



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(191)/2018/2979
Dated, 25th October, 2018


M E M O

The undersigned is directed to convey that the Board of Governors at its 191st meeting held on 28.09.2018 approved the revised of Delegation of powers of Director, Deputy Director, Deans/HoDs, Registrar & other Administrators and Officers of the Institute as detailed in the **Annex**.

Further, the Board advised to the Institute that a summary of the status of the files / activities handled by each Administrator and Officer may be prepared, shared and placed to the Director or committee to be appointed by the Director at the end of each month to monitor whether the activities are being carried out as per schedule.

This is for information and necessary action please.

Encl : As stated.


Registrar &
Secretary, BOG

To

1. All Deans/Associate Deans
2. All PICs/ Chairmen, President TSG
3. All HoDs
4. All Joint Registrars/Deputy Registrars/Assistant Registrars
5. Chief Engineer/ All SEEs/All EEs/All Engineers

Copy to :

1. Secretary to Director
 2. Secretary, Deputy Director's Office
 3. Secretary, Registrar's Office
 4. Web Notice Board
- BoG : 191-8

Indian Institute of Technology Kharagpur

September 06, 2018

Sub: A Report on Delegation of Financial & Administrative Powers to various Functionaries of the Institute and Channel of submission and level of final disposal- Reg.

BoG in its 188th meeting held on 18.12.2017 constituted a committee consisting of Deputy Director, Dean (HR), Dean (P & C), Director, IIM Kolkata, Associate Dean(SRIC), Head, M & ME and Registrar. The committee met on September 06, 2018 at 4:30pm in the office of Deputy Director. The Dean (HR) & Registrar made a detailed presentation to the committee. The draft proposal was deliberated at length. Several suggestions were emerged during the presentation meeting. All the suggestions were incorporated and the report on the delegation of financial and administrative powers to various functionaries of the Institute and channel of submission and level of final disposal was finalized.

Before consideration of the above committee, the draft proposed delegation of powers, channel of submission and level of final disposal were also placed to the committee of Dean & Heads at its 163th meeting of Deans & HODs meeting held on March 02, 2017 as an agenda item no. 163-8. The Deans & HODs committee at that time recommended the financial powers and the same was recorded in the Minutes. It was also decided to circulate the report for further views and suggestions of Departments/centres/schools/units/sections and accordingly it was done before consideration of the committee constituted by the BoG.

In response to the above decision, the report document was circulated to all members of the committee of Deans & Heads for their views and suggestions on May 24, 2017 and they were requested to provide their feedback within a week's time. Few suggestions were received. The suggestions received upto June 15, 2017 were examined in details and accordingly few changes were made in the proposed report.



Considering all, the committee finalized the report on the financial and administrative powers within the financial powers as approved earlier by the FC and BoG, channel of submission and level of final disposal. The report is placed as Annexure to this.

The committee recommends that the report may be placed to the BoG for kind consideration and approval.

Deputy Director

**Dean (HR) & Registrar
Dean (P& C)**

Prof. Biji Paul Abraham

Associate Dean (SRIC)

Head, M & ME

IIM Kolkata

DIRECTOR



Indian Institute of Technology Kharagpur
A Report
on
Delegation of Powers to various
Functionaries of the Institute and Channel of
submission and level of final disposal- Reg.

ADMINISTRATIVE AND FINANCIAL AUTHORITIES

After the approval of Budget, the authorities who are delegated with the powers can sanction expenditure. The authorities under Institutes of Technology Act 1961 and under the Statutes of the Indian Institute of Technology are clearly delineated.

Board of Governors is the highest authority. For day to day operations, the functionaries of the Institute are:

1. Director
2. Deputy Director
3. Registrar
4. Associate Deans/Deans
5. Heads of various Departments, Schools, Centres, Sections, Units etc.
6. Chairman/Professors-in-Charge of various activities/President, TSG/Chief Engineer/SE etc

Under the Scheme of delegation of powers, mainly two types of powers are delegated:

- A) FINANCIAL POWERS
- B) ADMINISTRATIVE POWERS



Power to incur an expenditure, approve an appropriation, sanction an advance grant, an honorarium etc. are examples of the financial power. Powers to create a post, powers to sanction leave, power to grant or transfer lien, power to transfer from one post to another, power to suspend an employee are examples of the administrative powers.

In order to facilitate the smooth and faster discharge of various responsibilities, it was proposed to extend the existing Financial Power as approved by the Board of Governors at its 179th meeting held on February 16, 2015 and notified vide administrative circular no. 05/2015 dated April 07, 2015 and No. 06/2015 Dated April 20, 2015 of the various functionaries of the Institute for procurement/purchase of Goods and Services as given below for sanction of all expenditure including Works and Procurement/Purchase of Good and Services. And accordingly, the Finance committee at its 112th meeting and BoG at its 185th meeting held on March 20, 2017 considered the proposal and approved the revised delegation of financial powers which was notified vide memo no. MS/B-1(185)/2017/2835 dated October 31, 2017.

Based on the above delegation of the financial powers as approved by the BoG, a detailed section wise Delegation of Major functions wise administrative power(AP) and financial power (FP) within the power of the financial limit as mentioned above within allocated budget to the various functionaries of the Institute and channel of submission and level of final disposal of cases in respect of various items of work handled by the respective depts/centres/schools/section/units etcis also proposed below. The items of work not mentioned below will continue to follow the existing channel of submission and level of final disposal.



