

## **ACADEMIC DECISION MAKING**

The Senate of the Institute is the authority towards making decisions pertaining to academic matters.

Director of the Institute is the Chairman of Senate and Registrar is the Secretary. The composition of the Senate is as per the NITSER Act and First Statutes of IISERs.

The Senate of the Institute have the following powers:

- (a) frame and revise curricula and syllabi for the courses of studies for the various Academic Departments or Disciplines or Centres or Schools;
- (b) make arrangements for the conduct of examination, declare the results of the examinations or to appoint Committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (c) appoint Advisory Committees or Expert Committees or both for the Academic Departments or Disciplines or Centres or Schools and the Academic Centres of the Institute to make recommendation on academic matters connected with the working of the Academic Departments or Disciplines or Centers or Schools. The Head of the Academic Departments or Disciplines or Centres or Schools concerned shall act as convener of such Committees;
- (d) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific academic matters, as may be referred to any such Committee by the Senate;
- (e) consider the recommendations of the Advisory Committee attached to various Academic Departments or Disciplines or Centres or Schools and that of Expert and other committees and take such action (including the making of recommendations to the Board) as circumstances of each may require;
- (f) review periodically the activities of the Academic Departments or Disciplines or Centres or Schools and take appropriate action (including the making of recommendations to the Board);
- (g) supervise the working of the Library;
- (h) promote research within the Institute and require reports on such research from the persons engaged thereon;
- (i) provide for the inspection of the classes and the Hostels in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
- (j) award stipends, scholarships, fellowships, medals and prizes and make other awards in accordance with the Ordinances and such other conditions as may be attached to the award;

- (k) make recommendations to the Board with regard to – (i) the creation of posts on the academic staff and the abolition thereof, and (ii) the duties attached to such posts;
- (l) make recommendations to the Board, relating to the overall Academic development of the Institute, with regard to – (i) the establishment of the Academic Departments or Disciplines or Centres or Schools and the abolition thereof; and (ii) the allocation of academic and other staff to such Academic Departments or Disciplines or Centres or Schools;
- (m) provide support to other scientific or technical or professional institutions in furtherance of their academic standards;
- (n) conduct outreach through distance learning mode to enhance the academic and research productivity of the Institute; and
- (o) frame such regulations and rules consistent with these Statutes and the Ordinances regarding the academic functioning of the Institute, discipline, residences, admissions, award of fellowships and studentships, fee concessions, corporate life and attendance.

The Deans and Heads of Schools bring to the attention of Senate the matters pertaining to academics, during its meetings as Agenda points. The matters are discussed and minutes of the meeting are put up to the Board of Governors for consideration. Once the minutes of Senate are approved by Board of Governors the decisions of the Senate are implemented.

**Time limit for decision making:** The time limit for academic decision making is till the next meeting of the Senate. The Senate is required to meet atleast four times in a calendar year. In emergent cases the Chairperson of the Senate shall exercise the powers of the Senate and report to the Senate of the action taken by him at its next meeting for its approval.

### **ADMINISTRATIVE DECISION MAKING**

Proposals towards procurement of items/equipment/execution of works/ availing of services are prepared by the respective departments / schools. The proposals are then scrutinized and the approval is accorded at respective levels as per the delegated administrative and financial powers(LINK) of various administrative authorities of the Institute.

**Time limit for decision making:** The time limit for decision making depends upon the delegation of administrative and financial powers to various authorities. The proposals within the delegated administrative

and financial powers of the Director, which meet all the prescribed guidelines as per GFR / procurement manual of Institute/ CVC norms and other governmental instructions, are cleared within a month. The proposals required approval of other administrative authorities are cleared during the meeting of the appropriate authorities as per the delegated administrative and financial powers.

The various administrative authorities of the Institute are as follows:

### **THE DIRECTOR**

The Director is the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein.

The powers of Director are as follows:

1. The Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
2. The Director shall have the power to re-appropriate the funds with respect to different items constituting the recurring budget upto such limit for each item as may be determined by the Board from time to time; Provided that such re-appropriation will not involve any liability in future years. every such re-appropriation shall, as soon as possible, be reported to the Board.
3. The Director shall have the power to write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear on the recommendation of Finance Committee or a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time. Provided that in the absence of such limit general procedure laid down in Delegation of Financial Powers Rules of the Government of India for such purpose, shall be followed
4. The Director shall have the power to fix, on the recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of such posts to which appointment can be made by him or her as stipulated by the Board in accordance with the Act. All the regular or contractual appointments for the positions classified as group 'B' and 'C' (Pay Band II and Below) or equivalent positions shall be approved by the Director on the recommendations of the selection committee constituted for this purpose as per the provisions of the Act or Statutes of the Institute. The same shall be reported to the Board of Governors at its subsequent meeting(s).

