

CHAPTER 2

ORGANISATIONAL STRUCTURE OF THE INSTITUTE – AUTHORITIES AND THEIR FUNCTIONS

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CHAPTER 2

ORGANISATIONAL STRUCTURE OF THE INSTITUTE – AUTHORITIES AND THEIR FUNCTIONS

2.1 ORGANISATIONAL STRUCTURE

The membership and functions of the authorities of the Institute viz. the Board of Governors, Senate, Finance Committee, and Building and Works Committee are given in the Act and Statutes.

The academic functions of the Institute viz. teaching, research, consultancy etc. are carried out by various entities like departments, centres, programmes. Their functions are described in the Rules and Regulations Manual of UG/PG Programmes (Approved by Senate).

Board of Governors is the overall Authority of the Institute. The Senate is the prime academic authority and the Director is the Chief Executive and Administrative Officer of the Institute.

The salient features of the organizational structure of MNIT Jaipur are reproduced in **Annexure 2.1**. The terms of reference and functions of the Departments/ Centres/ Interdisciplinary Programmes/ Facilities are given in **Annexure 2.2**.

2.2 ADMINISTRATIVE SECTIONS

In the discharge of their functions, the administrative support to the authorities and officers is provided by various sections. A list of these sections together with the major items of work being looked after by them, their Officers is given at **Annexure 2.3**.

2.3 ALLOCATION OF DUTIES BETWEEN DEANS / REGISTRAR AND OTHER OFFICIALS

In order to assist the Director in the performance of academic as well as administrative functions, responsibilities have been allocated between the Dy. Director(s)/Registrar, Deans and Associate Deans (**Annexure 2.4**).

2.4 POWERS OF THE DIRECTOR

The Board has been authorizing the Director from time to time to take certain decisions. A list of such authorizations is given in **Annexure 2.5**. The Officers of the Institute function within the authorization made by the Board of Governors or the Director, as the case may be, in the discharge of their duties.

2.5 COMMITTEES

A considerable amount of work of the authorities is organized through the Committees. A committee may consist of one or more persons. There are several types of committees such as Standing Committees and Adhoc Committees. Some of the Committees are advisory in nature whereas others may be constituted for a special purpose to deal with a particular matter on behalf of the Director. Some committees may be required to carry out a detailed scrutiny and examination of a proposal and formulate and bring up concrete issues for consideration. Sometimes the main committee may appoint a sub-committee for such scrutiny and report on the issues involved.

2.5.1 SUB COMMITTEES

These Committees are meant to deal with a particular type of business which is either continuous or recurring in nature. Their actions may require confirmation or they may act on behalf of the authorities and keep the authorities informed of their activities through periodical reports. Appointment of a Sub Committee is invariably accompanied by a clear statement of its terms of reference laid down by the authority which appoints it.

A list of sub committees of the Senate is given below. Their composition and terms of reference are given in the Rules and Regulations Manual.

SUB COMMITTEES OF THE SENATE/DEPARTMENT

Senate Undergraduate Board (SUGB).
Senate Postgraduate Board (SPGB).
Curriculum Committee (CC)
Academic Performance Evaluation Committee (APEC)
Department of Faculty Board (DFB)
Departmental Undergraduate Committee (DUGC)
Departmental Postgraduate Committee (DPGC)
Departmental Research Evaluation Committee (DREC)

SUB COMMITTEES OF THE BOARD OF GOVERNORS

A list of sub committees of the Board of Governors is given below. Their composition and terms of reference are given in **Annexure 2.6**.

Grievance Committee.
Finance Committee.
Building and Works Committee.

2.6 DEANS/HODs MEETINGS

The meeting of Deans Committee takes place at least once every month, under the Chairmanship of the Director. The other participants to the meeting are all Deans and Registrar. In the meeting, common issues concerning the Academic and Administration of the Institute are discussed. The main objective of the meeting is to have a greater interaction and communication amongst the Deans/HoDs and take stock/review the work being done by them.

2.7 ORGANISATIONAL STRUCTURE OF ESTATE SECTION

The Estate section works under the overall supervision of Executive Engineer(s). This section has three wings i.e. Civil, Electrical and Horticulture. Institute Engineer decides the distribution of Major and Minor works and in consultation with E.E.s decides the posting of J.E.s and other staff and allocation of duties/responsibilities amongst E.E.s, A.E.E.s, J.E.s and other staff members.