Depts/centres/schools/Units/Sections

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Sanction to accept outside works and to serve on outside committees and fee for such works (Examinations, Paper Setting, Evaluation, Superintendence, Invigilation etc. Report Writing and publications), delivering of lectures and any other academic works	Director	Director(in respect of DD/Deans/HODs) Dean(F)(in respect of all faculty) Dean(HR) (in respect of all non-teaching staff)	ARE-DRE-Dean(F)/Dean(HR)	AP/FP
Sanction to Invitation to Institute Lecture and payment of honorarium as per BOG approved norms	Director	Dean (P& C) Full powers (Within India) Deputy Director For all cases	Faculty-HOD-	AP/FP
Sanction to Invitation to Guest lecturers for seminars from within India and payment of honorarium as per BOG approved norms	Director	HOD/HOC/ HOS Full powers as part of regular work from any individual outside the institute (except free hospitality) within financial limit chargeable to the recurring grant of the dept/centre/school	Faculty	AP/FP

		Deputy Director Beyond 1 Ton capacity Clearance from PIC, RAC is required prior to initiation of purchase process for both the cases as above		
Sanction to Journey (TA & DA) including local hospitality of shortlisted candidates for faculty position called for seminars as per rules/norms of the Institute	Director	(HOD/HOS/HO C) Full powers chargeable to the recurring grant of the dept/centre/school within financial limit as per laid down rules Dy. Director (in case of any exception to the laid down rules in this regard)	Concerned faculty looking after faculty selection HOD-Dean(F)	FP

Establishment Matters

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Non Teaching Matters				
Earned leave, Half pay leave, Commuted Leave, for Group B,C,D	ARE/DRE	DRE	Superintendent-ARE-DRE	AP



Maternity leave, Paternity EOL(not involving taking up of outside assignment) sanction for Group B,C,D	Deputy Director	Registrar	Superintendent-ARE-DRE	AP
Earned leave, Half pay leave, Commuted Leave, sanction for Group A	Registrar (for Registry Officers) Dy Director for others	Registrar (for Registry Officers) Dean(HR) for all other Officers	ARE-DRE ARE-DRE-Registrar	AP
Maternity leave, Paternity EOL(not involving taking up of outside assignment) sanction for Group A	Dy Director	Dean(HR)	ARE-DRE-Registrar	AP
Spl CL/Duty Leave without financial approval	Dy Director	Dean (HR)	ARE-DRE-Registrar	AP
Spl CL/Duty Leave with financial approval	Director	Dean (HR)/Dy Director Within financial limit	ARE-DRE-Registrar	FP
All types of short and long leave for outside assignment and leave other than mentioned above	Director	Dy Director for short leave Director for long leave	ARE-DRE-Registrar-Dean(HR) ARE-DRE-Registrar-Dean(HR-DD)	AP
All Foreign visits	Director	Director	ARE-DRE-Dean (HR)	AP/FP
EL encashment during LTC as per rules	Dy Director for all	Registrar for all	Suptd-ARE-DRE All Memo will be issued by ARE in this regard	FP
Grant of Annual Increment	AR/DR	DRE Full powers except special increment cases Registrar (in respect of special increment cases within approved guidelines)	Suptd.-ARE All orders will be issued by DRE	AP



		Dean(HR) (on recommendation of the committee)		
Pay fixation on various occasion as per rules	Dy Director-for Group B,C,&D Director-for A	Dy-Director for Group A Dean HR for Group B,C,D Director for all including special cases	ARE-DRE-DR Audit-Dean(HR)-DD All Orders will be issued by DRE	
Retirement Notice	Registrar	Registrar	ARE-DRE	AP
Pension Payment Order (PPO)	Director/DD/Registrar	Registrar	ARE-DRE-DR Audit PPO issued by Registrar	FP
Family Pension	Director	Registrar	ARE-DRE-DR Audit	
Permission to grant Honorarium to the Staff Members (Gr. A, B, C & D) as per Institute norms and otherwise	Director	Dy. Director	ARE-DRE-Registrar-Dean(HR)	FP
Permission to grant of OTA to the eligible staffs (Gr. B, C & D)	Dy. Director within rules Otherwise Director	Dean (HR) within rules Otherwise (special cases) Deputy Director/ Director	Heads of dept/centre/schools/section/units etc-Registrar-Dean (HR)	FP
Advances such as Festival advance, Conveyance (Motor Cycle/Moped/Car, HBA) PF advances etc.	Registrar	Registrar/DD/Director Full Powers within financial limit	ARE-DRE Orders issued by DRE	FP
PF advance	Registrar	Registrar	AR(A/C)-DR(A/C)	FP
Correspondence with MHRD/other Ministry/Other Organisations	ARE/Registrar depending upon the subject	Registrar	ARE-DRE-Registrar depending upon the subject	AP

