

POWERS AND FUNCTIONS

BOARD OF GOVERNORS

(1) Subject to the provisions of NITSER Act, the Board of every Institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by NITSER Act, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate.

(2) The Board of Institute shall,-

- a) take decisions on questions of policy relating to the administration and working of the Institute;
- b) institute 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 NITSER Act or the Statutes of IISERs;

The Board shall have the power to appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties under this Act.

THE FINANCE COMMITTEE

The Finance Committee shall perform the following functions, namely:-

- (a) to examine and scrutinise 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 SENATE

Subject to the provisions of the NITSER Act, the Senate shall have the following powers, namely:-

- (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 Centres 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 BUILDING AND WORKS COMMITTEE

(3) The Building and Works Committee have the following powers and functions, namely:-

(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.

(h) 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 DIRECTOR

(a) The Director have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time, subject to the budget provisions made for the specific purpose.

(b). The Director 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.

(c) The Director 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.

(d) The Director 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 NITSER 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).

(e) The Director 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.

(f) The Director have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable and to be reported to Finance Committee.

(f) The Director have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.

(g). In exceptional cases, subject to availability of funds from its own sources, the Director 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

(h) The Director 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.

(i) If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to any member of the staff of the Institute, any of the functions of the Registrar, as he deems fit. Provided that if, at any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorise the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.

(j) The Director may, during his absence from the headquarters, authorise the Deputy Director or one of the Deans or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorise him for assuming such powers of the Director as may be specifically delegated to the Deputy Director or one of the Deans or the senior most Professor present, by him in writing.

(k) 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.

(l) 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.

(m) The Director may, with the approval of the Board, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the Institute.

(n) All contracts for and on behalf of the Institute shall be made in the name of the Institute and every such contract shall normally be executed by the Director on behalf of the Institute.

THE REGISTRAR

(a) The Registrar shall act as the Secretary of the Board, Senate and such committees as prescribed by the Statutes.

(b)The Registrar shall be responsible to the Director for the proper discharge of his functions

(c) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by NITSER Act or the Statutes of IISERs or by the Director.