executive Council, and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.