Electricity Bills/Postal Charges/Group Insurance Claim	Registrar	Registrar	ARE-DRE	FP
Liveries	Deputy Director	Registrar/Deputy Director as per financial power	ARE-DRE	FP
Washing Allowance/Cycle Allowance etc	Registrar	Registrar	ARE-DRE-	FP
Incentive for Hindi Teaching Scheme	Director	Registrar	ARE-DRE Orders issued by ARE	FP
Passport /Visa NOC	ARE/DRE	ARE/DRE	ARE/DRE	AP
Forwarding of applications for outside employment	Director/Deputy Director	Dean (HR) Within rules DD/Director Full powers	ARE-DRE-Dean(HR) Letter issued by Registrar/DRE/ARE	AP
Management of Outsourced manpower including sanction of additional manpower including Statutory matters	Director	Dean(HR)/DD For routine work full powers Director for new manpower	DR-PIC-Dean(HR) DR will be responsible for handling all statutory matters	AP
Permission for pursuance for Higher studies	Director	Registrar for Group B, C & D Dean(HR) for Group A Full powers as per policy guidelines laid down time to time. Otherwise Deputy Director for Group B, C & D/Director for Group A	ARE-DRE-Registrar-Dean(HR)	AP
Lump sum grant for attaining Higher qualification as per BOG norms if any	Deputy Director	Dean(HR) Full powers	ARE-DRE	AP



Permission for Registration in Institute courses		Dean(HR) for Group A Full powers within the laid down guidelines Registrar for Group B, C & D full powers within the laid down guidelines All special cases Dy. Director / Director	ARE-DRE	AP
Sanction to Journey within India of the Group A officer to attend Seminar, Conf., Workshop & Symposia and otherwise for academic work as per BoG guidelines	Dy Director/Director	Dean(HR) for Journey within rules within financial limit Special cases DD/Director	Officer-Branch officer-Dean(HR)	FP
Sanction of relocation charges/ Transfer TA as per BOG approved norms	Deputy Director	Registrar for Group B, C & D Dean(HR)/DD for Group A within financial power	ARE-DRE-	FP
All disciplinary matters	Director Full powers for Group B, C & D including imposition of penalties Chairman,	Director Full powers for Group B, C & D including imposition of penalties Chairman, BOG: Appellate authority for	Registrar-Dean(HR)-Director	AP

	<p>BOG: Appellate authority for Group B, C & D</p> <p>For Group A: Director full powers with regard to suspension, charge sheet and constitution of inquiry committee</p> <p>BOG full powers for imposition of penalties</p> <p>Visitor: Appellate authority</p>	<p>Group B, C & D</p> <p>For Group A: Director full powers with regard to suspension, charge sheet and constitution of inquiry committee</p> <p>BOG full powers for imposition of penalties</p> <p>Visitor: Appellate authority</p>		
For Faculty Related Matters				
Earned leave, Half pay leave, Commuted Leave, Maternity leave, Paternity EOL(not involving taking up of outside assignment) sanction for faculty	Dy Director/Dean (F)	Dean (F)	ARE-DRE-	AP
CL/Spl CL/Project leave for faculty without financial approval	HOD	HOD Full powers	Faculty	AP
Spl CL with financial approval	Director	Director	HOD-Dean(F)	FP
All types of short and long leave involving outside assignment and any other leave not mentioned above	Director	Director	Faculty-HOD-Registrar-Dean(F)	AP

Sanction to Journey within India of the faculty to attend Seminar, Conf., Workshop & Symposia and otherwise as per laid down norms and purchases	Dy Director/Director	Dean(F) within rules Special cases Director	Faculty-HOD/HOC/HOS Faculty-HOD/HOS/HOC-Dean(F)	FP
Sanction to Journey abroad of the faculty fund to attend Seminar, Conf., Workshop & Symposia and otherwise as per laid down norms	Director	Director Full Power	ARE-DRE-Registrar-Dean(F) Orders issued by DRE	FP
Passport /Visa NOC	ARE/DRE	DRE	ARE-DRE NOC will be issued by DRE	AP
Forwarding of applications for outside employment	Director	Dean(F) as per norms Special cases Director	ARE-DRE-Registrar-Dean (F) Letter will be issued by DRE/ARE	AP
Pay fixation on various occasions	Director	Director	ARE-DRE-DR Audit-Registrar All Orders will be issued by DRE	FP
Advances such as Conveyance (Motor Cycle/Moped/Car, HBA) PF advances etc.	Registrar/DD/Director	Registrar/DD/Director Full Powers with financial limit Registrar-Full powers for PF advance	ARE-DRE Orders issued by DRE	AP/FP
Sanction of relocation charges as per BOG approved norms	Deputy Director	Registrar/Deputy Director within financial powers	ARE-DRE-	FP
Grant of Annual Increment	AR/DR	DRE Full powers except special increment cases	Suptd.-ARE-DRE-Registrar All orders will be issued by DRE	AP

		Registrar (in respect of special increment cases within approved guidelines) Dean(F) on recommendation of the committee)		
Nomination by the Institute for various awards, fellowship, etc	Director	Director	ARE-DRE-Dean(F)	AP
All disciplinary matters	Director full powers with regard to suspension , charge sheet and constitution of inquiry committee BOG full powers for imposition of penalties Visitor: Appellate authority	Director full powers with regard to suspension, charge sheet and constitution of inquiry committee BOG full powers for imposition of penalties Visitor: Appellate authority	Registrar-Dean(F)-Director	AP

