

**FUNCTIONS AND DUTIES OF MIZORAM UNIVERSITY**

The functions and duties of Mizoram University as enshrined in the Mizoram University Act 2000 is enumerated in Section 4 and 5 of the said Act and is reproduced below:

**Section 4:**

*The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may seem fit, to make provisions for integrated courses in humanities, natural and physical sciences, social sciences, forestry and other allied disciplines in the educational programmes in the University; to take appropriate measures for promoting innovations in teaching learning process, inter-disciplinary studies and research; to educate and train manpower in the development of the State of Mizoram; and to pay special attention to the improvement of the social and economic conditions and welfare of the people of the State, their intellectual, academic and cultural development.*

**Section 5:**

*The University shall have the following powers namely:-*

1. *To provide for instructions in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advancement and dissemination of knowledge.*
2. *To grant, subject to such condition as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examination, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause.*
3. *To organize and to undertake extramural studies, training and extension services.*
4. *To confer honorary degree or other distinctions in the manner prescribed by the statutes.*
5. *To provide facilities through the distance education system to such persons as it may determine.*
6. *To institute Principalships, Professorship, Readerships, Lectureships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Lecturerships, or other teaching or academic positions.*
7. *To recognize an institute of higher learning for such purposes as the University may determine and to withdraw such recognition.*
8. *To recognize persons for imparting instructions in any college or institution admitted to the privileges of the University.*
9. *To appoint persons working in any other University or organization as teacher of the University for a specified period.*
10. *To create administrative, ministerial and other posts and to make appointment thereto.*
11. *To co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and such purposes as the University may determine.*
12. *To establish, with the prior approval of the Central Government, such center and specialized laboratories or other units for research and instruction as are, in the opinion of the University necessary for the furtherance of its objects.*
13. *To institute and award fellowships, Scholarships, Studentships, Medals and prizes.*
14. *To establish and maintain Colleges, Institution and Halls.*
15. *To make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organizations, as the University may deem necessary.*
16. *To organize and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff.*
17. *To admit to its privileges colleges and institutions within the State of Mizoram not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; to recognize, guide, supervise, and control Halls not maintained by the University and other accommodation for students, and to withdraw and such recognition.*
18. *To appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University.*

19. *To confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the statutes.*
20. *To determine standards of admission to the University, which may include examination, evaluation or any other method of testing.*
21. *To demand and receive payment of fees and other charges.*
22. *To supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare.*
23. *To lay down conditions of service of all categories of employees, including their code of conduct.*
24. *To regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary.*
25. *To make arrangements for promoting the health and general welfare of the employees.*
26. *To receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable, including trust endowment properties for the purposes of the University.*
27. *To borrow, with the approval of the Central Government, on the Security of the property of the University, money for the purposes of the University.*
28. *To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.*

Other pertinent sections of the Act are also reproduced below:

**Section 7(1):**

The jurisdiction of the University shall extend to the whole of the State of Mizoram.

**Section 8:**

The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

## Manual No. 2

### Powers and duties of the officers and employees of Mizoram University

Section 10 of the Mizoram University Act 2000 enumerates the officers of the University as follows:

1. **The Vice-Chancellor**
2. **The Pro-Vice-Chancellor**
3. **The Deans of Schools**
4. **The Registrar**
5. **The Finance Officer**
6. **The Librarian, and**
7. Such other officers as may be declared by the Statutes to be the officers of the University.

In accordance to 7 above, the Statutes have prescribed **Heads of Departments** (Statute No. 7), a **Proctor** (Statute no. 8) and **Controller of Examinations** (Statute no. 43) for the University.

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

The powers and duties of the Vice-Chancellor are enumerated in Statute No. 2 of the University and is reproduced below:

##### ***Powers and duties of the Vice-Chancellor***

1. *The Vice-Chancellor shall be 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.*
2. *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.*
3. *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.*
4. *The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.*
5. *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.*
6. *The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council and the Finance Committee.*

#### **The Pro- Vice-Chancellor**

The powers and duties of the Pro-Vice-Chancellor are enumerated in Clause (4) of Statute No. 3 of the University and is reproduced below:

*The 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 delegates to him by the Vice-Chancellor.*

#### **The Deans of Schools**

The powers and duties of the Deans of Schools are enumerated in Clause (3) and (4) of Statute No. 6 of the University and is reproduced below:

*The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.*

The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

### **The Registrar**

The powers and duties of the Registrar are enumerated in Clause (5), (6) and (7) of Statute No. 4 of the University and is reproduced below:

*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 order of the Executive Council and to suspend them pending inquiry, to administer warnings 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 has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.*

*An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).*

*In case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon concluding 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.*

