



No. RDO/ 1463 /25

Dated: 18 December, 2025

MEMO

The undersigned is directed to convey that the Board of Governors in its 33rd Meeting held on 19th November, 2025 approved the following w.r.t. the function-wise administrative power considering the financial power as approved by the 32nd meeting of BoG and channel of submission and level of final disposal of cases of various items of works handled by the Depts/ Centre/ School/ Sections :

- (i) The proposal for function-wise administrative power, considering the financial power as approved by the 32nd meeting of BoG and the channel of submission and level of final disposal of cases of various items of work handled by the Depts/ Center/ School/ Sections be approved.
- (ii) Subsequent modifications, if any, may be incorporated into the above stated documents, subject to the approval of the Chairperson, BoG, and the same may be reported in the subsequent meeting of the BoG.

The Function-wise, administrative power and the channel of submission of files and the level of final disposal of cases of various items of work handled by the Depts/Centre/School/Sections are enclosed at the annex.

Registrar & Secretary, BoG

Encl: As stated.

To:

1. All Deans/ HoDs/HoCs/HoSs
2. Superintending Engineer
3. All Joint Registrars/ Deputy Registrars
4. To All Assistant Registrars/ Officers

Copy to:

1. Deputy Registrar (Establishment -II)
2. PS to the Director
3. PS to the Registrar
4. Institute's website

BoG : 33:08

পোঃ বোটানিক গার্ডেন,

হাওড়া-৭১১ ১০৩

পশ্চিমবঙ্গ, ভারত

দূরভাষ : (০৩৩) ২৬৬৮-১৫০৩

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The Delegation of Powers to Various Functionaries of the Institute and Channel of Submission and level of final disposal Reg.

For day to day operations, the functionaries of the Institute are

1. Director
2. Registrar
3. Deans
4. Heads of various Department/ Centre/ Schools/ Section/ Units etc
5. Faculty-in-Charge/ Officer-in-Charge/ Superintendent Engineer/ Executive Engineer / Joint Registrar/ Deputy Registrar etc

Under the scheme of delegation of powers , mainly two types of delegations of power are delegated:

- (i) Administrative Powers
- (ii) Financial Powers

Power to incur expenditure, approve an appropriation, sanction of advance, honorarium etc. are the examples of Financial Powers. Power to sanction leave, Power to grant and sanction lien, Power to sanction one post to another, Power to suspend an employee etc. are the examples of Administrative Power.

Based on the delegation of Financial Power as approved by the 32nd meeting of BoG held on 21.07.2025 and its adjourned session held on 05.08.2025 as per recommendation of the 22nd meeting of the Finance Committee held on 21.07.2025, a detailed section-wise and function-wise Administrative Power(AP) within the power of the financial limit and within allocated budget to the various functionaries of the Institute is prosed. The channel of submission and level of final disposal of cases in respect of various items of work handled by the respective Department/ Centre/ School/ Section/ Unit etc. is also placed below. The item of works not mentioned below will continue to flow through the existing channel of submission and level of final disposal:

Departments/ Centre/Schools/Sections/Units

Important: The application to be made through the controlling officer of the department/School/Centre/Section/Unit in all cases.



Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Sanction to accept outside works and to serve on outside committees and fee for such works (Examinations, Paper Setting, Evaluation, Superintendence, investigation etc. Report Writing and publications), delivering of lectures and any other academic works	Director	Director (in respect of HoDs/ HoCs/ HoSs)/ Registrar/ Librarian/ Joint Registrar/Dy.Regis. Dean (F/W) in respect of Other Faculty. Director for the long leave applications for a period more than 10 working days. Registrar (in respect of all non-teaching Staff, except Registrar and Deputy/Joint Registrar) . Note: For International visit, the approval of the Director will be mandatory for all.	AR (Estt.I)- DR(Estt.I)- Dean (F&W)- Director AR (Estt.I)- DR(Estt.-II)- Dean (F&W)/Director AR (Estt.I)- DR(Estt.-II)- Registrar/Director	AP/FP
Sanction of Invitation to Institute lecture and payment of honorarium as per BOG approved norms	Director	Dean (Academic) Full Power (Within India). Director – For all cases.	Faculty- HoD- Dean(FW) Faculty-HoD- Dean(FW)- Director	AP/FP
Sanction to Invitation to Guest lectures for seminars from within India and payment of honorarium as per BOG approved norms	Director	Dean(Academic) Full powers as part of regular work for any individual outside the Institute (except free hospitality) within financial limit chargeable to the recurring grant of Dept/ Centre. Schools.	Faculty- HoD/HoC/HoS	AP/FP
To pay up to BoG approved amount per lecture in case of eminent person including adjunct faculty'	Director	Director	Concerned Faculty-HoD- Director	FP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/ FP)
Sanction of local journey Verification/counter signature of Journey/passing of bills	HoD Registrar	Heads of Dept/ Centre/School/ Section/ Unit including FIC full power for the departmental works chargeable to recurring grant of the Department/ Centre/ School/ Section/ Unit Registrar Full Powers	Faculty- Heads of Dept/ Centre/School/ Section/ Unit including FIC/Registrar	FP
Sanction to Journey (TA & DA and registration fees) within India to the to the students for presenting Papers(oral/poster) in the Conference, workshop, symposia and otherwise for academic works following approved norms of the institute in this regard if issued time to time	Director	Dean (Academic) chargeable from the allocated budget of the Institute if any or student amenities fund	Students- Supervisor/ faculty advisor- Heads of Dept. / Centre/ School- JR(Academic)/ DR(Academic)- Dean(Academic)	FP
Sanction to Purchase of Air Conditioners (AC) in respect of faculty as per Institute norms	Director	Dean (P&D) Full powers chargeable to the non-recurring grant of Dept. Director with full powers	Concerned Faculty- - HoD/ HoS/HoC - Dean(P&D)/ Director	FP