Recruitment Matters

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Non-teaching				
Permission in respect of advertisement matters for recruitment in news papers and website and	Director	Director	ARE-DRE-Registrar-Dean(HR)	AP/FP Order issued by DRE

standing advertisement and related matters				
Constitution of Scrutiny Committee/short listing committee/DPC/Selection Committee as per statute/Assessment Committee/Written Test/Trade test/MACP/DACP /Career progression scheme committee etc related to recruitment, promotion, financial upgradation, regularization, extension of contract, increment of consolidated staffs etc.	Director	Director	ARE-DRE-Registrar-Dean (HR) Orders issued by ARE/DRE	AP/FP
Issue of Invitation letter to the experts	Dean(HR)	Dean(HR)	ARE-DRE Letter issued by Dean(HR)	AP
Issue of Offer letter on appointment	Deputy Director for Registrar Registrar for all	Dy. Director for Registrar Registrar for all	ARE-DRE-Registrar-Dean(HR) ARE-DRE- ARE-DRE	AP
Joining Order	Registrar	Registrar	ARE-DRE Joining order will be issued by Registrar	AP
Transfers & posting Order for Group B & C & erstwhile D staffs For Group A	Deputy Director Director	Dean (HR) for transfer and posting Deputy Director for transfer Director for new posting	ARE-DRE-Registrar Orders issued by DRE ARE-DRE-Registrar-Dean(HR) Orders issued by Registrar	AP

Call letters to the candidate called for Written test/Trade Test/Interview etc	Dean(HR)	Dean(HR)	ARE-DRE Call letter Issued by ARE	AP
Short listing of applications related to recruitment for all positions based on the recommendation of the committee	Director	Director	ARE-DRE-Dean (HR) Orders issued by ARE/DRE	
Sanction of TA for the candidates called for interview for Group A as per norms and SC/ST/Pwd for Group B & C as per norms	Director	Registrar/Dean(HR)	ARE-DRE	FP
Sanction of TA of the experts for selection of Group A, B, C & D posts as per norms	Director	Registrar/Dean(HR)	ARE-DRE	FP
Office order for extension of contract after approval of competent authority	Registrar	DRE	ARE-DRE	AP
Faculty matters				
Permission in respect of advertisement for recruitment in news papers and website and standing advertisement and related matters	Director	Director	ARE-DRE-Registrar-Dean(F)	AP/FP
Constitution of selection committee as per statutes	Director	Director	ARE-DRE-Dean(F)	AP
Issue of offer letter	Director	Director	ARE-DRE-Registrar-Dean(F)	AP
Joining order	Registrar	Registrar	ARE-DRE Order issued by Registrar	AP
Call letter for interview after approval of Director	ARE	ARE	Call letter issued by ARE	AP

Sanction of TA for the candidates called for interview as per norms	Director	Registrar/Dean(F)	ARE-DRE	FP
Sanction of TA of the experts for faculty selection as per norms	Director	Registrar/Dean(F)	ARE-DRE	FP
Issue of Invitation letter to the experts	Dean(F)	Dean(F)	ARE-DRE Letter by Dean(F)	AP
Call letters to the shortlisted candidate called for Interview/presentation	Dean(F)	Dean(F)	ARE-DRE Call letters Issued by ARE	AP

General matters

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Sanction of medical advances for hospitalization (outside and local)	DD/Director	Registrar/DD/Director Within financial limit	AR(A)- DR(A)- Registrar	FP
All medical advances having prior approval	Deputy Director/Registrar	Deputy Director/Registrar	AR-DR (F & A)	FP
Adjustment of all medical advances having prior approval	Registrar	Registrar	AR-DR(F&A)	FP
Reimbursement of medical expenses	Registrar/DD	Registrar/DD/Director Within financial limit	AR-DR- Registrar- DD	FP
Reimbursement of Medical expenses where relaxation of rules is involved	Director	Director	AR-DR- Registrar- DD	FP
Leave Travel Concession (LTC)	DRE	DRE/Registrar	ARE-DRE	FP
LTC advance and adjustment	DD	Registrar/DD/Director within financial powers	ARE-DRE	FP
EL encashment	Registrar for Gr	Registrar for all	Suptd-ARE-	FP

during LTC as per rules	B,C &D Dy Director for Gr A		DRE for all All Memo will be issued by ARE in this regard	
-------------------------	-----------------------------------	--	--	--

Meeting Section

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
(i) Membership and meetings of all Statutory Bodies. (ii) Preparation of Agenda, Minutes of Meetings of - a) Board of Governors, b) Finance Committee, c) Building & Works Committee. d) Senate e) Administrative and HR sub committee (iii) Preparation of Agenda & Minutes of Meetings of - a) Deans & HODs/HOCs/HOSs b) Deans' Committee (iv) Implementation of the decision of Statutory/Non-Statutory Committees.	Registrar	Registrar	ARE/DRE-Registrar	AP

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Audit Section				
(i) Pre-auditing of bills.	Deputy Director	Deputy Director	AR(Audit)/DR(Audit)-	AP/FP

<p>(ii) Auditing</p> <p>Other auditing related matters</p>				
<p>Finance and Accounts Section</p>	<p>No change is proposed in this section. Existing delegation shall continue.</p>			
<p>(i) Treasury and Bank Functions.</p> <p>(ii) Processing and drawing of Bills towards payment of Salary, TA/DA Contingency, Scholarship and various advances etc.;</p> <p>(iii) Reimbursement of Medical expenses etc. and</p> <p>(iv) Preparation of bills for service/retirement benefits to the staff of the Institute.</p> <p>(v) Preparation of bills for Scholarships.</p> <p>(vi) Preparation of Budget & finalisation of Accounts.</p> <p>(vii) Allocation of funds and their monitoring.</p>				<p>FP</p>