5. The Director shall have the power to send the members of the staff for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time in India. If it is outside India, it shall be reported to the Board, separately.
6. The Director shall have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable and to be reported to Finance Committee.
7. The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
8. In exceptional cases, subject to availability of funds from its own sources, the Director shall have the power to create temporary posts with the approval of the Chairperson, Board, of not more than two years duration on consolidated pay under report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created. Provided further that the number of such posts so created shall be kept to the minimum and shall in no case exceed the overall ceiling of the sanctioned posts
9. The Director shall have the power of a Head or Chair of Department for purposes of applicability of financial rules in the Account Code, in case of deviation due concurrence of the Statutory Auditor and Board shall be obtained.
10. The Director may, at his discretion, constitute such Committees as he may consider appropriate for smooth functioning of the institute and to report to the Board in the next meeting.
15. In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation, or otherwise, or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under these Statute with prior approval of the Central Government.

### **BUILDING AND WORKS COMMITTEE**

The Building and Works Committee is constituted as per the provisions of NITSER Act and First Statutes of IISERs.

The Director of the Institute is the Chairman of Building and Works Committee and the Institute Engineer is the member secretary.

The powers and functions of Building and Works Committee are as follows :

- (a) 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;

- (b) 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 expenditure limit approved by the Board and within the grant placed at the disposal of the Institute for the purpose;
- (c) It shall cause to be prepared estimates of the cost of buildings and other capital works, minor works, repairs, maintenance and the like;
- (d) It shall be responsible for making technical scrutiny, as may be considered necessary by it;
- (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works wherever necessary;
- (f) It shall have the powers to settle rates not covered by tender and settle claims and disputes with contractors.
- (g) It shall be responsible to make procurement or processing of work order, as far as possible, through e-procurement, as per approved procurement manual of the Institute, in absence of procurement manual, guidelines issued in the General Financial Rules (GFR) of the Government of India shall be followed and in case of any contradiction, GFR shall prevail.

(4) The Building and Works Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.

The minutes of meeting of Building and Works Committee is reported to the Board of Governors through the Finance Committee.

**The Building and Works Committee shall meet as often as is necessary, but not less than twice a year. In emergent cases, the Chairperson of the Building and Works Committee may exercise the powers of the Building and Works Committee. Such cases shall be reported by him to the Building and Works Committee at its next meeting.**

## **FINANCE COMMITTEE**

The Finance Committee of the Institute is constituted as per the provisions of NITSER Act and First Statutes of IISERs.

The Chairperson, Board of Governors is the ex-officio Chairperson of Finance Committee and the Registrar of the Institute is the Secretary of Finance Committee.

The functions of Finance Committee are as follows:

(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;

(c) to consider and make its recommendations to the Board on all such matters connected with the Institute that have financial implications.

The Finance Committee shall meet as often as may be necessary but at least thrice a year. In emergent cases, the Chairperson may exercise the powers of the Finance Committee and report the action taken by him at the next meeting of the Finance Committee for its ratification.

## **BOARD OF GOVERNORS**

The Board of every Institute shall have the general superintendence, direction and control of the affairs of the Institute.

1. The Board of Governors take decisions on questions of policy relating to the

a) administration and working of the Institute;

b) courses of study at the Institute;

c) make Statutes;

d) institute and appoint persons to academic as well as other posts in the Institute;

e) consider and modify or cancel Ordinances;

f) consider and pass resolutions on the annual report, the annual accounts and the budget estimates of the Institute for the next financial year as it thinks fit and submit them to the Council together with a statement of its development plans;

g) exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes

(2) The Board shall lay down norms in regard to the following, namely:-

(a) Providing academic support to other scientific and technical institutions;

(b) Collaboration with foreign and Indian educational and research institutions;

(c) Providing industrial consultancy; and

(d) acceptance of donations;

(3) The Board shall lay down the policy regarding the limit of expenditure to be incurred and the approval thereof in case of minor and capital works and repair and maintenance of estate and works.

**The Board shall meet as often as may be necessary but at least four times during a calendar year. In emergent cases, the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for its approval in its next meeting.**