



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Estt:- Vice Chancellor - Delegation of powers to Pro-Vice Chancellor, Registrar and Joint Registrar I (Admn.) - Modification to University Order - Approved - Orders issued.

ADMINISTRATION A 1 SECTION

No. 3455/AD A 1/2019/MGU

Priyadarsini Hills, Dated: 23.07.2019

- Read:-* 1. U.O. No. 3321/AD A1/2019/MGU dated 17.07.2019.
2. Note No. VC.702/01/109/2019 dated 20.07.2019 from the Vice Chancellor.
3. Note No. VC.702/01/111/2019 dated 22.07.2019 from the Vice Chancellor.

ORDER

As per reference read (1) above, certain powers and functions of the Vice Chancellor were delegated to the Pro-Vice Chancellor, Registrar and Joint Registrar I (Admn). Thereafter it has been brought to the notice of the Vice Chancellor that certain modifications are required to the University Order under reference for the smooth functioning of the University Office. Therefore, on the basis of the suggestions received, sanction has been accorded by the Vice Chancellor as per 11(6) of the Mahatma Gandhi University Act 1985 and Statute 14 A (Chapter 2) of the Mahatma Gandhi University Statutes 1997 to delegate certain powers and functions vested with him to the the Pro Vice Chancellor, Registrar and Joint Registrar I (Admn) as detailed hereunder. Accordingly, the University Order read above stands cancelled.

Powers delegated to the Pro-Vice Chancellor

A. Examination

1. To approve all examination related files submitted by the Controller of Examinations, except appointment of Examiners.
2. To grant exemption from production of Attendance Certificate in respect of language to students studying in colleges, in which that language is not taught, provided the conditions laid down are satisfied.
3. Special concessions to differently-abled candidates/Mentally challenged candidates except dyslexia.
4. To approve modification of results consequent on revaluation, award of grace marks, etc.
5. To grant individual recognition of the Degrees and Examinations of other Universities and Boards which are approved by the Academic Council of this University u/s 25 (xii) of the Mahatma Gandhi University Act.
6. To approve Model Question Papers on recommendation of Board of Studies.
7. To approve draft mark lists/Tabulation Registers.
8. To sanction all expenses related to examination up to a limit of Rs.1,50,000/- against specific Budget provisions.
9. To award Grace marks as per rules.

10. To approve rank lists of students for admission to University Departments/Schools.

B. Administration/Academic

11. To declare satisfactory completion of Probation of Section Officers/equivalent posts, up to and including Joint Registrars and University Teachers except Professors.
12. To sanction Duty Leave/Special Casual leave to University Teachers, except Professors and Head of the Departments/Schools.
13. To recommend and approve applications for ordinary leave of University Teachers, except Professors and Heads of the Departments/Schools.
14. To sanction Leave of all kinds above six months and up to one year (other than extra ordinary Leave, special disability leave and study leave) to all university employees and Teachers up to the rank of Associate Professors.
15. To sanction Leave of all kinds up to one year (except extraordinary leave) to employees from the rank of Assistant Registrar to Joint Registrar and to teachers above the rank of Assistant Professors to Associate Professors.
16. To sanction sale by auction of fallen trees belonging to the University and for removal of such trees.
17. To sanction release of stipend to SC/ST Development Department/Tribal Welfare Department.
18. To sanction grants, Scholarships, JRF, etc., as per rules.
19. To sign certificates to be issued to students participating in DPE, DSS and NSS activities.
20. To sanction loans and advances covered by Budget Provisions to the employees and Teachers of the University.
21. To exercise the powers of Chairperson, Staff Welfare Fund.
22. To sanction Medical Re-imbusement claims up to Rs. 50,000/- in individual cases and up to Rs. 1,50,000/- in files more than one case.
23. To sanction closure of FBS and GIS.
24. To sanction Inter-Collegiate and Inter-University transfer of students.
25. To dispose off unserviceable articles where the book value does not exceed Rs. 50,000/- in each case by following all procedures as per rules.
26. To sanction petty items of contingent expenses above Rs. 50,000/- up to Rs. 1,00,000/-
27. To sanction re-appropriation of funds up to Rs. 1,00,000/- from one major head to another provided that such re-appropriation does not involve any recurring liability, that is, a liability which extends beyond the financial year in question.
28. To accord sanction for all works original or repairs above Rs. 1,00,000/- and up to Rs. 1,50,000/- as per provisions.
29. To sanction pay fixation proposals of Section Officers/equivalent and up to the rank of Joint Registrars.
30. To sanction pay fixation proposals of Assistant Professors of Departments/Schools.

