

DUTIES & RESPONSIBILITIES OF DEPUTY REGISTRAR (GENERAL)

I- ESTABLISHMENT

1. Service matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University of Mysore.
2. Service matters, such as appointments, promotions, retirement, disciplinary action, sanction of leave etc., in respect of technical staff working in the University Engineering Division, Mysore University Printing Press & Prasaraanga, ORI, Computer Centre, University Library.
3. Maintenance of sanctioned scale register and gradation list of both teaching and non-teaching employees
4. Implementation of revision of pay scales to the Non-Teaching employees as per the relevant Government Orders issued by the Government from time to time.
5. Implementation of UGC Pay Scales to the Teaching Staff of the University.
6. Appointments on Compassionate grounds
7. Inter-University Transfers
8. Extension of Career Advancement to University teachers as per UGC guidelines
9. Framing of Statute relating to creation of Teaching & Non-Teaching posts
10. Any other work pertaining to service matters

NOTE:- The above work will be carried out with the assistance of one Assistant Registrar (Est), 2 Superintendents and 9 Case workers.

**DUTIES & RESPONSIBILITIES OF
DEPUTY REGISTRAR (PLANNING, DEVELOPMENT
AND IMPLEMENTATION)**

1. Submission of proposal to UGC under plan grants.
2. Receiving and utilization of UGC Grant sanctioned for specific item such as construction of building, purchase of equipments, Books and Journals, Payment of Salary to teachers appointed during the plan period.
3. Sending Progress Report, Statement of Expenditure, Utilization certificate, completion report etc.,
4. Sanction of estimates in respect of Building works undertaken with the assistance of UGC.
5. Sending plan of action to the State Government and getting released the development grant from the Government every year and sending Progress report regularly.
6. Sanction of estimates in respect of building works undertaken out State Development Grant.
7. Framing of statute for the creation of teaching posts sanctioned by the UGC during a particular plan period and correspondence with the Government.
8. Institution of courses sanctioned by the UGC.
9. Correspondence relating to Cultural Exchange Programmes.
10. Awards of Post-Doctoral Fellowship, Commonwealth Fellowship, INSA, Shastri Indo Canadian Fellowships, Rajiv Gandhi National Fellowship for SC/ST students, Full bright Fellowships, etc.,
11. Issue of customs duty exemption certificate and correspondence with the Central Government for renewal etc.,
12. Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC.

13. Research Project sanctioned by other Funding Agencies like DST/DBT/CSIR/FF/State Government/MHRD/NBHM/ISRO/DANIDA/DRDO/Central Silk Board/ BARC/DAE/GOI Forest and Environment/AICTE/ICMR/ICAR/NATP. etc.,
14. FIP sanctioned by UGC to University/teachers.
15. Financial Assistance to teachers to attend conferences, seminars, workshops in and outside India with the Financial aid from UGC and other Agencies.
16. Establishment of CIST
17. Furnishing replies to LA/LC/LS/RS questions.
18. Establishment of EMMRC
19. Correspondence with UGC relating to publication grants.
20. Correspondence with UGC relating to Special Assistance Programme for various Department of Studies.
21. Award of UGC Fellowship/UPG Fellowship/CSIR/ ICSSR ICAR/ICMR etc.,
22. Correspondence relating to Center for Women studies project of UGC.
23. Award of Cash Prize to Scientists under Prof. H.Sankegowda Research Award.
24. Maintenance of Drosophila Stock Centre and Central Animal house.
25. Awarding UGC Pay Scales to University Teachers as and when the same is revised by the UGC.
26. Establishment of chairs and appointment of Visiting Professors.
27. Correspondence relating to NCHS.
28. Establishment of Dr. B.R.Ambedkar Research and Extension Centre.
29. Award of Emeritus Professorship
30. Establishment of Regional Science Park in the University with the assistance of State and Central Governments.

Note: All the above work is carried out with the assistance of one Assistant Register, one Superintendent and Eight Case workers.

DUTIES & RESPONSIBILITIES OF VICE-CHANCELLOR

The Vice-Chancellor is the Principal Executive of the University and exercise General control over the affairs of University. He exercises all powers necessary for maintenance of discipline in the University.