Types of cases	Existing level of final disposal	Proposed level of final disposal	Proposed Channel of Submission	Type of Power (AP or FP)
Academic-PGS & R				
(i) Admissions and Examinations of Post Graduate Students; (ii) Scholarships of PG Students; (iii) student exchange matters (iii) Convocation (By rotation) (iv) Miscellaneous matters (v) PGPEC & RCPEC	Dean(PGS & R)/Director Within existing provision of financial and administrative powers For detailed types of cases: Annexure	Dean(PGS & R)/Director	AR(PGS & R)-DRA-Dean(PGS & R)	AP/FP
Academic-UGS				
(i) U.G. Admissions, time-table, examinations, results, terminations; (ii) Student Academic Affairs; (iii) Scholarships for UG Students. (iv) Convocation (by rotation) (iv) Miscellaneous matters (V) UGPEC	Dean(UGS)/Director Within existing provision of financial and administrative powers For detailed types of cases: Annexure	Dean(UGS)/Director	AR(UGS)-DRA-Dean(UGS)	AP/FP
Store and Purchase section				
(i) Purchase of stores; (ii) Import of	Deputy Director-Director	Registrar-Deputy Director-Director	AR (S& P)-DR (S&P)/JR(S & P)-Registrar-Deputy Director	FP

equipments/stores; (iii) Stock Verification.	Within financial limit	Within financial limit	All POs above 2 L will be issued by S & P section as per delegation of power. However, In case of import whose purchase value even up to 2 L, the S& P will issue the purchase order and subsequent activities after taking financial approval from the concerned Head	
Security Section				
Security matters of the Campus	SO/Registrar /DD	SO/Registrar/DD	SO-Registrar	AP/FP
Career Development Centre				
Practical Training to undergraduate students and placement of UG/PG/Research students	Chairman, CDC/ Dean(UGS) and Dean(PGS&R) as the case may be	Chairman, CDC	EO-Vice chairman(CDC)-Chairman, CDC	AP
Estate(Civil Construction and Maintenance)				
Matters relating to construction of buildings and maintenance of buildings and work charged establishment.	Chairman (CCM)-DD-Director	CE-DD- Director Within delegated financial limit Chairman, CCM only for technical advise	E-EE or SEE-SE-CE-DD	AP/FP
Estate (Electrical works)				
Matters relating to electrical works and	CE-DD-Director	CE-DD- Director Within	E-EE or SEE-SE-CE-DD-	AP/FP

maintenance of electrical fittings in the Institute campus.		delegated financial limit PIC(EW) only for technical advise		
Estate(Civil Construction and Maintenance) and Estate (Electrical works)				
All matters of Works (civil & electrical works) and procurement of Good and Services etc in respect of Composite big Projects as decided by the Director	Chairman(CC M)/PIC(EW)/ Deputy Director/ Director	CE-Deputy Director/ Director within financial limit	E-EE or SEE-SE-CE-Registrar-Deputy Director	FP
Water works				
Matters relating to water supply in the Institute campus.	PIC-DD-Director	CE-DD-Director Within delegated financial limit PIC (WW) for technical advise	SEE-CE-DD	AP/FP
Sanitary Section				
All Matters relating to Sanitary in the Institute campus.	PIC-DD-Director	CE-DD-Director Within delegated financial limit PIC (SS) for technical advise	SEE-CE-DD	AP/FP
Horticulture Section				
	PIC-DD-Director	CE-DD-Director Within delegated financial limit PIC (H) for technical advise	SEE-CE-DD	AP/FP
Estate matters				
Allotment of Institute Accommodation (house)	Deputy Director/Dir ector	Deputy director/Direct or as per approved rules	Superintendent-DR(Estate)-Chairman(HAC)-Registrar for allotment of institute residential quarters	AP
Commercial establishments under control of				

Estate and recovery of rent thereof and other related Estate matters			DR(EO)-Registrar-	
Allotment of commercial establishments under control of CELP and recovery of rent thereof and other related matters	Deputy Director / Director	Deputy Director / Director	Chairman(CELP) / Registrar-Deputy Director	AP/FP
Allocation of Space in academic and non-academic areas including new space	Director	Director	DR(Estate)-Registrar-Deputy Director	AP
Automobile and Transport section				
Operation and Maintenance of Transport.	PIC(Transport)-DD	PIC(Transport)-Registrar-DD	Suptd.-PIC(Transport)-Registrar-DD	AP/FP
Technology Telephone centre				
Telephone installation and maintenance and other related matters	PIC(Telephone)-DD	PIC(Telephone)-DD	Engineer(T)-PIC(T)	AP/FP
B. C. Roy Technology Hospital				
Patient care etc	SMO(Admin) /PMO/PIC(Hospital)/Deputy Director	SMO(Admin)/PMO/PIC(Hospital) /Deputy Director within administrative and financial limits	SMO(Admin)-PMO-PIC(Hospital)-	AP/FP
Legal Cell				
Legal Matters	Registrar/Director	Registrar/Director	DR-Registrar	AP/FP
Guest House				
Guest house related matters	Deputy Director	Deputy Director	PIC-Registrar-DD	AP/FP
RajbhashaVibhag				