2.8 PLANNING & DEVELOPMENT

Planning Unit of the Institute mainly looks after the work relating to:

- Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to Civil, Electrical, Works, Sanitary, Network System, etc.
- Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human resources Development and other agencies.
- Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of institute and to ensure submission of progress reports;
- In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- To arrange for the agenda and organisation of the meeting for procurement of equipments related to projects and testing & consultancy.
- Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.
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ANNEXURES
CHAPTER 2

Annexure	Title	Page No.
2.1	Organizational Structure of MNIT Jaipur.	
2.2	Composition, Terms of Reference & Functions of the Boards of Departments/Centres/Inter-Disciplinary Programmes/Facilities.	
2.3	Administrative Sections, Controlling Officers and their Functions	
2.4	Allocation of Responsibilities Registrar/Deans/Associate Deans.	
2.5	List of Authorizations given to the Director by the Board of Governors.	
2.6	Sub Committees of the Board of Governors.	

ANNEXURE 2.1
(Refers 2.1)

SALIENT FEATURES OF THE ORGANISATIONAL STRUCTURE OF MNIT JAIPUR

1 DEPARTMENT/CENTER

1.1 Creation

1. When teaching is required to be initiated in an area of engineering/technology, leading to a first level degree via JEE Mains and PG Degree via CCMT; or support teaching such as in basic sciences, management, engineering sciences, humanities & social sciences is required for a first level degree programme; OR Work in interdisciplinary teaching or research programmes has evolved sufficiently and when there is an established industry with sustained demand for B.Tech./B.Arch. graduates in the discipline; AND
2. Sustained funding is assured.

1.2 Main Functions

1. Teaching at B.Tech., B. Arch. & Planning, MSc., M.Tech., M.Plan., MBA and pre-Ph.D. levels.
2. Academic research including guiding of Ph.D and Postgraduate students.
3. Curriculum and laboratory development and support to other engineering colleges in curricula, teaching laboratories and teacher training.
4. Development of continuing education programme.
5. Contribution to interdisciplinary teaching and research programmes.
6. Sponsored R&C and consultancy.

1.3 Winding Up

Only in very rare cases, when the need for teaching in that discipline ceases.

1.4 Composition

1. Faculty positions (as per the student strength and research activities)
2. Administrative staff; technical staff and technical officers for facilities within the Department.

1.5 Infrastructure

Space for classrooms and laboratories; faculty rooms; library; seminar room; stores.

1.6 Activities

1. Primary activities: Teaching and Academic Research: Major faculty time spent on teaching, academic research, curriculum development, and continuing education

activities. Research mainly open-ended. Emphasis on high quality research publications, generation of instructional resources material and development of courses incorporating latest technological developments.

2. Secondary Activities : Sponsored R&D and Consultancy : Mostly on individual initiative. Taking of projects of CSIR, AICTE, MHRD, time available from academic activities (maximum 30%) and the need to be on campus during the academic session.

1.7 Administration

Head (by rotation), Convener, DUGC, DPGC, Laboratory incharges.

1.8 Committee Structure

- Departmental Faculty Board (DFB) comprising all regular faculty of the department.
- Departmental Undergraduate Committee (DUGC) comprising Convener DUGC nominated by DFB, Head of the Department, Convener DPGC, four faculty members including programme advisor of the department and two student representatives.
- Departmental Postgraduate Committee (DPGC) comprising Convener DPGC nominated by DFB, Head of the Department, Convener DUGC, six faculty members to be chosen from the department (in case there are not sufficient faculty members, Chairman Senate may nominate adjunct faculty members from other department of the institute), one faculty member from other department nominated by Chairman Senate and two student representatives (one from PhD one from PG programme nominated by HoD).
- Departmental Research Evaluation Committee (DREC) for Ph.D. and M.Tech. Committee of academic staff constituted through DPGC of the department who will council and evaluated the progress of PG PhD candidates.

1.9 Miscellaneous

1. Adjunct faculty from outside.
2. Curriculum Development Committee (CDC)
3. Faculty evaluation according to the stated functions of the Department.
4. Each Ph.D. student to have an Advisory Committee (DREC) nominated by his Supervisor(s) and drawn from the parent Department and other relevant Departments/Centres. This Committee would regularly monitor the progress of the student and appropriately advise the DPGC.

