



OFFICE ORDER

With approval of the Board of Governors of the Institute, the following functions and powers of the Director are delegated to the Associate Deans of the Institute:

1. Associate Dean Research and Development [AD(R&D)]

a. Functions – to handle the Research and Development Section, and common ICT infrastructure of the Institute.

b. Delegation of Powers:

Research and Development –

- New Project Submission Recommendation to Director
- Issue of Appointment Letters after approval of appointment by Director
- Sanction of Leave of project staff
- Sanction of Expenditure, Advances, purchase indents within approved budgets and approved items of expenditure, of the concerned project, as per Rules of the Sponsoring Agency.
- Approval of Payment of all Bills and monthly salaries of project staff

All other R&D related approvals except those not delegated in the R&D Rules of the Institute and except for

Approval for appointments

Approval of Consultancy Fund Disbursal to Employees

All matters in projects in which the Associate Dean is a PI or Co-PI, or Consultant.

ICT Infrastructure –

- Planning for expansion upgradation of facilities
- Indents and Sanction of expenditure up to Rs. 1 lakh.
- Incharge of Common ICT Facilities:
 - o Campus LAN, Central computing facilities, email system, projectors, video Conferencing equipment, web site, Institute Databases.

2. Associate Dean Academic Affairs (UG) [AD(AA-UG)]

a. Functions – to handle all matters related to academics of the UG Programmes of the Institute; to oversee all UG admissions; to assist the Registrar in the preparation of the Agenda and the Minutes of Senate meetings.

b. Delegation of Powers –

Expenditure Sanction (including taking advances) of up to Rs. 25,000 for academic related activities.

Approval to Formation of Department DUPCs
Approval of Course Offerings in a Semester
Approval of Grades awarded
Signing of Grade Sheet of students

The following will be for both UG and PG students:

Preparation and Approval of Class Time Tables
Leave approval of students
Organizing Institute Convocations including :
Decision on Medals
Formation of sub-committees

3. Associate Dean Academic Affairs (PG) [AD(AA-PG)]

a. Functions – to handle all matters related to academics of the PG Programmes of the Institute (currently, M.Tech and PhD), other than the scheduling of classes; to oversee all PG admissions; to handle assistantships from UGC, DST, and other funding agencies; to monitor the progress of PhD students on a regular basis; to assist the Registrar in the preparation of the Agenda and the Minutes of Senate meetings.

b. Delegation of Powers –

Expenditure Sanction (including taking advances) of up to Rs. 25,000 for academic related activities

Approval to Formation of Department DPPCs

Approval of Course Offerings in a Semester

Approval of Grades awarded

Signing of Grade Sheet of students

Leave approval of students

Recommendation of Change of Status of Students to Chairman Senate

Approval of all PhD related Committees, approval of the recommendations of these Committees (including Doctoral Committee formation, Comprehensive result approval, State-of-Art Seminar report approval, Progress Seminar Report Approval, Synopsis Seminar Approval), Holding of Viva-voce, Recommendation of PhD thesis examiners to Chairperson Senate.

Approval of Remuneration to thesis examiners, approval of boarding and lodging, and travel, for PhD examiners

4. Associate Dean Student Affairs [AD(SA)]

a. Functions – to handle all student related activities in the Institute, other than academic related activities. The Associate Dean will be the Chairperson of the Faculty Advisory Board of the Students' Gymkhana. He / she will be the Chairperson of the Institute Student Disciplinary Committee (ISDC). The Associate Dean's office will handle all issues related to UG students' scholarships, concessions.

b. Delegation of Powers

Expenditure Sanction up to Rs. 50,000.00 for student related activities,

including Student Gymkhana expenditure, within approved budgets.

Approval to Advances up to Rs 5,000.00 within approved budgets.

Approval to holding of Students' Elections and approval of results

Approval to holding of Students' Events as recommended by the Co-ordinators of cultural, sports, and technical affairs. This will be in consultation with Associate Deans Academics to ensure Academics are not adversely affected.

Appointing students to clubs and committees for positions which are not filled through elections

5. Associate Dean Administration [AD(Admin)]

a. Functions – to oversee the Stores and Purchase section, to handle faculty affairs, to oversee the Establishment and Estate Sections;

b. Delegation of Powers

Stores and Purchase -

- Sanctioning of consumable purchase Indents and expenditure sanction up to Rs 50,000 (within sanctioned budget)
- Sanctioning of non-consumable purchase Indents and expenditure sanction up to Rs 5 lakhs (within sanctioned budget)
- Sanction of Advance of up to Rs. 10,000.00
- Signing of all Purchase Orders
- Approval of payment of all bills

Establishment and Estate –

- Planning and execution of all out-sourced work of the Institute including preparation of tender papers for such work, formation of evaluation committees, recommendation of award of contracts to Director; Approval of procurement of consumables for housekeeping and monitoring their use; monitoring the utilisation of drinking water, electricity consumption, diesel consumption, etc.
- Space Allocation in Academic & Admin buildings; planning for expansion to meet future requirements; flat allotment of faculty residences;
- To initiate planning for new constructions, new facilities; recommend items for BWC, for sanction of minor works
- Approval of all bills submitted as per approved contracts.

Faculty Affairs –

Sanction of all leaves that are as per rules (except Deans and Heads of Department – to recommend to Director)

Recommendation of increments / upgradations

Evaluation and recommendations on all applications for special academic leave / sabbatical leave.

Yearly self appraisal of all faculty to be ensured.

Recruitment of new faculty – planning, shortlisting recommendations, arranging selection committees.

Recommending appointment of Guest Faculty and Adjunct Faculty

Expenditure sanction for all expenditure from PDA, as per Rules.

6. Associate Dean External Relations [AD(ER)]

- a. Functions: to handle interactions with external agencies including AICTE (for approval, for grants), UGC, NIRF (for ranking), NBA and NAAC (for accreditation); MoU with other Institutions; Placement and Internship; Alumni Affairs.

This is issued with the approval of the Director.


Registrar

Copy for information and necessary action to:

1. Director's Office
2. All Associate Deans / HoDs
3. Superintending Engineer / Estate Officer
4. Assistant Registrar (F&A)
5. All Faculty members and Staff
6. Notice Board