Hindi Cell(RajbhashaDept)	Director	Director	SHO-Chairman(Rajbhasa)-DD	AP/FP
Publications				
Annual reports	Dean(P & C)/Director	Dean(P & C)/Director within financial limits	DR or equivalent-Dean(P & C)-	AP/FP
JEE office				
All matters related to JEE	Chairman(JEE)/Dean(UGS)/Director	Chairman(JEE)/Dean(UGS)/Director within laid down financial and administrative limits	Vice-chairman(JEE)-Chairman(JEE)-Dean(UGS)	AP/FP
GATE Office				
All matters related to GATE	Chairman(GATE)/Dean(PGS & R)/Director	Chairman(GATE)/Dean(PGS & R)/Director within laid down financial and administrative limits For MSC related matter Dean(UGS) may be read in place of Dean(PGS & R)	Vice-chairman(GATE)-Chairman(GATE)-Dean(PGS & R)/Dean(UGS)	AP/FP
ERP, Information cell and administrative and computer services				
ERP	Chairman(ERP)-Dean(P & C)-Director	Chairman(ERP)/DD / Director within administrative and financial limits	Vice-chairman(ERP)-Chairman(ERP)-DD	AP/FP
Information cell (IC)	Head of IC-Dean(P & C)-Director	Head of IC/Dean(P & C)/Director within	Head of IC-Dean(P & C)-Director	AP/FP

Education Cell	Director	Director within administrative and financial limits	Dean(CEP)	
----------------	----------	---	-----------	--

Annexure

ACADEMIC SECTION
(Research Students Group)

Sl.No.	Types of cases	Level of final Disposal	Proposed level of final disposal
1.	Admission Notice	Director	No change
2.	Shortlist for interview and Final Selection for admission	Dean (PGS&R)	-
3.	DSC formation/Enrolment	Dean (PGS&R)	-
4.	Semester Registration	Respective H.O.D	-
5.	Renewal/Enhancement/Extension of Assistantship/Teaching Assistantship	Dean (PGS&R)	-
6.	Outside scholarship (TCS,DBT,Inspireetc)	Dean (PGS&R)	-
7.	Change of course-work /DSC restructuring/Research Area/Department/Resignation/Leave/Absent	Dean (PGS&R)	-
8.	Registration Seminar for PhD students	RPEC/Senate for Reporting	-
9.	Temporary Withdrawal, change of category	Dean (PGS&R)	-
10.	Conference/Seminars/Work-shop	Director	Dean(PGS & R) in respect of India Director (in respect of Abroad)
11.	Panel of examiners for thesis evaluation (Ph.D)	Director	Dean(PGS & R)
12.	Panel of examiners for thesis evaluation (MS)	Dean (PGS&R)	No change
13.	Reports on the Ph.D. Dissertation	Chairman, Senate	-
14.	Viva-Voce of Research Scholars/MS Students	Dean (PGS&R)	-
15.	Provisional Degree Certificate/Grade Cards	Chairman, Senate	-
16.	Award of Degree	Board of Governors	-
17.	Miscellaneous work (RTI, Statistics, Ministry reply/Answer to Govt. Audit/UGC/Clearance to Teaching Staff/NOC to R/S for visiting abroad)	Dean (PGS&R)	-
18.	Fellowship upto 3 months after submission of thesis (within 5 years)	Dean (PGS&R)	-
19.	Fellowship beyond 3 months after submission of thesis (within 5 years)	Director	-
20.	Appointment of Post Doctoral Fellowship (PDF)	Director	-

		administrative and financial limits		
Computer and Informatics centre	Head(CIC)/D D/Director	Head(CIC)/DD/ Director within administrative and financial limits	Head(CIC)/DD/ Director	Chief system Manager -Head-DD
CWISS & AV cell	Chairman/ DD/Director	Chairman/DD/ Director within administrative and financial limits	Chairman-DD	AP/FP
CRF	Chairman/ DD/Director	Chairman/DD/ Director within administrative and financial limits	Chairman-DD	AP/FP
Refrigeration and Air-conditioning	PIC/DD/ Director	CE/DD/ Director within administrative and financial limits PIC for technical advise	Engineer-CE-DD	AP/FP
Student counselingcentre	PIC/DD	PIC/ DD within administrative and financial limits	Senior Counsellor-Co- PIC-PIC	AP/FP
TSG	President/D ean(SA)/DD	President/Dean(SA)/DD/ Director within administrative and financial limits	AR-President- Dean(SA)-DD	AP/FP
HMC	Chairman(H MC)/Dean(S A)/Director	Chairman(HMC) /Dean(SA)/DD/ Director	AR-Vice- chairman(HMC)- Chairman(HMC)- Dean(SA) Chairman(HMC) /Dean(SA)/Dire ctor	AP/FP
Continuing	Dean(CEP)/	Dean(CEP)/Dire	Suptd.-	AP/FP

21.	Extension of PDF after 1 st year	Dean (PGS&R)	-
22.	Enhancement of PDF after 2 nd years	Director	-
23.	Appointment of Adjunct Faculty	Director	-
24.	Disciplinary Authority	Director	-

(PG Students Group)

Sl.No.	Types of cases	Level of final Disposal	Proposed level of final disposal
1.	Admission Notice	Director	No change
2.	Shortlist for interview and Final Selection	Dean (PGS&R)	-
3.	Fees	Director	-
4.	Release of Assistantship & other scholarships	Dean (PGS&R)	-
5.	MBA Financial Aid	Director	-
6.	Conference/Seminars/Work Shop	Director	Dean(PGS & R) in respect of India Director (in respect of Abroad)
7.	Temporary Withdrawal, resignation	Dean (PGS&R)	No change
8.	Viva-Voce of PG students	Dean (PGS&R)	-
9.	Semester Results	Senate	-
10.	Award of Degree	BOG	
11.	Medal & Endowment Prizes	Director	-
12.	Duplicate Degree Certificate	Dean (PGS&R)	-
13.	Miscellaneous works(RTI, Statistics, Ministry reply)	Dean (PGS&R)	-
14.	Introduction of new subject/course	Senate	-
15.	Academic Calendar	Senate	-
16.	Disciplinary Authority	Director	-