ANNEXURE 2.2
(Refers 2.1)

COMPOSITION, TERMS OF REFERENCE & FUNCTIONS OF THE BOARDS OF DEPARTMENTS/CENTRES

A. The Committee Structure for the Departments/Centres shall be as under:

1. Departmental Faculty Board (DFB).
2. Departmental Postgraduate Committee (DPGC).
3. Departmental Research Evaluation Committee (DREC).
4. Departmental Undergraduate Committee (DUGC).

The membership, mode of selection for membership, tenure and functions of each of these Boards/Committees should be as given below:–

DEPARTMENTAL FACULTY BOARD (DFB)

- (i) Each Department/Centre shall have a Faculty Board comprising of all full-time faculty members & Joint Faculty of the Department/Centre concerned, except those appointed under Sponsored Research Projects and Visiting Faculty. The Chairman of the Faculty Board may invite the Visiting Faculty to attend the Board meetings as Special Invitees.
- (ii) The Head of Department/Centre shall be the ex-officio Chairman of the Board.
- (iii) One of members of the Faculty Board of the Department/Centre nominated by the Board shall act as Member Secretary. His tenure shall be at the discretion of the concerned Board.
- (iv) The Board shall meet as and when necessary but atleast twice in a semester with 50% of its members in station forming quorum.
- (v) The duties & responsibilities of the Board shall be Overall Policy Formulation, Coordination and Review of all activities of the Department/Centre in addition to the matters which are referred to it by the Head of the Department/ Dean(s)/Director.
- (vi) Minutes of the meeting of the Faculty Board will be recorded and circulated to the members & confirmed in the subsequent meeting.

DEPARTMENTAL POSTGRADUATE COMMITTEE (DPGC)

Constitution of DPGC

Each department/centre/interdisciplinary programme (approved by the Senate) shall have a Departmental Post Graduate Committee (DPGC). DPGC shall have the following constitution:

- Convener, to be nominated by Department Faculty Board (DFB)
- The Head of the Department (HoD),
- Convener DUGC and

- Six faculty members to be chosen from the Department; [In case there are not sufficient faculty members, Chairman Senate may nominate adjunct faculty from other departments of the institute]
- One faculty member from other department/interdisciplinary programme to be nominated by Chairman Senate and
- Two students, (one from the Ph.D. and other from one of the PG programme). If M. Tech./M. Plan. Programme does not exist then both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year by the HoD.

The DPGC Convener shall be nominated by the faculty board of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year.

Responsibilities of DPGC

The DPGC is responsible for the following.

1. Supervision and conduct of lecture, tutorial and practical classes.
2. Supervision and conduct of class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
3. Monitoring of quality of instructions to students.
4. Appointment of supervisors of M. Tech./M. Plan. and Ph.D. candidates.
5. Admission in P.G. programmes at departmental level.
6. Monitoring the quality of research.
7. Proposing and implementing new courses and program as approved by BOG /Senate.
8. Monitoring daily attendance of all PG and research students.
9. Recommending for release/continuation of assistantship on monthly basis based on attendance and weekly workload of PG/Ph.D. students.
10. Attending to the problems of students and advising, counseling them in academic matters
11. Acting as Student Grievance Committee and
12. Any other work assigned to it by SPGB /Senate.

The DPGC is expected to have its meeting regularly and to keep record of its decisions. Frequency of meeting of DPGC shall meet at least 6 times in an academic year.

DEPARTMENTAL RESEARCH EVALUATION COMMITTEE (DREC)

- The progress of the research work will be continuously monitored through end-of-the-semester presentations made by the student before the Departmental Research Evaluation Committee (DREC) constituted by DPGC of the concerned department for each major area of specialization. The respective supervisor will act as convener of DREC. The DREC on acceptable presentation, certify the fulfillment of the requirements mentioned in para 2 above. The progress report of the student shall be sent by the DPGC convener to the Dean (D-Acad), who if required will make recommendation to the Chairperson, Senate for continuation of the candidate in the Ph.D. programme.
- The constitution of DREC will be as follows:
 - i. Supervisor, Convener
 - ii. Three Experts from within the department related to major area of specialization (including co-supervisors)
 - iii. If required, one expert from outside the department or outside Institute

Overall award of grade calculation shall be done by averaging the awards given by the members of DREC. (S/X)

DEPARTMENTAL UNDERGRADUATE COMMITTEE (DUGC)

The Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look after all academic matters pertaining to the Undergraduate programme(s) offered by the Department. For the departments running the post graduate programmes in sciences, DFB shall constitute the Departmental postgraduate Committee (DPGC). The constitution of the aforesaid committee shall be communicated to the Office of Dean, Academic.