Establishment Matters

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/ FP)
Non-teaching Matters				
CL, Earned Leave, Half Pay Leave, commuted Leave, for Group B, C, D	Registrar	Deputy Registrar (E-II)	Suptd - AR(E-II)- DR (E-II)	AP
Maternity Leave, Paternity Leave, CCL (not involving taking up outside assignment for Group A, B, C, D	Director	(i)Registrar (ii) Director for Outside assignment	(i) Suptd - AR(E-II)- DR (E-II)- Registrar (ii) Suptd - AR(E-II)- DR (E-II)- Registrar- Director	AP
CL, Earned Leave, Half Pay Leave, commuted Leave, for Group A	Registrar (for Assistant	Registrar for all Group A Officers and Registrar/Librarian/	Suptd - AR(E-II)- DR (E-II)-Registrar	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/FP)
	Registrar) Director (Deputy Registrar on wards)	Deputy Registrar Director will be the approving authority	Suptd - AR(E-II)-DR (E-II)-Registrar-Director	
EOL for all	Director	Director	Suptd - AR(E-II)-DR (E-II)-Registrar-Director	AP
Spl. Cl/ Duty Leave With or without Financial approval	Director	Registrar	Suptd- AR(E-II)-DR (E-II)-Registrar	AP
All types of short and long leave for assignment abroad and leave other than mentioned above.	Director	Director	Suptd- AR(E-II)-DR (E-II)-Registrar-Director	AP
All Foreign visits	Director	Director	Suptd -AR(E-II)-DR(E-II)-Registrar-Director	AP
EL encashment during LTC as per rules	Director	Registrar for all	Suptd -AR(E-II)-DR(E-II)- DR(IA)-Registrar All Memo will be issued by AR(E) or DR(E) in this regard.	FP
Grant of Annual Increment	Director	Director	Suptd -AR(E-II)-DR(IA)/IAA-DR(E-II)-Registrar-Director All orders will be issued by DR (E)	AP
Pay fixation on various occasions as per the rules	Director	(i)Registrar for Group B, C, D (ii) Director for Group-A including special cases	(i)Suptd -AR(E-II)-DR(E-II)- DR(IA)/IAA- Registrar (ii) i)Suptd -AR(E-II)-DR(E-II)- DR(IA)/ IAA-Registrar- Director	AP
Retirement Notice	Registrar	Registrar	AR(E)- DR(E)-Registrar	AP
Pension Payment Order	Director/Registrar	Registrar	AR(Account)-JR(F)- DR(IA)/IAA-Registrar-Director	FP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Advances including PF advances	Director	Director	AR(Account)-JR(F)- DR(IA/IAA-Registrar-Director	
Correspondence with MoE / Other Ministry	Director/ Registrar	Director/ Registrar	AR(E)- DR(E)/ JR(F)- Registrar Depending upon the subject.	AP
Correspondence with Other Ministry	Director/ Registrar	Director/ Registrar	AR(E)- DR(E)/ JR(F)- Registrar-Director	AP
Electricity Bills/ Postal Charges/ Group Insurance / Telephone	Director	Director	EE-SE-JR(F)-IAA-Registrar-Director	FP
Passport/ Visa NoC	Director	NoC for Passport-Registrar NoC for VISA-Director	AR(E)- DR(E)- Registrar/Director All orders will be issued by DR (Esst.)	AP
Forwarding of applications for external employment	Director	Director	Suptd -AR(E)- DR(E)- Registrar-Director Letter to be issued by DR(E)	AP
Management of outsourced Manpower including sanction of additional manpower as well as statutory matters	Director	Registrar – For Routine Work Full power. Director for new manpower	(i)Suptd -AR(E)- DR(E)- Registrar/Director (ii)AR (Estate)/ DR(Estate)/ JR(F) will be responsible for handling all statutory matters.	AP
Permission for perusing Higher Studies	Director	Registrar for Group B & C . Director for Group A Full power as per policy guidelines laid down time to time.	Suptd -AR(E)- DR(E)- Registrar/Director	AP
Lump sum grant for attaining Higher qualification as per BoG norms, if any	Director	Director	AR(E)-DR(E)- DR(IA)- Registrar - Director	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Permission for Registration in Institute Courses or Course offered by the other Institute without affecting working hours and normal duties and responsibilities	Director	Director	AR(E)-DR(E)-DR(IA)- Registrar - Director	AP
Sanction of Journey within India of the Group of A officer to attend seminar, conference, Workshop etc and otherwise for academic work as per BoG guidelines.	Director	Director	AR(E)-DR(E)-Registrar-Director	AP
Sanction of relocation charges/ Transfer TA as per rule of the GoI/ BoG	Director	Director	AR(E)-DR(E)-Registrar- Director	FP
Past Service Counting	BoG	Director- Powers Full	AR (E)- DR(E)-DR(IA)/ IAA- Registrar-Director	
All disciplinary matters	BoG	Director Full powers for Group B, C &D including imposition of penalties . The Chairperson BoG: Appellate authority for Group B, C &D. For Group A: Director full powers with regards to constituting a Fact Finding Committee, charge sheet, constitution of inquiry committee. BoG full power with regards to suspension, imposition of penalties. Visitor: Appellate Authority	DR(E)- Legal Cell- Registrar -Director	
Any other matter arises from time to time	Director	Director	Suptd -AR(E)-DR(E)- Registrar-Director	AP/FP
For Faculty related matters				
Earned Leave, Half Pay Leave, commuted Leave, Maternity	Director	Dean (FW)	Faculty- HoD-DR(E)-Dean (FW)	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/ FP)
Leave, Paternity Leave (not involving taking up outside assignment) sanction for faculty				
CL/ SpL. CL for faculty without Financial Approval	Director	(i)HoD/ HoC/HoS (ii)For SpCL Dean(FW)	(i)Faculty- HoD/ HoC/HoS (ii)Faculty- HoD/ HoC/HoS-Dean(FW)	AP
Project Leave for faculty without Financial Approval	Director	Dean(R&C)	Faculty- HoD/ HoC/HoS-DR(E)-Dean(R&C)	
Spl. CL with Financial approval	Director	Director	Faculty- HoD/ HoC/HoS – DR(E)-Dean(FW)-Director	FP
All types of short and long leave involving outside assignment and any other leave not mentioned above	Director	Director	Faculty- HoD/ HoC/HoS-DR(E)-Dean (FW)-Director	AP
Sanction to journey within India of the faculty to attend Seminar, Conf., Workshop & Symposia and otherwise as per laid down norms and Purchases.	Director	(i)Dean (Faculty) with in Rules (ii)Special cases Director	(i)Faculty- HoD/ HoC/HoS-DR(E)-DR(IA)-Dean (FW) (ii)Faculty- HoD/ HoC/HoS-DR(E)-DR(IA)-Dean (FW)-Director	FP/ AP
Sanction to journey abroad of the faculty fund to attend Seminar, Conf., Workshop & Symposia and otherwise as per laid down norms and Purchases.	Director	Director Full Power	Faculty- HoD/ HoC/HoS- -DR(E)-DR(IA)-Dean (FW)-Director	FP
Passport/ Visa NoC	Director	(i)Director in case of NOC for VISA (ii)Registrar in case of NOC for Passport	(i)Faculty- HoD/ HoC/HoS -AR(E)-DR (E)- Registrar (ii) Faculty- HoD/ HoC/HoS -AR(E)-DR (E)- Registrar-Director NOC will be issued by DR(E)	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Forwarding Applications for outside employment	Director	Director	Faculty- HoD/ HoC/HoS -AR(E)- DR (E)- Registrar- Dean (F&W)- Director Letter/NOC will be issued by DR(E)/AR(E)	AP
Pay Fixation on various occasions	Director as per rules	Director- Full power in all cases.	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director All orders will be issued by DR (E).	FP
Past service counting	BoG	Director full power within the rules. For Special cases – BoG full power	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director	AP-
Advance including PF advances	Director	Director	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director	FP
Sanction of relocation charges as per rule		Director Full power with -in Rule	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director	FP-AP
Grant of Annual Increment	Director	Director	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director	FP-AP
Nomination by the Institute for various awards, fellowships	Director	Director	AR(E)- DR (E)- Dean (FW)- Director	AP
All disciplinary matters	BoG	Director full powers with regards to constituting Fact Finding Committee, charge sheet, constitution of inquiry committee. BoG full power for with regard to suspension, imposition of penalties. Visitor: Appellate Authority	DR(E)- Dean (F/W)- DR (E)- Legal Cell- Registrar- Director	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Any other matter arises from time to time	-	Director full power with rule. BoG For Special cases	AR (E)- DR (E)- DR (IA)/ IAA- Registrar- Director	AP
Recruitment matter (Teaching & Non-teaching)				
Permission in respect of advertisement matters for recruitment in newspapers and website and standing advertisement and related matters	Director	Director	AR (R)/DR(R)- Dean (FW)- Registrar- Director Order to be issued by DR(R)/AR(R)	AP/FP
Constitution of Scrutiny Committee/ Short listing Committee/ DPC/ Selection Committee as per Statute/ Assessment Committee / Assessment Committee/ Written Test / Trade Test/ MACP/ DACP/ Career Programme Scheme committee etc. related to recruitment, Promotion, Financial Upgradation, regularization, extension of Contract, Increment of Consolidated Staff etc.	Director	Director	AR (R)/DR(R)- Dean (FW)- Registrar- Director Order to be Issued by DR (R)/ AR(R)	AP/FP
Issue of Invitation letter to Experts	Director/ Registrar	Director or as assigned by Director	AR (R)/ DR(R)- Dean(FW)	AP
Issue of offer letter on appointment	Registrar	(i)Registrar for all. (ii)Director for Registrar	(i)AR (R)/DR(R)- Dean(FW)- Registrar (i)AR (R)/DR(R)- Dean(FW)- Registrar	AP
Joining Order	Registrar	Registrar	AR (R)/DR(R)- Dean(FW)- Registrar	AP
Transfer & Posting Order for Group B & C Group A	Director	Registrar for Group B & C Director for Group A	AR(E)/ DR(E)- Registrar AR(E)/ DR(E)- Registrar-Director Order to be issued by DR(E)/AR(E)	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
Call Letter to the candidate called for Written test/ Trade test/ Interview	Registrar	Dean(F/W)/ In-charge Recruitment Cell	AR(R)/ DR(R)- Dean(F/W)	AP
Short listing of applications related to recruitment for all positions based on the recommendation of the committee	Director	Director	AR(R)/ DR(R)- Dean(F/W)- Director	AP
Office Order for extension of contract after approval of the Director	Registrar	DR (R)	AR(E) – DR (R)	AP
Any other matter arises from time to time	Director	Director	AR(R)/ DR(R)- Dean(F/W)- Registrar-Director	AP
General Matters				
Sanction of Medical for hospitalization (outside or local)	Director	Director	AR(E) – DR (R)- DR(IA) Registrar-Director	AP
Adjustment of all medical advance having prior approval	Director	Registrar	AR(E) – DR (R)- DR(IA) - Registrar	
Reimbursement of Medical Expenses	Director	Director/ Registrar within the Financial delegation of Power	AR(E) – DR (R)- DR(IA) – Registrar/ Director	FP
Reimbursement of medical expenses where relaxation of rule is involved	Director	Director	AR(E) – DR (R)- SMO-DR(IA) – Registrar Director	FP
Leave Travel Concession	Director	Registrar with in rule	Supt.– DR (E)- DR(IA) – Registrar	AP/FP
LTC advance and Adjustment	Director	Director	Supt.-AR(E) – DR (E)-DR(IA) – Registrar-Director	FP
EL Encashment during LTC as per rule	Director	Registrar for all	Supt.-AR(E) – DR (E)-DR(IA) – Registrar	FP
Meeting Section				
(i)Membership and meetings of all Statutory Bodies: (ii)Preparation of Agenda, Minutes of Meeting of- (a) BoG (b) Finance Committee	Registrar	Registrar	AR (M) – DR (M)- Registrar- Director	AP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/ FP)
(c) B&WC (d) Senate (e) Administrative Committee (iii) Preparation of Agenda and Minutes	Registrar / Director	Registrar/ Director		
Audit Section				
(i) Pre- auditing of bills	Registrar	DR(IA)	AR(IA)/DR(IA)	AP/FP
(ii) Other Auditing matter				
Academic PGS				
(i)Admission and Examinations, results, time table, termination of Post Graduate Students (ii)Scholarship of PG students; (iii)Convocation (iv)Miscellaneous matter (v) Senate Sub Committee meeting	Director	Director	AR(Academic)-JR(Academic)/DR(Academic)-Associate Dean (PG)/Dean(Academic)	AP/FP
Academic – UGS				
(i)U. G Admission, time table, examinations, results, termination; (ii)Student Academic Affairs (iii)Scholarships for UG Student (iv)Misc. matters	Director	Director	AR(Academic)-JR(Academic)/DR(Academic)-Associate Dean (UGS)/Dean(Academic)	AP/FP
Store and Purchase				

