

NOTIFICATION

Consequent upon the approval of the Competent Authority, the Dean (Academics) authorizes & delegates Administrative and Financial powers to the Chairperson(s) of the School(s), Associate Dean (Research) and Associate Dean (Courses) for the following:

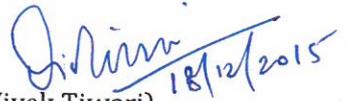
1. **Delegation of Financial Powers regarding purchase by new Faculty members to setup office:**
Approvals regarding purchase of articles for setting up of office by the new faculty members shall be granted by the School Chairperson.
2. **Delegation of Financial Powers regarding Expenditure from PDA:**
 - All expenditures by a faculty member from PDA shall be approved by the Chairperson of the School.
 - Expenses done by the School Chair from his/her PDA shall be approved by the Dean (Academics).
3. **Delegation of Financial Powers regarding National Conference & other visits by the students:**
The visit of the PG/MS/PhD students to participate in National conferences, workshops, etc. will be approved by the Chairperson of the respective School (on the recommendation of Advisor/DC/APC). However, all recommendations regarding International visits shall be addressed to Dean (Academics) through Associate Dean (Research).
4. **Delegation of Financial Powers regarding Conversion of JRF to SRF:**
Chairperson of the School is authorized to approve conversion of JRF to SRF, based on the recommendation of the Doctoral Committee (DC) and notify the conversion with a copy to the concerned sections/offices.
 - (a) **Effective date of conversion from JRF to SRF:**
 - (i) If comprehensive exam is held **before** two years of registration in the programme and is recommended for conversion, the effective date will be the date on which the scholar completes two years in the programme.
 - (ii) If the comprehensive exam is held **after** two years in the programme and the signature of members of the Doctoral Committee (DC) on the recommendation are after that, the effective date will be the date of comprehensive examination.
 - (iii) If the DC recommends any specific date, that will be considered as effective date.
 - (b) **In case of students who have converted from M.S. to Ph.D.** the effective date of SRF will be after 18 months from the date of conversion, subject to completion of the comprehensive exam and other requirements.
5. **Delegation of Financial powers to Associate Dean (Research):**
Associate Dean (Research) is authorized for approval of Thesis Grant of scholars, Honorarium of Thesis Examiners, National Conferences, etc. related to MS/PhD scholars.
6. **Permissions regarding leave of absence from Quizzes, invigilation duties, etc. and the alternate adjustments:**
 - (i) For all M.S./Ph.D./PG students, on recommendation of the Advisor, the Chairperson of the School shall approve the requests.
 - (ii) For UG students, on recommendation of the Course Instructor & Faculty Advisor, the Associate Dean (Courses) will approve the requests.
7. **PG/MS/Ph.D. admission related works:**
All the PG/MS/Ph.D. admission related works starting from Advertisement, appointment of selection committee, shortlisting and verification of selection committee recommendations be


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- done at school level. Maintenance of all admission related documents shall be done at school level. Though, a combined Advertisement be done for all the schools every year.
- (i) A common advertisement regarding admission in PG/MS/PhD programs will be done once in each semester commencing from 2016 academic session. The common advertisement shall be done at least three months before the start of vacations. School Chairperson will ensure that all selection processes are completed before start of vacations.
 - (ii) On completion of the selection process, the recommendations of the selection committee shall be submitted to Deans' Secretariat along with all records of recommended candidates for obtaining approval from Chairman, Senate.
 - (iii) Other records including of those who were not shortlisted or not called for selection process or not selected etc., will be maintained by the school.
8. **Counting of M.S./Ph.D. research scholars in the faculty cap.**
Chairperson of the School shall ensure the compliance regarding the limit of M.S./Ph.D. research scholars in faculty cap.
9. **Constitution of Academic Progress Committee (APC)/Doctoral Committee (DC):**
- (i) Chairperson of the School shall approve the constitution of the APC/DC of research scholars.
 - (ii) If the Chairperson happens to be the Guide/Co-guide, approval on constitution of APC/DC shall be obtained from Associate Dean (Research).
 - (iii) The Notification regarding constitution of APC/DC shall be done by the respective school with a copy to Academics Office.
10. **Annual Progress Reports of research scholars.**
- (i) Chairperson of the School shall ensure submission of the Annual Progress Reports in accordance with the Regulations of the MS/PhD programs.
 - (ii) The Chairperson shall approve the Annual Progress Reports of the MS/PhD research scholars.
 - (iii) Only the reports in which performance is 'Not Satisfactory' or 'specific comments by the APC/DC is mentioned', that should be referred to Associate Dean (Research).
11. **Leave records of scholars/students:**
- Chairperson of School should ensure proper recording & updating of leaves of the scholars/students.
 - Any absence beyond the provisions should be brought to the notice of Deans' Secretariat with recommended action.

The delegation of Financial Powers is effective from 1st December, 2015.

This is issued with prior approval of the Competent Authority.


18/12/2015

(Vivek Tiwari)

Assistant Registrar (Academics)

Copy To:

1. Directorate, for kind information of the Director
2. The Registrar
3. All Deans
4. Associate Dean (Research) / (Courses)
5. Chairperson of School (SBS, SHSS, SCEE, SE)
6. AR (Audit)
7. Finance & Accounts Officer
8. Guard File