All Examination related files, except those involving financial liabilities, on the above delegated functions shall be submitted to the Pro-Vice Chancellor by the Controller of Examinations. The files which require concurrence/remarks from Finance Wing shall be routed through the Registrar. The Registrar, after seeking necessary concurrence/remarks from the Finance Officer on files of financial matters, shall be forwarded to the Pro-Vice-Chancellor.

All other files on the above delegated functions in respect of Administration, Academic and Examinations, which involve financial concurrence, shall be routed through the Registrar. The files originated from the Finance, Accounts and Audit Branches, which do not require administrative sanction, can be submitted by the Finance Officer directly to the Pro-Vice-Chancellor, for orders on the respective delegated functions.

All other files relating to Administrative, Academic or Financial matters which are not delegated to the Pro-Vice Chancellor, shall be forwarded to the Vice-Chancellor by the Registrar/CE/FO in order to speedy disposal of the cases.

Powers delegated to the Registrar

1. To transfer and post employees up to the rank of Section Officers/equivalent posts.
2. To sanction declaration of Probation of employees below the rank of Section Officers/equivalent posts.
3. To sanction all kinds of leave up to a period of six months (except special disability leave and study leave) to employees up to the rank of Assistant Registrars/equivalent posts and to University Teachers of the rank of Assistant Professors.
4. To sanction increments to all employees of the rank of Section Officers and above, and to Teachers up to the rank of Assistant Professors.
5. To sanction telephone charges, electricity charges, taxes and other inevitable payments admissible as per rules.
6. To sanction petty items of contingent expenditure up to Rs. 50,000/- in each case.
7. To sanction TA advance up to Rs. 25, 000/-
8. To confirm auction where the total amount does not exceed Rs. 50,000/-
9. To sanction refund of EMD/Security for works up to Rs. 25,000/-
10. To engage temporary/contract teachers and others in statutory Departments/Schools from an approved rank list to the vacancies already sanctioned by the Syndicate/Vice-Chancellor.
11. To approve Rank List of Security Staff on daily wages in University Departments/Schools.
12. To sanction payment for repair of vehicles, purchase of spare parts and minor repairs for the amount which does not exceed Rs.1,00,000/-
13. To sanction purchase of stationary items, other petty purchases for the amount which does not exceed Rs. 1,00,000/-
14. To sanction provisional payment to employees and teachers of the University not exceeding Rs.1,00,000/- for items covered by Budget provisions and as per rules.
15. To sanction transfer of funds from one minor head to another minor head within a major head.
16. To accord sanction for all original/repair works to a maximum of Rs. 1,00,000/- as per provisions and subject to availability of funds.
17. To sanction advances for departmental purposes up to a limit of Rs. 1,00,000/- against specific budget provisions where the scheme concerned has been sanctioned by a competent authority.
18. To seek opinion of Chairperson, Board of Studies and Deans of Faculties for processing the applications of eligibility/equivalency certificate.

Powers delegated to Joint Registrar I (Admn)

1. To sanction medical reimbursement claims up to Rs. 10,000/- in individual cases and up to Rs. 25,000/- in files including more than one case.
2. To sanction bi-monthly payment of fuel charges not exceeding an amount of Rs. 1,50,000/-
3. To sanction petty items of contingent expenditure up to Rs. 10, 000/- in each case.
4. To sanction expenditure of purchase of stationery items, other petty purchase, the amount of which does not exceed Rs. 25,000/-
5. To sanction increments to all employees below the rank of Section Officers/equivalent posts.
6. To sanction pay fixation proposals of all employees below the rank of Section Officers/equivalent posts.
7. To attest pension books of all employees and teachers of the University except those of Branch Officers.
8. To sanction refundable/non refundable PF advance to all employees and teachers of the University.

Orders are issued accordingly.

Sd/-

PREMKUMAR R

ASSISTANT REGISTRAR I (ADMIN)
For REGISTRAR

Copy To

1. All Sections / Departments / Schools / Centres
2. PS to Vice Chancellor / Pro-Vice Chancellor
3. PA to Registrar / Controller of Examinations / Finance Officer
4. AR/DR/JR (Administration/ Academic/ Finance/ Examinations)
5. PRO/Content Management Section/IQAC
6. Joint Director, Kerala State Audit, M.G. University
7. Statistical Unit/ SF/FC/Day file/Records section

Forwarded / By Order

Section Officer