CONSTITUTION OF DUGC

The constitution of the DUGC is as follows:

- | | |
|--|------------|
| 1. Convener DUGC, | - Convener |
| 2. Head of the Department, | - Member |
| 3. Convener DPGC, | - Member |
| 4. Four faculty members including Programme Advisors,
if any, of the Department | -Members |
| 5. Two student representatives | -Members |

The Department Undergraduate Committee (DUGC) and the Department Postgraduate Committee (DPGC) advise the students in their departments and makes recommendations to the SUGB on all academic matters. The responsibilities of the DUGC/DPGC are:

1. Supervision and conduct of lectures, tutorials and practical classes.
2. Supervision and conduct of class tests, quizzes, practical tests, end term examination, project work, seminar and ensuring its quality.
3. Monitoring quality of instructions to students.
4. To collect feedback* (midterm/end semester) and analyze the same for corrective measures and the summary should be sent to the Dean, Academic.
5. Proposing and implementing new courses and programmes.
6. Attending to problems of students and advising, counseling them in academic matters.

* For the courses being taught by members of DUGC, the feedback should not be collected by themselves. The DUGC should make arrangements for the same to be collected by any other faculty members in the department. The feedback should be analyzed only after the results/grades are declared/ analyzed.

The DUGC is expected to have its meetings regularly and to keep record of its decisions. The DUGC shall ensure that all the Rules and Procedures given in this manual are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to SUGB for its consideration.

COMMITTEES FOR CENTRAL FACILITIES

Mentor IT Infrastructure & Services

- To advise Director on the establishment of Data Centre
- To guide the Advisory Committee in preparing a road-map and develop a time-bound plan for the integration and functioning of IT resources
- To monitor progress of ICT projects on regular basis.
-
- Advisory Committee for IT Infrastructure & Services
-
- To prepare a road map for updation, integration and planning for IT infrastructure of the Institute.
- To Guide the coordinators of the Computer Centre, Computer Networking and automation for execution. The execution of road map is the responsibility of respective Coordinator, however, the advisory committee has to provide the support to the Mentor for timely execution of the road maps.

Coordinator Computer Centre

- To establish the Computer Centre as India's lead Computer Centres with State of the Art Technologies under the direction of Mentor.
- To get the Institute website hosted and managed in the Computer Centre of the Institution. Coordinator (Network Communication) to provide login ID and space for hosting the website and access to LDAP users at Institute so as to help in proper development and management of Institute website.
- Provide support facilities for Web, DNS, FTP, Internet access, HPC and other services 24 hours and 365 days a year.
- To provide various advanced and special purpose software for all the campus users.
- To encourage spreading computer literacy by arranging lectures and organizing Continuing Education Programs for Faculty, Staff and students.
- To organize lectures and training sessions for Faculty and Staff to enable them to be computer savvy.
- To maintain Hardware and Software along with end point security.
- To ensure upgrades and repairs.
- To decide AMC and maintenance for the Computer Systems for the centre and institute.
- To encourage use of free and open software like GNU/Linux distributions.
- O host and provide various advanced and special purpose software for all the campus users.
- To host mirrors of popular GNU/Linux distributions on our FTP Portal.
- To maintain and monitor the documentation of all important documents of the institute in electronic form.
- To maintain IT related Community Services.
- To plan and maintain all academic software and e-learning material on servers.
- To involve students in development and maintenance of Computer infrastructure & services.

Coordinator for Automation and e-surveillance

- To plan and advise on complete automation of the institute
- To advise on the automation of relevant records and procedures of the institute.
- To monitor the performance of the automation solution.
- To plan for On-line campus security system.
- To decide AMC and maintenance for the automation solution system.
- Matters related with institution automation.