LMZ

(UG Students Group)

Sl.No.	Major Activities	Level of final Disposal	Proposed level of final disposal
1.	MCM Scholarship,	Chairman MCM Committee	No change
2.	Inspire Scholarship	Dean UGS	-
3.	Endowment Scholarship	Chairman, Endowment Committee	-
4.	Award of Degree	Board of Governors	-
5.	Provisional Degree Certificate Cards	Chairman, Senate	-
6.	Examination processes	PIC Examination	-
7.	Special Permission for Grade Entry / Revision	Dean UGS	-
8.	Examination Malpractice punishments	Chairman, Senate	-
9.	Declaration of Result	Senate	-
10.	Student Registration	Dean UGS	-
11.	Semester Withdrawal	Dean UGS	-
12.	Leaves of longer duration	Dean UGS	-
13.	Subject change request by student	Dean UGS	-
14.	Striking off Students registration	Chairman, Senate	-
15.	Branch Change Requests by students	Chairman, Senate	-
16.	Switching Over Requests	Chairman, Senate	-
17.	Course Change request	Chairman, Senate	-
18.	Any other change / addition / deletion related to undergraduate Programme	Chairman, Senate	-
19.	Appointment of External Examiner for Final year Msc, BArch and Dual Degree	Dean UGS	-
20.	Prize Medals and awards finalising	Chairman, Senate	-
21.	Introduction of New Subject/ Course	Chairman, Senate	-
22.	Academic Calendar	Chairman, Senate	-
23.	Migration Certificates, Education verifications, Bonafide Certificates, railway Pass certificates, Fee Structures certificates, Interim Grade Card, Duplicate Grade Card	DR(Acad)	-
23.	Disciplinary Authority	Director	-

(Research Students Group)

Sl.No.	Types of cases	Channel of Submission	Proposed changes
1.	Admission Notice	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Director	
2.	Shortlist for interview and Final Selection for admission	HOD →Dean (PG)	
3.	DSC formation/Enrolment	DA→ AR(PG)→DR(Acad)→Dean (PG)	
4.	Semester Registration	HOD	
5.	Renewal/Enhancement/Extension of Assistantship/Teaching Assistantship	DA→ AR(PG)→DR(Acad)→Dean (PG)	
6.	Outside scholarship (TCS,DBT, Inspire etc)	DA→ AR(PG)→DR(Acad)→Dean (PG)	
7.	Change of course-work /DSC restructuring/Research Area/Department/Resignation/Leave/Absent	DA→ AR(PG) →DR(Acad)→ Dean (PG)→RPEC/Senate for Reporting	
8.	Registration	DA→ AR(PG) →DR(Acad)→RPEC/Senate for Reporting	
9.	Temporary Withdrawal, change of category	DA→ AR(PG)→DR(Acad)→Dean (PG)	
10.	Conference/Seminars/Workshop	DA→ AR(PG)→DR(Acad)→Monitoring Committee (Chaired by Dean PG)→Director	
11.	Panel of examiners for thesis evaluation (Ph.D)	DA→ AR(PG)→DR(Acad)→Dean (PG)	
12.	Panel of examiners for thesis evaluation (MS)	DA→ AR(PG)→DR(Acad)→Dean (PG)	
13.	Reports on the Ph.D. Dissertation	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Chairman, Senate	
14.	Viva-Voce of Research Scholars/MS Students	DA→ AR(PG)→DR(Acad)→Dean (PG)	
15.	Provisional Degree Certificate/Grade Cards	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Chairman, Senate	
16.	Award of Degrees	DA→ AR(PG)→DR(Acad)→ Senate →BOG	
17.	Signature of Degree Certificate	DA→ AR(PG)→DR(Acad)→ Registrar→ Director	
18.	Miscellaneous work (RTI, Statistics, Ministry reply/Answer to Govt. Audit/UGC/Clearance to Teaching Staff/NOC to R/S for visiting abroad)	DA→ AR(PG)→DR(Acad)→Dean (PG)	
19.	Fellowship upto 3 months after submission of thesis (within 5 years)	DA→ AR(PG)→DR(Acad)→Dean (PG)	
20.	Fellowship beyond 3 months	DA→ AR(PG)→DR(Acad)→Dean	

	after submission of thesis (within 5 years)	(PG)→ Director	
21.	Appointment of Post Doctoral Fellowship (PDF)	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Director	
22.	Extension of PDF after 1 st year	DA→ AR(PG)→DR(Acad)→Dean (PG)	
23.	Enhancement of PDF after 2 nd years	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Director	
24.	Appointment of Adjunct Faculty	DA→ AR(PG)→DR(Acad)→Dean (PG)→ Director	
25.	Disciplinary Authority	DA→ AR(PG)→DR(Acad)→Dean (SA)→ Director	

(PG Students Group)