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/FP)
Purchase of Stores	Director/ HoDs/HoCs/HoSs/ Registrar within financial delegation of power except Import of Capital Goods	Director Full power. HoDs/HoCs/HoSs/ Deans/ Registrar within financial delegation of power	<p>(i) Purchase value upto Rs. 2.00 lakhs for Dept/Centre/. School/Section Faculty - HoDs/HoCs/HoSs/ Dean</p> <p>(ii) Purchase more than Rs. 2.00 lakhs for Dept/Centre/. School/Section Faculty - HoDs/HoCs/HoSs/ Dean-OIC(S&P)-DR(IA)-Director</p> <p>(i) Purchase for Registry Section AR(S&P)-DR(S&P)/OIC(S&P)-DR(IA) Registrar/ Director.</p> <p>Note: All Purchases above Rs. 2 lakhs will be issued by the S&P Section as per the delegation of power. In case of Import whose purchase value even upto Rs. 2 Lakhs, the S&P section will issue the Purchase Order and subsequent activities after taking financial approval from the concerned Head/ Director as per the financial delegation of power.</p>	AP/FP
Security Section				
Security matter of the Campus	FIC (Security)/ Registrar / Director	Registrar/Director	<p>OIC(Security)/Security-in-Charge-Registrar-Director</p> <p>Relevant order to be issued by the OIC Security</p>	AP/ FP