Coordinator Campus Wide Networking & Telephone services Video Conferencing and other modes of Communication

- To administer and manage the entire Campus Computer Network which includes Departments, Centres & Main Administrative Building, Hostels, Lecture Theatres and the Guest Houses.
- To provide Network Connectivity to the remote locations like Institute Dispensary, Security systems like cameras at various locations etc.
- Provide network accessibility and support for Web, DNS, FTP, Inetnet access, HPC and other services to be operated and managed by Computer Centre for 24 hours and 365 days a year.
- To provide Web-based Email GPO that enables all the users to access their mailbox from anywhere (inside or outside MNIT Jaipur) via the Internet.
- To monitor network performance.
- Explore upcoming technology for enhancing the IT infrastructure expansion.
- To fix the criteria on usage of Internet usage by faculty, staff and student.
- To decide AMC and maintenance for network equipment and any other matter related with networking.
- To maintain, manage and upgrade the existing telephone exchange.
- To fix the criterion on usage of telephone usage by faculty, staff & students.
- To advise on future planning of communication system like telephone service of the institute.
- To set up institutes broadcasting FM channel.
- To plan the video-conferencing facility and to monitor its effective usage within and outside the institute.
- To coordinate activities with coordinator networking and institute automation.
- To monitor maintenance of communication and video conferencing system.
-
- Chief Warden
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- To manage Mess Council and Hostel management affairs.
- To appoint Warden/Asstt. Wardens
- To initiate process for developing MIS for Hostels
- To arrange for the upkeep of Hostels
- To maintain security & law and order in the Hostels
- To manage and execute allotment of accommodation to students.

Coordinator Placement and Training Cell

- To facilitate students' training within and outside India.
- To coordinate with Industries and other research organizations for placement of the students.
- To prepare placement brochure.
- To organize training and orientation programme for the students and make them more employable.
- To invite Academic and Industry personnel to motivate students.
- To take necessary measures for developing linkage with industries.
- To facilitate to establish incubation centre's in the institutions.
- To initiate measures for joint collaborative research with industries.
- To strive to get live projects from industries for UG and PG thesis work.

Coordinator Legal

- To coordinate various legal matters of the institute with respective lawyers pleading the cases including land matters.
- To coordinate the information provided by the concerned section/department of the institute in the ongoing matters as well as which will arise in future
- To obtain legal opinion on various matters that will arise in future of the institute related to faculty, non teaching staff, students, land matters of the institute and others from respective lawyers.
- To keep track of date of hearing on monthly basis of the various ongoing legal matters and to coordinate with respective lawyers.
- To take measures to address to grievances of employees and reduce the number of court cases.
- To devise policy and procedures for smoothening the process of redressal of grievances.

ANNEXURE 2.3
(Refers 2.2)

ADMINISTRATIVE SECTIONS AND CONTROLLING OFFICERS WITH THEIR FUNCTIONS

S. No.	Name of the Section	Major functions	Controlling Officer
1.	Registrar Office	Memberships and meetings of all statutory bodies, Grievance Committee of the Board, Committee of HoDs/HoCs, Appointment of the Head of Departments / Deans, Constitution of Senate Committees.	Assistant Registrar / Registrar
2.	Accounts Section	Treasury functions, retirement benefits, Audit and Budget, HBA, Conveyance Advance, GSLI, Medical allowance to retired Employees, Medical facility, Budget preparation, Allocation of Funds and their monitoring and General matters	Assistant Registrar (Accounts) / Deputy Registrar (Accounts) / Registrar
3.	Establishment Section	Personnel and Administrative matters relating to academic staff, Group A, B, & C staff	Assistant Registrar (Establishment)/ Deputy Registrar (Establishment & Administration) / Registrar
4.	MNIT Dispensary	Patient Care	Medical Officers (Allopathy, Homeopathy and Ayurvedic and Gynecologist) and Compounders
5.	Coordinator Continuing Education Programme (CEP) Cell	Conducts of STC seminars, Conferences, Monitoring and Evaluation of conducted programmes.	Committee consists of one professor and four faculty members.
6.	Legal Cell	Legal Matters	Asstt. Registrar/ Coordinator Legal Cell / Registrar
7.	Academic Section	Admissions, Registration, Examinations, Scholarships of PG students and Convocation	Asstt. Registrar/ Deputy Registrar / Associate Dean UG/PG / Dean Academics