Sl.No.	Types of cases	Channel of submission	Proposed changes
1.	Admission Notice (Joint-M.Tech/Ph.D through GATE)	Chairman, GATE→ Dean(PG) →Director	
2.	Admission Notice (MBA/MMST/LLB/LLM/MHRM)	Concerned Department→ Dean(PG) →Director	
3.	Shortlist for interview and Final Selection	Concerned Department→ Dean(PG)	
4.	Fees	DA → AR(PG) → DR(Acad) → Dean(PG) → Director	
5.	Release of Assistantship, other scholarships & Caution Money	DA→ AR(PG)→ DR(Acad) → Dean(PG)	
6.	MBA Financial Aid	Dean(VGSOM)→ Dean(PG) → Director	
7.	Issue of Bonafide Certificate	DA →Superintendent	
8.	Issue of Interim Grade Card	DA → Superintendent → AR(PG)/DR(Acad)	
9.	Conference/Seminars/Work Shop	DA→ AR(PG)→ DR(Acad)→ Monitoring Committee (Chaired by Dean PG) →Director	
10.	Temporary Withdrawal, Resignation	DA → AR(PG) → DR(Acad) → Dean(PG)	
11.	Registration for Supplementary Exm.	DA → AR(PG) → DR(Acad)	
12.	Viva-Voce of PG students	DA → AR(PG) → DR(Acad) → Dean(PG)	
13.	Provisional Degree & Grade card	DA → AR(PG) → DR(Acad) → Dean(PG) → Director→ Senate→ BOG	
14.	Award of Degree	DA → AR(PG) → DR(Acad) → Dean(PG) → Director→ Senate → BOG	
15.	Medal & Endowment Prizes	DA → AR(PG) → DR(Acad) → Dean(PG)→ Director	
16.	Issue of Degree, Medal & Prize Certificates	DA → AR(PG) → DR(Acad) → Registrar→ Director	
17.	Duplicate Grade Card	DA → AR(PG)/DR(Acad)	

18.	Duplicate Degree	DA → AR(PG) → DR(Acad) → Dean(PG)	
19.	Migration Certificate, English Proficiency Certificate	DA → AR(PG)/DR(Acad)	
20.	Educational Verification of Alumni	DA → AR(PG)/DR(Acad)	
21.	Miscellaneous works(RTI, Statistics, Ministry reply)	DA → AR(PG) → DR(Acad) → Dean(PG)	
22.	Introduction of new subject/course	HOD → PGPEC → Senate	
23.	Academic Calendar	Standing Committee → Director → Senate	
24.	Disciplinary Authority	DA → AR(PG) → DR(Acad) → Dean (SA) → Director	

KM

(UG Students Group)

Sl.No.	Types of cases	Channel of Submission	Proposed changes
1.	MCM Scholarship,	DA -> AR(UGS) -> DR(Acad)-> Chairman MCM Committee	-
2.	Inspire Scholarship	DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
3.	Endowment Scholarship	DA -> AR(UGS) -> DR(Acad)-> Chairman, Endowment Committee	-
4.	Award of Degree	DA -> AR(UGS) -> DR(Acad)-> Board of Governors	-
5.	Provisional Degree Certificate , Grade Cards,	DA -> AR(UGS) -> DR(Acad)-> Dean UGS- >Chairman, Senate	-
6.	Examination processes	DA -> AR(UGS) -> DR(Acad)-> PIC Examination	-
7.	Special Permission for Grade Entry / Revision	DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
8.	Examination Malpractice punishments	DA -> AR(UGS) -> DR(Acad)-> Malpractice Committee -> Chairman, Senate	-
9.	Declaration of Result	DA -> AR(UGS) -> DR(Acad)-> UGPEC- >Chairman, Senate	-
10.	Student Registration	DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
11.	Temporary Withdrawal	Faculty Advisor -> HOD- >DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
12.	Leaves of longer duration	Faculty Advisor -> HOD- >DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
13.	Subject change request by student	Faculty Advisor -> HOD- >DA -> AR(UGS) -> DR(Acad)-> Dean UGS	-
14.	Striking off Students registration	DA -> AR(UGS) -> DR(Acad)-> UGPEC-> Chairman, Senate	-
15.	Branch Change Requests by students	DA -> AR(UGS) -> DR(Acad)-> UGPEC-> Chairman, Senate	-
16.	Switching Over Requests	DA -> AR(UGS) -> DR(Acad)-> UGPEC-> Chairman, Senate	-
17.	Course Change request	DA -> AR(UGS) ->	-

		DR(Acad)-> UGPEC-> Chairman, Senate	
18.	Any other change / addition / deletion related to undergraduate Programme	DA -> AR(UGS) -> DR(Acad)-> UGPEC-> Chairman, Senate	-
19.	Appointment of External Examiner for Final year Msc, B.Arch and Dual Degree	DA -> AR(UGS) -> DR(Acad)-> UGPEC->Dean UGS	-
20.	Prize Medals and awards finalising	DA -> AR(UGS) -> DR(Acad)-> Dean UGS ->Director	-
21.	Introduction of New Subject/ Course	HOD->DA -> AR(UGS) -> DR(Acad)-> UGPEC->Chairman, Senate	-
22.	Academic Calendar	DA -> AR(UGS) -> DR(Acad)-> Academic Calendar Committee -> UGPEC->Chairman, Senate	-
23.	Migration Certificates, Education verifications, Bonafide Certificates, railway Pass certificates, Fee Structures certificates, Interim Grade Card, Duplicate Grade Card	HOD->DA -> AR(UGS) -> DR(Acad)	-
24.	Disciplinary Authority	DA-> AR(UG)->DR(Acad)-> Dean (SA)-> Director	-

DA : Dealing Assistant



