

Examination for Recruitment to Posts of
Assistant Registrar/Assistant Secretary
and Assistant Bursar/Assistant Treasurer
1986

Question Paper I ... 3 hours

University Legislation

Answer question 1 and 6 others.

1. Write short notes on all of the following giving examples :-

- (i) An Act of Parliament ✓
- ✓ (ii) Order of the Minister ✓
- (iii) Ordinances
- (iv) ✓ By-laws
- (v) ✓ Regulations
- (vi) ✓ Rules
- (vii) ✓ Boards of Management ✓
- (viii) ✓ Academic Syndicate
- (ix) Institutes
- ✓ (x) Competent Authority ✓
- (xi) Specified Authority
- (xii) Body Corporate
- (xiii) University College ✓
- (xiv) Campus
- (xv) Faculty of Graduate Studies
- (xvi) Degree Awarding Institute
- (xvii) Student Relations Council
- (xviii) University Services Appeals Board
- (xix) Audit Surcharge
- (xx) The University Fund ✓

(2x20=40
marks)

2. Explain the powers of the University Grants Commission.

(10 marks)

3. Explain the method of appointment, and the powers, duties
and functions of two Officers of a University.

(10 marks)

Ranjanay 15
UNIVERSITY GRANTS COMMISSION

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Question Paper II - 3 hours

Administrative, Disciplinary and Financial Procedures

- Instructions : (i) Question I is compulsory for all candidates.
- (ii) Candidates who have applied for posts of Assistant Registrar/Assistant Secretary should answer 4 other questions from Part II.
- (iii) Candidates who have applied for posts of Assistant Bursar/Assistant Treasurer/ Assistant Accountant/Assistant Internal Auditor should answer 4 other questions from Part III.
- (iv) Candidates who have applied for posts in both categories should answer 2 questions from Part II and 2 questions from Part III.
- (v) Answer each part in a separate book.

PART I

1. Write notes on the following :-

- (i) Probationary study leave
 - (ii) Deferment of increment
 - (iii) Accident leave
 - (iv) Earnings (for Provident Fund Purposes)
 - (v) Hours of work and short leave
 - (vi) Sabbatical leave
 - (vii) Tender documents
 - (viii) Bill of Quantities
 - (ix) Fundamental Rights
 - (x) Principles of Natural Justice
- (4x10 = 40 marks)

PART II

1986

(T)

(S)

(R)

2. If you were the Assistant Registrar in charge of Examinations in a university, explain in their correct order, the steps you would take to conduct the Final Examination in Arts. (15 mark)
3. Explain the scheme and the procedure for promoting a teacher on merit from the grade of Senior Lecturer to that of Associate Professor. (15 mark)
4. Explain the basis of paying gratuity to an employee
(a) on retirement
(b) on dismissal. (15 marks)
5. What procedure would you adopt to
(a) interdict an employee
(b) dismiss an employee. (15 marks)
6. Explain the procedure for filling vacancies in the staff of the Institutes. (15 marks)

Question No 7 is compulsory.

1986

7. The following balances appearing in the books of account as at 31.12.1985 of a trading organisation, were extracted from the trial balance prepared at the end of the year :-

| | |
|------------------------------|-----------------|
| Office expenses | - Rs. 5,200/- |
| Overdraft interest | - Rs. 850/- |
| Bad debts written off | - Rs. 2,500/- |
| Purchases | - Rs. 258,000/- |
| Salaries | - Rs. 52,000/- |
| Insurance | - Rs. 1,000/- |
| Stock value as at 01.01.1985 | - Rs. 48,500/- |
| Sales | - Rs. 387,250/- |
| Sales returns | - Rs. 7,500/- |
| Rent & Rates | - Rs. 2,700/- |
| Furniture & Fittings | - Rs. 125,000/- |

...3/