

6.2.2 Organizational structure of the university including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Describe the Organogram of the Institution within a maximum of 500 words

According to Patna University, 1976. The Governor of state is the **Chancellor** of the University (section 10). He is the head of the university and the president of Senate. **The Vice-Chancellor** is the Principal Executive and the Academic Officer of the University.

He / She is the Ex-Officio Chairman of the Academic Council, the Finance Committee and Statutory committee etc. The Section-11 of the Patna University Act, deals with qualification, power and function of the Vice Chancellor.

The Pro-Vice Chancellor (Section-14), Finance Adviser (section 14 A), Dean students welfare (Section 15), the Registrar (Section 16), Proctor (Section 16 A) and Finance Officer (Section 17) are the other important Officers of the University. Patna University Act also incorporates the authorities and functions of some of the authorities are as follows:

Section 22 outlines the functions of Senate

The Senate is the supreme governing body of the University. Some of powers are:

- (a). of making the Statutes, and amending or repealing the same;
- (b). of considering the Statutes and Regulations, and amending or repealing the same;

(c). of passing resolution after having considered the annual reports, the annual Account, the financial estimates and audit report on such accounts;

(d).of exercising the powers for the purpose of control in College and of superintendence;

Functions of the Academic Council (Section 26) – The Academic Council is the Chief academic body of the University. It

(a)determines and regulates all academic matters concerning the University

(b)has powers of superintendence and control over and is responsible for the maintenance of standards of instruction

(c) supervises and control over the teaching in the colleges as prescribed by the Statutes;

(d) has powers of general control over the Examination Board.

Some important functions of the Syndicate(section 24) – The Syndicate-

(a). holds, controls and administers the property and funds of the University

(b).manages any funds placed at the disposal of the University for specific purposes;

(c). appoints officers (other than the Vice-Chancellor and the Pro-Vice-Chancellor) and teachers of the University and defines their duties.

Financial Advisor is appointed by the Chancellor and is under his administrative control. He is the ex officio member of the Finance Committee, and his advice is mandatory in all proposals having financial implications,. He is responsible for preparation, maintenance and audit of accounts, receipt of grants from UGC and submission of utilization certificate etc.

Dean of Students Welfare is appointed by the Vice Chancellor from amongst University Professors, Readers or Principals. Her /his duties, powers and functions are prescribed by the statutes.

The Registrar is whole-time officer of the University and acts as Secretary to the Senate, the syndicate and the Academic Council. He conducts the official correspondence of the university.

The Proctor is appointed by the Vice Chancellor from amongst teachers of the University not below the rank of the Reader.

The Finance Officer is a whole time officer of the university and acts as secretary to the Finance Committee.

The other officers and statutory bodies perform the duties prescribed by the statutes.