*The Registrar shall be ex officio Secretary of the Executive Council, the Academic Council and the College Development Council, but shall not be deemed to be a member of any of these authorities and he shall be ex officio Member-Secretary of the Court.*

*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 charges;*
- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the College Development 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, the College Development Council and of any committees appointed by those authorities;*
- (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the College Development Council;*
- (e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;*
- (f) 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;*
- (g) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleading or depute his representative for the purpose; and*
- (h) 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*

### **The Finance Officer**

The powers and duties of the Finance Officer are enumerated in Clause (5), (6), (7) and (8) of Statute No. 5 of the University and is reproduced below:

*The Finance Officer shall be ex officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.*

*The Finance Officer shall –*

- (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.*

*Subject to the control of the Executive Council, the Finance Officer shall –*

- (a) hold and manage the property and investments of the University including trust and endowed property*
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.*
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;*
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;*
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;*
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up to date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialized Laboratories, Colleges and Institutions maintained by the University;*
- (g) bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and*
- (h) call for from any office, Centre, Laboratory, College or Institution maintained by the University and information or returns that he may consider necessary for the performance of his duties.*

*Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money*

### **The Librarian**

The powers and duties of the Librarian are enumerated in Clause (2) of Statute No. 9 of the University and is reproduced below:

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

### **The Heads of Departments**

The powers and duties of the Heads of Departments are enumerated in Clause (5) of Statute No. 7 of the University and is reproduced below:

A Head of a Department shall perform such functions as may be prescribed by the Ordinances.

### **The Proctor**

The powers and duties of the Proctor are enumerated in Clause (1) of Statute No. 8 of the University and is reproduced below:

*The Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.*

### **The Controller of Examinations**

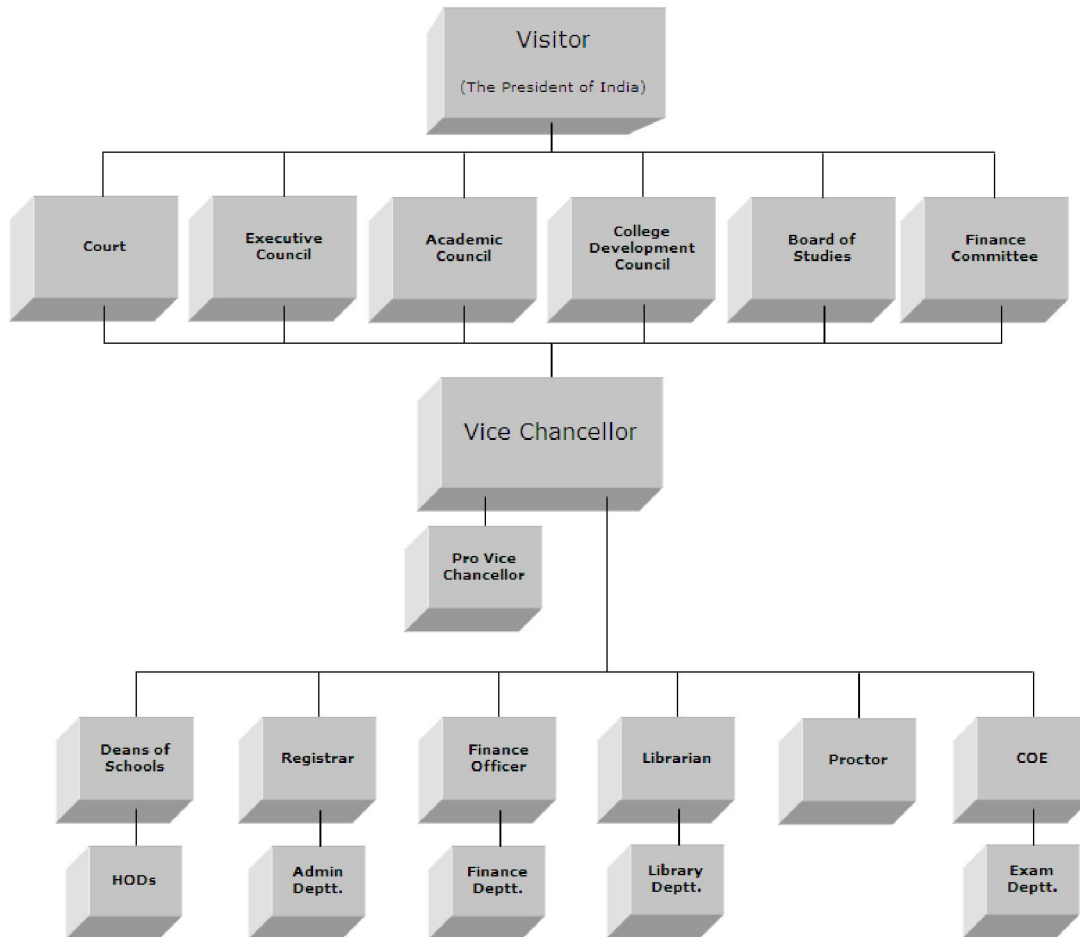
The powers and duties of the Controller of Examinations are enumerated in Statute No. 43 of the University.