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/FP)
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Estate (Civil Construction and Civil Maintenance and electrical works)				
Matter relating to civil construction of building and maintenance of buildings and Works	Director	Dean (P&D) within delegation of power Director full power	EE (Civil)- SE(Civil)- Dean(P&D)-JR(F) - Registrar-Director/ Dean(P&D)	AP/FP
Matter relating to electrical works and maintenance electrical fittings in the Institute Campus	Director	Dean (P&D) within delegation of power Director full power	EE (Electrical)- SE(Civil)- Dean(P&D)-JR(F) - Registrar-Director/ Dean(P&D)	AP/FP
All matters of Works (Civil & Electrical works) and procurement of Goods and services etc in respect of composite big projects as decided by the Director.	Director	Director	EE (Civil)- EE(Electrical)- SE(Civil)- Dean(P&D)-JR(F)- Registrar- Dean(P&D)/Direct or	AP/FP
Matter related to water supply in the Institute Campus	Director	Dean (P&D) within delegation of power Director full power	EE (Electrical)- SE(Civil)- Dean(P&D)- JR(F) - Registrar-Director/ Dean(P&D)	AP/FP
Matter related to Sanitary and Plumbing in the Institute Campus	Director	Dean (P&D) within delegation of power Director full power	EE (Electrical)- SE(Civil)- Dean(P&D)- JR(F) - Registrar-Director/ Dean(P&D)	AP/FP
Horticulture Section	Director	Dean (P&D) within delegation of power Director full power	EE (Electrical)- SE(Civil)- Dean(P&D)- JR(F) - Registrar-Director/ Dean(P&D)	AP/FP
Estate Matters				
Allotment of Institute Accommodation (Quarter)	Director	Registrar as per Rule. Director -Full Power and also allotment on out of turn basis also	Superintendent - AR(Estate)- DR(Estate)- Chairman ARQ- Registrar- Director for allotment of Institute residential quarters.	AP