He is the Ex-Officio Chairman of the Academic Council, the Syndicate and the Finance Committee. He presides over the meetings of the authorities or bodies of the University.

He convene the meetings of the Academic Council, the Syndicate and Finance Committee and perform all such acts necessary to carryout and give effect to the decisions of these authorities.

DUTIES & RESPONSIBILITIES OF REGISTRAR

Registrar is the ex-officio Member Secretary of Academic Council and the Syndicate and member of the Finance Committee.

He is the custodian of the records, Common Seal and other property of the University.

He issue notices convening the meeting of the Syndicate, Academic Council, Faculties, the Board of Studies and any Authority of the University and keep minutes of all such meetings. Supply to the Chancellor and State Government Offices, the Agenda of the meetings of the Authority of the University and the minutes of the meeting within a month of holding of the meeting.

He exercises such other powers and performs such other duties as may be prescribed by the statutes, ordinances or Regulations and as may be allocated to him from time to time by the Vice-Chancellor.

He is assisted by Five Deputy Registrars and Four Assistant Registrars.

DUTIES & RESPONSIBILITIES OF REGISTRAR (EVALUATION)

He is a member of the Syndicate, the Academic Council, Finance Committee and all the Faculties.

He is in-charge of the conduct of examination and other related work, and performs such other duties as may be prescribed by the statutes or ordinances or as may be allocated to him by the Vice-Chancellor.

He is assisted by Two Deputy Registrars (Evaluation) and Three Assistant Registrars (Evaluation).

DUTIES & RESPONSIBILITIES OF FINANCE OFFICER

Finance Officer is the ex-officio member of the Academic Council and Finance Committee.

Subject to the control of the Finance Committee exercises such powers and perform such functions as prescribed by the Statutes, Ordinance and Regulations or as required from time to time by the Vice-Chancellor or the Registrar.

He assisted by one Deputy Finance Officer and Three Assistant Finance Officers.

DUTIES & RESPONSIBILITIES OF DIRECTOR OF STUDENT WELFARE

Maintenance of Hostels and Welfare measures to be taken for the students residing in the following 14 Hostels of the Mysore University.

- 1) N.R.S.C Hostel , Manasagangotri, Mysore
- 2) Dr.B.R.Ambedkar's Hostel, Manasagangotri, Mysore
- 3) University Hostel –2, Saraswathipuram, Mysore
- 4) Students Village, Manasagangotri, Mysore
- 5) Goutham Hostel, Manasagangotri, Mysore
- 6) Postgraduate Men's Hostel, MG, Mysore (Main Block)
- 7) Postgraduate Men's Hostel (New Wing) MG, Mysore
- 8) Postgraduate Women's Hostel (Old Wing) MG, Mysore
- 9) Postgraduate Women's Hostel (New Wing) MG, Mysore
- 10) Physical Education Hostel, University of Mysore, Mysore
- 11) Maharaja's College Hostel, University of Mysore, Mysore
- 12) SC/ST Hostel, Chamarajanagar
- 13) Postgraduate Hostel, Postgraduate Centre, Hassan
- 14) Postgraduate Hostel, Postgraduate Centre, Mondya

DUTIES & RESPONSIBILITIES OF DIRECTOR ,COLLEGE DEVELOPMENT COUNCIL

1. Award of teacher fellowship under UGC-Faculty Improvement Programme.
2. Correspondence relating to inclusion of Colleges under Section 2 (f) and 12(B) of UGC Act 1956.
3. Implementation of schemes sanctioned by UGC to affiliated colleges during plan periods.
4. Correspondence relating to affiliation to Postgraduate Courses and recognition of Research Centers.
5. Constitution of Local Inquiry Committee for inspection of Colleges.
6. Correspondence relating to grant of Autonomy to Colleges, grant of affiliation and approval of appointment of teachers to B.Ed Colleges in Mysore, Mandya, Chamarajanagara and Hassan District and affiliation of undergraduate colleges convey under the jurisdiction of above 4 districts.