### Manual No. 3

## Procedure followed in the decision making process, including the channels of supervision and accountability

The organizational structure of the University is presented below:

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The Principal of Pachhunga University College, the only Constituent College of the University, reports directly to the Vice Chancellor.

## **Manual No. 4**

### **Norms set by Mizoram University in the discharge of its functions**

Mizoram University does not have a separate listing of norms in discharging its functions. The Mizoram University Act 2000 itself defines the norms and standards to be followed in the exercise of its functions. Besides the Act, the various Statutes and Ordinances created also define many standards to be followed. In the day to day functioning of the University, rules, orders, guidelines, regulations and the like issued by the University Grants Commission and by the Government of India are complied with. The Mizoram University Act 2000 and the various Statutes and Ordinances issued by the University can be seen in the University website at [www.mzu.edu.in](http://www.mzu.edu.in). Regarding the UGC guidelines, the same can be obtained from the UGC website at [www.ugc.ac.in](http://www.ugc.ac.in). The Government of India Rules and Regulations followed by the University are listed in Manual No. 5 prepared under the same compilation as this Manual.

## **Manual No. 5**

### **Rules, Regulations, Instructions, Manuals and Records held by Mizoram University under its control or used by its employees for discharging its functions**

The following Rules, Regulations, Instructions, Manuals and Records are held by Mizoram University and are used by its employees for discharging their functions:

1. The Mizoram University Act 2000.
2. The Statutes of the University made under Section 27 of the Act.
3. The Ordinances of the University made under Section 28 of the Act.
4. Rules and Regulations prepared by the University under Section 29 of the Mizoram University Act.
5. The guidelines/notifications issued by the University Grants Commission for Central Universities regarding:
  - (a) Revision of pay scales, minimum qualification for appointment of teachers, other measures for maintenance of standards.
  - (b) Career advancement schemes for teachers.
  - (c) Recruitment rules for non-teaching staff.
  - (d) Utilization of funds for specific schemes/ grants such as construction of buildings, payment of scholarships, assistance to SC/ST students etc.
  - (e) Other guidelines received on issues relating to any matter being implemented / to be implemented in the University.
6. Government of India Rules and Regulations on service matters such as:
  - (a) FR & SR Part I (General Rules).
  - (b) FR & SR Part II (TA Rules).
  - (c) FR & SR Part III (Leave Rules).
  - (d) FR & SR Part IV (DA Rules).
  - (e) FR & SR Part V (HRA & CCA Rules).
  - (f) General Financial Rules 2005.
  - (g) CCS Rules i.e. LTC, CCA, Conduct Rules etc.
  - (h) Other Rules, regulations, orders, notifications etc. issued from time to time.
7. Other guidelines, instructions and orders issued by competent authorities such as funding agencies for the University's academic projects /construction projects.



## **Manual No. 6**

### **Categories of documents that are held by Mizoram University**

The documents held by Mizoram University are categorized in terms of the Department holding them. As such, the documents may be categorized as follows:

1. Vice Chancellor's Cell documents.
2. Pro-Vice Chancellor's Cell documents.
3. Deans Office documents.
4. Academic departments documents.
5. Administration department documents.
6. Finance department documents.
7. Examination department documents.
8. Library department documents.
9. Sport department documents.
10. Engineering Cell documents.
11. Director (Academic & Conference) Cell documents.
12. Director (CDC) Cell documents.
13. Health Center documents.

## **Manual No. 7**

### **Any arrangement that exist for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof**

Mizoram University does not have any arrangement that exist for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.

## **Manual No. 8**

### **Statement of Boards, Councils, Committees and other bodies. Whether meetings of these bodies are open to public or minutes of such meetings are accessible to the public**

Section 18 of Mizoram University Act 2000 specifies the following:

*The following shall be the authorities of the University:-*

1. *the Court;*
2. *the Executive Council;*
3. *the Academic Council;*
4. *the College Development Council;*
5. *the Board of Studies;*
6. *the Finance Committee; and*
7. *such other authorities as may be declared by the Statutes to be the authorities of the University.*

The Statutes of the University also specify the following Committees/ Councils:

- (a) *Selection Committees*
- (b) *Alumni Association*
- (c) *Students' Council*

The Ordinances of the University have also specified the following bodies:

- (a) BUGS (Board of Undergraduate Studies)
- (b) BPGS (Board of Postgraduate Studies)
- (c) School Board
- (d) Board of Research Studies
- (e) Planning Board

The meetings of all the above-mentioned Committees, Boards, Councils etc. are not open to the public nor are the minutes of meetings of the bodies made accessible to the public as on date.