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Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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			Necessary order to be issued AR(Estate)/ DR(Estate)	
Estate and Recovery of rent thereof and other related Estate matters	Director	Registrar	Superintendent-AR(Estate)/DR(Estate)-Registrar. Demand notice to be issued by AR(Estate)/ DR(Estate)	AP
Allotment of Commercial establishments	Director	Director	Superintendent-AR(Estate)-DR(Estate)-Registrar-Dean(P&D)-Director.	AP/FP
Allotment of Space in academic and non-academic areas including new space	Director	Director	Superintendent- AR (Estate)-DR(Estate)-Dean(P&D)-Director.	AP/FP
Allotment of Space / Institute Halls/ Space on Chargeable basis within Rule	Director/Dean(P&D)	(i)Registrar within Rule (ii)Director for Special cases including waiver of fees	Superintendent - AR(Estate)/DR(Estate)-Registrar/Director	

Institute Transport Arrangement etc.

Operation & Maintenance and allotment of Transport	Director	Registrar/ Director as per the financial delegation of power	Superintendent-OIC (Transport)-Registrar/Director	AP/FP
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Institute Telephone Operation and Maintenance

Telephone Installation and maintenance and other related matter	FIC (Telephone)	Registrar	FIC/OIC(Telephone)- Registrar	
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Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/FP)
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Hospital/ Health Centre

Patient care etc	FIC(Hospital)/ Director	SMO/ Registrar/ Director within the administrative and financial power	SMO-Registrar-Director	AP/FP
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Legal Cell

Legal Matters	Registrar / Director	Registrar/ Director	OIC (Legal)-Registrar-Director	
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Guest House

Guest House related matters	FIC-(Guest House)	OIC(Guest House)/ Registrar For Special cases Director	OIC(Guest House)-Registrar/ Director	
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Rajbhasha Vibhag

Rajbhasha Vibhag	Director	Hindi Officer/ OIC - Rajbhasha Vibhag /Chairperson Implementation Committee	Hindi Officer-OIC – Chairperson Tri lingual Committee /Registrar/Director	
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Publication

Annual Report	Director	Director	Dean (P&D)-Director	
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ERP, Information Cell and Administrative and Computer Service

ERP	FIC (ERP)	FIC (ERP)/Dean (ERP)/ Director within administrative and financial powers	ERP implementation Committee- FIC ERP/Dean (ERP)-Registrar-Director	
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Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel Submission	Type of Power (AP/FP)
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Information Cell (IC)	FIC (Information Cell)	FIC (Information Cell)/Dean (ERP)/ Director within administrative and financial powers	FIC (Information Cell)- Chairperson Trilingual implementation committee-Dean(P&D)- Director	
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Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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Channel of Submission of Files in Academic Section