8.	Student Welfare Section	UG Scholarship, Student Activities (Sports, Art & Cultural Society, Technical Functions, Alumni, Student Counseling, International Students Affairs, etc.)	Asstt. Registrar / Dean Student Welfare
9.	Chief Warden Office	Mess Council, Hostel Management, Hostel Dues, Security and Law & Order in the Hostels, Appointment of Wardens and Asstt. Wardens	Chief Warden
10.	Stores & Purchase Section	Purchase of Stores, Stock Verification, Import of Equipment	Assistant Registrar / Registrar
11.	Security Office	Security Matters of the Campus	Security Officer / Coordinator Security/ Dean Administration
12.	Training & Placement Section	Practical Training to undergraduates and placement of UG/PG students	Co-coordinator / Coordinator Placement & Training Cell
13.	Works & Estate Section	Matters related to construction of buildings, maintenance of services like water, electricity, maintenance of buildings. Estate office-allotment of residence / recovery of rent, commercial establishments.	Estate Engineer / JEn/ AEn / XEn / Associate Dean / Dean (P&D) / Registrar / Director
14.	Campus wide Networking & Telephone Services	Campus Computer Networking and Telephone installation & Maintenance	Co-coordinator / Coordinator Campus wide Networking & Telephone Services
15.	Guest Houses	Guest House Bookings & Maintenance	Coordinator Guest House / Dean Administration
16.	Transport	Operation and Maintenance of Transport	Coordinator Transportation / Dean Administration

ANNEXURE 2.4
(Refers 2.3)

**ALLOCATION OF RESPONSIBILITIES TO REGISTRAR / DEANS / ASSOCIATE
DEANS AND OTHER OFFICIALS**

Registrar

- Statutory Bodies – agenda, minutes, follow-up
- Accounts.
- Group B and C staff – Recruitment, leave, training, disciplinary cases, welfare
- HRD / R&I
- Coordination, Legal Cell, HBA Unit
- Store-Purchase & Import

Internal Complaint Committee (Women’s Cell)

As per Act 23rd April 2013/ Vaishakha 3, 1935 (Saka) of Ministry of Law & Justice and as approved by the Director.

RTI Officers

- | | | |
|-------------------------------|---|------------------------------------|
| • Appellant Authority (AA) | : | Registrar |
| • Public Information Officer | : | Dy. Registrar (Admin. & Estt.) |
| • APIO/Transparency Officers | : | |
| • Administration Related | : | Concerned Asstt. Registrar |
| • Construction Related | : | Executive Engineer |
| • Academics/Admission Related | : | Deputy Registrar (Academics) |
| • Student Related | : | Deputy Registrar (Student Welfare) |
| • Hostel Related | : | Assistant Registrar (Hostels) |
| • Store & Purchase | : | Asstt. Registrar (Stores) |
| • Accounts | : | Deputy Registrar (Accounts) |
| • Research & Consultancy | : | Asstt. Registrar (R&C) |
| • Library | : | Librarian |

ANNEXURE 2.5

(Refers 2.4)

LIST OF AUTHORIZATIONS GIVEN TO THE DIRECTOR BY THE BOARD OF GOVERNORS

As per NIT Statutes 17, the Director has been authorized to:

1. POSTS/PERSONNEL MATTERS

- 1.1 Approve, proposals for appointment of Professors of the Institute as Joint Professors in other Departments/Centres.
- 1.2 Appoint Visiting Professor/Visiting Faculty up to a period of one year as per the existing norms and report it to the Board at its next meeting.
- 1.3 Act as appointing authority for the posts carrying a scale maximum of which does not exceed Rs. 15,000/- and get such decisions ratified by the Board of Governors.
- 1.4 Act as appointing authority for the non-academic posts, for Superintendent and Senior Technical Assistant or other posts of equivalent pay scale and report such appointments to the Board for ratification at its next meeting.
- 1.5 Create temporary posts for the duration of research/consultancy projects and approve the minutes of the selection committee for the posts of research and consultancy projects.
- 1.6 (a) Appoint persons from one project to another in the same posts for a period upto five years or the duration of the project/scheme whichever is less.
(b) Accept resignation from the project staff for which the Board of Governors is the appointing authority.
- 1.7 Adopt suitable procedure for filling temporary vacancies in non-teaching posts for a period not exceeding 12 months in terms of Statute 17(8) keeping in view the circumstances of each case.
- 1.8 Interchange technical supporting posts in various categories without exceeding number of posts already sanctioned by the Board of Governors.
- 1.9 (a) Allow staff members who are appointed in outside organizations to the posts involving probation period, to retain lien on the Institute post.
(b) Allow staff members to join other organisation on deputation terms.
- 1.10 Accept resignation from staff members whose appointing authority is the Board of Governors in accordance to the following procedure:
 - (a) Where the staff concerned has given three months notice as prescribed in the Statutes and where the Head of Department feels that there is no need to ask the concerned staff member to continue till the end of academic session, the resignation be accepted at the discretion of the Director from the date on which the notice period of three months expires.
 - (b) Where the staff member has not given the prescribed prior notice of three months and the Head of Department/Centre recommends that the acceptance of the resignation by relaxing/waiving the notice period will not adversely affect the work of the Department/Centre, the resignation be accepted from the date recommended by the Head of the Department by relaxing/waiving the notice period, at the discretion of the Director.

