

दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi

सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078

दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://ddu.collegedu.ac.in>

MANUAL 2 Section 4(1)(b)(ii)

Powers and Duties of the Governing Body:

Subject to the Act, Statutes and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers:-

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.
 - i. To consider the Annual Report, the Annual Accounts and the Financial Estimates.
 - ii. To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
 - iii. To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).
 - iv. To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.
 - v. To grant on the recommendation of the principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
 - vi. To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
 - vii. To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.

Deen Dayal Upadhyaya College

(University of Delhi)

viii. To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.

ix. To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.

x. To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.

xi. To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

1. Powers of Chairman:

(i) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.

i. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

1. Treasurer:

a. The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

b. The Treasurer shall advise the Governing Body in regard to its financial policy.

c. The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.

d. The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.

e. The Treasurer shall be the custodian of the funds and securities of the College.

f. Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realise interest, dividend, bonds or profit due thereon.

g. All suits and proceedings by or against the College affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.

Deen Dayal Upadhyaya College

(University of Delhi)

h. The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

1. Powers of Principal:

a. The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.

b. The Principal shall realise and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities.

c. The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.

d. The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.

e. The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.

f. The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the Increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.

g. The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.

h. The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff In accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.

i. The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body.

j. Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students' Fund.

k. The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).

l. The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.

Deen Dayal Upadhyaya College
(University of Delhi)

m. The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.