PhD Students Group

Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
1	Admission Notice	Director	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→PIC(Admission)→Dean(Ac)→Director
2	Shortlist for interview and Final Selection for admission	Director	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→PIC(Admission)→Dean(Ac)→Director
3	RPEC formation/Enrolment/Supervis or Allotment	Chairperson, SPGC	HoD→AssoDean(Ac,PG&PhD)→Chairp erson, SPGC
4	Allotment of course-work/RPEC restructuring/Research Area/Department/Resignation/ Leave/Absent	Chairperson, SPGC	HoD→AssoDean(Ac,PG&PhD)→Chairp erson, SPGC
5	Semester Registration	Dean (Students' Welfare)	HoD→JR(Ac)→Dean(Ac)→Dean(SW)
6	Outside Scholarship	Director	HoD→Dean(R&C)→Director
7	Registration Seminar for PhD students	Chairperson, SPGC	HoD→AssoDean(Ac,PG&PhD)→Chairp erson, SPGC
8	Temporary Withdrawal/ change of category	Chairperson, SPGC	HoD→AssoDean(Ac,PG&PhD)→Chairp erson, SPGC
9	Conference/Seminars/Worksho p	Dean (Academic)	HoD→JR(Ac)→AssoDean(Ac,PG&PhD)→Chai rperson, SPGC→Dean(Ac)
10	Panel of examiners for thesis evaluation	Director	HoD→Dean(Ac)→Director
11	Reports on the Ph.D. Dissertation	Dean (Academic)	Supervisor→AssoDean(Ac,PG&PhD)→Dean(Ac)
12	Provisional Degree Certificate	Chairman Senate	HoD→JR(Ac)-Dean(Ac)→Chairman, Senate Provisional Certificate to be signed by the JR(Academic)/Dean(Academic)
13	Grade Cards	Joint Registrar (Academic)	DA→JR(Ac)

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
14	Award of Degree	Board of governors	DA→JR(Ac)→Dean(Ac)→Director→Senate→BOG
15	Miscellaneous work (RTI, Statistics, Ministry reply/Answer to Govt. Audit/UGC)	(i)-CPIO for RTI (ii)Others Reply Jt.Registrar(Acad)/Registra	(i)For RTI CPIO→APIO→Associate Dean(Ac, PG & PhD) →CPIO (ii)For Reply to the Statistics, Ministry reply/Answer to Govt. Audit/UGC JR.(Acad)-Dean(Acad)-Registrar-Director
16	NOC to research scholar for visiting abroad	Director	HoD→JR(Ac)→Dean(Ac)→Director
18	Disciplinary Authority	Director	HoD→Dean(Ac)→Dean(SW)→Director

PG Students Group

Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
1	Admission Notice	Dean (Academic)	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→PIC(Admission)→Dean(Ac)→Director
2	Shortlist for interview and Final Selection	Dean (Academic)	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→PIC(Admission)→Dean(Ac)
3	Fees enhancement	Finance Committee/ BoG	DA→JR(Ac)→Dean(Ac)→Director→Finance Committee-BoG
4	Release of Assistantship & other scholarships & caution money	Joint Registrar (Finance)	DA→JR(Ac)→JR(Finance)
5	Issue of Bonafide Certificate	Joint Registrar (Academic)	DA→JR(Ac)
6	Conference/Seminars/ Workshop	Dean (Academic)	HoD→JR(Ac)→AssoDean(Ac,PG&PhD)→Chairperson, SPGC→Dean(Ac)
7	Temporary Withdrawal, Resignation	Chairperson, SPGC	HoD→AssoDean(Ac,PG&PhD)→Chairperson, SPGC Order to be issued by the JR(Academic)/DR(Academic)
8	Viva-Voce of PG students	Respective HoD	HoD