- 1.11 Take decision regarding fixation of pay of re-employed persons on behalf of Board of Governors.
- 1.12 Adjudge the individual cases as hard cases on merit of each case and decide the cases of the change of option to any of the retirement schemes provided in the Statute.
- 1.13 Act as Disciplinary Authority in the case of Superintendents, STA's and other equivalent non-academic posts.
- 1.14 Grant special increment in special cases and report such cases to the Board for information.

2. LEAVE

As per Institute Statutes 35, the Director shall be the "Competent Authority" to sanction leave of all kinds provided in the Statutes to the staff.

3. FINANCES

The following financial powers have been delegated to the Director:

- 3.1 To sanction honorarium up to the specified amount from the Institute, as approved by the BoG from time to time.
- 3.2 To approve expenditure upto Rs. 50,000/- per item for the repair of instruments without going to the normal purchase procedure provided the repair is got done from the manufacturer, concerned Govt. Department or the Public Undertaking.
- 3.3 To pay honorarium per lecture hour as approved by the board from time to time in the case of eminent persons including honorary Visiting Professors.
- 3.4 To revise the rates for translation of technical papers from foreign languages in accordance with any revision(s) that may be made by the INSDOC from time to time.
- 3.5 To review the rates of payment to students for summer/winter jobs in consultation with the Deans.

4. MEDICAL

- 4.1 Director is authorized to include in the list of approved hospitals, the Medicare Centres/Hospitals run by the Voluntary Organisation/Charitable Trusts as per the guidelines laid by the Board of Governors.
- 4.2 Director is authorized to take decision on medical claims (not normally allowed) on the recommendations of an Institute level committee, within the overall framework of the Medical Attendance Rules.

ANNEXURE 2.6
(Refers 2.5.1)

STANDING COMMITTEES OF THE BOARD OF GOVERNORS
Standing Committee of the Board of Governors

1. Standing Grievance Committee
Membership

The membership of the Committee is decided by the Board of Governors for specific period of its tenure. The existing Grievance Committee is constituted for redressal of grievances or any conceive wrong done to any employee of the Institute. The Committee as under:

- | | |
|---|--------------------|
| • Director: | Chairperson |
| • Nominee, BOG: | Member |
| • Dean Faculty Affairs: | Member |
| • Advocate of Rajasthan High Court as Legal Counsel:
(for a tenure of two years) | Member |
| • One faculty or non-teaching lady member: | Member |
| • Registrar: | Member & Secretary |

Terms of Reference

To consider grievances of staff members made by them to the Board and make recommendations to the Board.

2. Finance Committee
Membership

1. Chairman, Board of Governors Chairman (Ex- officio)
2. Two persons nominated by the Members Central Government (MHRD)
3. Two persons nominated by the Board Members
4. Director Member (Ex- officio)
5. Registrar Member Secretary

Terms of Reference

- a) To examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board.
- b) To give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial question affecting the Institute.

3. Building and Works Committee

Membership

The Committee consists of not less than 5 and not more than 8 members as may be appointed by the Board. The existing constitution is as under:

1. Director (Ex-officio) Chairman
2. Representative from the Ministry Member of HRD
3. One outside expert each from Civil and Electrical Engineering Wing of Central or State Govt. Member
4. One member nominated by the Board of Governors
5. Dean Planning & Development Member
6. Registrar, ex-officio, Member Secretary

Terms & Reference

- It shall be responsible, under the direction of the Board, for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs within the grant placed at the disposal of the Institute for the purpose.
- It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- It shall be responsible for making technical scrutiny as may be considered necessary by it.
- It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.