The duties, functions, constitution, frequency of meetings, etc. of these bodies is presented in the University's website at [www.mzu.edu.in](http://www.mzu.edu.in)

**Manual No. 9**

**Budget allocation to MZU's agencies**

| <b>Agency</b>   | <b>Plans</b>   | <b>Proposed Expenditure* (Rs. In Lakhs)</b> | <b>Disbursements made (Rs. In Lakhs)</b> |
|-----------------|--|---|--|
| CPWD            | Construction of Administrative Building                  | 253.93                                      | 83.93                                    |
| CPWD            | Construction of School of Social Sciences                | 669.20                                      | 86.01                                    |
| CPWD            | Construction of School of Earth Sciences & NRM           | 988.60                                      | 157.32                                   |
| CPWD            | Construction of Central Library                          | 689.10                                      | 61.77                                    |
| CPWD            | Construction of NRSC                                     | 67.47                                       | 40.21                                    |
| CPWD            | Construction of Integrated Academic Blocks               | 169.94                                      | 152.01                                   |
| CPWD            | Construction of Men & Women's Hostels                    | 51.5  | 43.65                                    |
| CPWD            | Construction of Classroom cluster                        | 45.21                                       | 15.06                                    |
| CPWD            | Construction of Power & Elect. System                    | 87.55                                       | 12                                       |
| CPWD            | Construction of Water Harvesting & System                | 162.35                                      | 50                                       |
| CPWD            | Construction of Liquid waste treatment & disposal system | 113.3                                       | 25                                       |
| CPWD            | Construction of Campus Internal Road Network             | 287.86                                      | 157.41                                   |
| Govt.of Mizoram | Geological & Topographical survey.                       | 42.1  | 36.29                                    |
| CPWD            | Repair of Approach Road to MZU Campus Tanhril            | 34.04                                       | 11.35                                    |
| CPWD            | Construction of Residential Quarters                     | 154.91                                      | 123.34                                   |
| CPWD            | Construction of School of Humanities                     | 477.30                                      | 159                                      |
| CPWD            | Construction of School of Economics and Management       | 423.84                                      | 140                                      |
| CPWD            | Construction of School of Life Sciences                  | 694.46                                      | 230                                      |
| Mizoram PWD     | Construction of Life Sciences Building at PU College     | 105.66                                      | 0  |
| Mizoram PWD     | Construction of New Academic Building at PU College      | 49.23                                       | 0  |

\* The Proposed Expenditure is the Administrative/Approval & Expenditure/Sanction (A/A & E/S) amount approved by the Building Committee & Finance Committee of MZU.

### **Manual No. 10**

#### **Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes**

**Mizoram University does not execute any subsidy programmes.**

### **Manual No. 11**

#### **Particulars of concessions, permits or authorizations granted by Mizoram University**

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Mizoram University does not provide any concessions, permits or authorizations to any individual or body.

In matters of appointment & promotions of teaching & non teaching staff, admissions to students etc. concessions are given to different sections of society such as physically handicapped, SC/STs as per the Government of India Rules amended from time to time.

Regarding permits or authorizations, Mizoram University does not provide any permits or authorizations to any individual or body.

### **Manual No. 12**

#### **Details of information available to or held by Mizoram University reduced in electronic form**

For information available to Mizoram University in electronic form, the information accessible in the web pages of other organizations as accessible to the general public is the only available source. The University does not obtain nor does it ask for any information from any source in electronic format.

Regarding the information held in electronic form, at present, only the contents of the website of Mizoram University at [www.mzu.edu.in](http://www.mzu.edu.in) is the information available in electronic form. However, as the Finance Department is in the process of computerization of its operations, it is expected that information relating to Annual Accounts, receipts & payments, employee details regarding remuneration, Provident Fund accumulations etc. will soon be generated in electronic format.

### **Manual No. 13**

#### **Facilities available to citizens for obtaining information including the working hours of a library or reading room meant for public**

In Mizoram University, till recently, there was no separate facility for the general public for obtaining information regarding any matter, other than by requesting to the concerned authorities of the University for the required information. However, as a result of the implementation of the Right to Information Act 2005, facilities have now been made available for the citizens for obtaining information from the University subject to the provisions of the abovementioned Act.

Insofar as the working hours of a library or reading room is concerned, Mizoram University does not have a library or reading room meant for the public. The Central Library of the University is meant for use of only its members i.e. students, teaching, non-teaching staff of MZU.