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
9	Semester Results	Senate	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→Dean(Ac)→Director→Senate
10	Award of Degree	Board of Governors	DA→JR(Ac)→Dean(Ac)→Registrar→Director→Senate→BOG
11	Medal & Endowment Prizes	Board of Governors	DA→JR(Ac)→Dean(Ac)→Registrar→Director→Senate→BOG
12	Duplicate Degree Certificate	Director	DA→JR(Ac)→Dean(AC)→Director Duplicate Certificate to be signed by the JR(Academic)/DR(Academic)
13	Provisional Degree Certificate & Marksheet	Chairman Senate For Marksheet Dean (Academic)	DA→JR(Ac)→Dean(AC)/Director Provisional Degree Certificate & Marksheet to be signed by the JR(Academic)/DR(Academic)
14	Migration Certificate, English Proficiency Certificate	Joint Registrar (Academic)	DA→JR(Ac)
15	Educational Verification of Alumni	Joint Registrar (Academic)	DA→JR(Ac)
16	Miscellaneous works (RTI, Statistics, Ministry reply)	(i)-CPIO for RTI (ii)Others Reply Jt.Registrar(Acad)/Registrar	(i)For RTI CPIO→APIO→AssoDean(UGS)→CPIO (ii)For Reply to the Statistics, Ministry reply/Answer to Govt. Audit/UGC JR.(Acad)-Dean(Acad)-Registrar-Director
17	Introduction of new subject/course	Senate	HoD→JR(Ac)→AssoDean(Ac,PG&PhD)→SPGC-Dean(Ac)→Director→Senate
18	Academic Calendar	Senate	DA→JR(Ac)→AssoDean(Ac,PG&PhD)→Dean(Ac)→Director→Senate
19	Disciplinary Authority	Director	HoD→Dean(Ac)→Dean(SW)→Director

UG Students Group

Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
1	Inspire Scholarship	Director	DA→Dean(SW)→Director
2	Endowment Scholarship	Director	DA→Dean(SW)→Registrar→Director→JR(F)

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
3	Award of Degree	Board of Governors	DA→JR(Ac)→Dean(Ac)→Director→Senate→BOG
4	Provisional Degree Certificate	Director	DA→JR(Ac)→Dean(AC)→Director Provisional Degree Certificate to be signed by the JR(Academic)
5	Examination processes	Dean (Academic)	DA→JR(Ac)→AssoDean(Ac,UG)→Dean(Ac)
6	Special Permission for Grade Entry / Revision	Dean(Academic)	HoD→JR(Ac)→Chairperson, SUGC, Chairperson, SUGC →Dean(Academic)
7	Examination Malpractice Punishments	Director	Invigilator(Ac)→Chairperson, SUGC → Dean(Academic)-Director
8	Declaration of Result	Senate	DA→JR(Ac)→AssoDean(Ac,UG)→Dean(Ac) →Director→Senate
9	Student Registration	Dean (Students' Welfare)	DA→JR(Ac)→Dean(Ac)→Dean(SW)
10	Semester Withdrawal	Director	DA→JR(Ac)→Dean(Ac)→Dean(SW) →Director
11	Temporary Withdrawal	Dean (AC)	DA→JR(Ac)→Dean(Ac)
12	Leaves of longer duration	Director	DA→JR(Ac)→Dean(Ac)→Director
12	Any other change / addition / deletion related to undergraduate Programme	Director	HoD→JR(Ac)→AssoDean(Ac,UG)→SUGC- Dean(Ac)→Director
13	Appointment of External Examiner for Final year B.Arch. Students	Dean(AC)	HoD→JR(Ac)→Dean(AC)
14	Prize Medals and awards finalising	Board of Governors	HoD→JR(Ac)→Dean(Ac)→Registrar→Director or→Senate→BOG
15	Introduction of New Subject/ Course	Senate	HoD→JR(Ac)→AssoDean(Ac,UG)→SUGC- Dean(Ac)→Director→Senate
16	Academic Calendar	Senate	DA→JR(Ac)→AssoDean(Ac,UG)→Dean(Ac) →Director→Senate

Types of cases	Existing Level of Final Disposal	Proposed Level of Final Disposal	Proposed Channel of Submission	Type of Power (AP/FP)
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Sl. No.	Type of Cases	Level of Final Disposal	Channel of Submission
17	Migration Certificates, Education verifications, Bonafide Certificates, railway Pass certificates, Fee Structures certificates, Interim Grade Card Duplicate Grade Card	Joint Registrar (Academic)	DA→JR(Ac)
19	Disciplinary Authority	Director	HoD→Dean(Ac)→Dean(SW)→Director

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