



# National Institute of Technology, Warangal

(An Institution of National Importance)

## 1. POWERS OF THE CHAIRPERSON, BOARD OF GOVERNORS

In addition to the powers provided in the Act, the Chairperson of the Board of Governors shall have the following powers, namely:-

- (i) he shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act:
- (ii) he shall have the power to send members of the staff except the Director of the Institute for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time. Incidentally the visit abroad by the Director shall be approved by the Chairman, National Institutes of Technology Council:-
- (iii) he shall execute the contract of service between the Institute and the Director or Deputy Director on behalf of the Central Government, but he shall not be personally liable of anything under such contract; and
- (iv) In emergent cases, the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for confirmation and ratification.

## 2. THE DIRECTOR AND HIS POWERS

- (1) The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendation of a Selection Committee constituted by him consisting of at least five members including the chairman who are experts in the field of technical education with experience at national and international level.
- (2) The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in form specified in Schedule-A.
- (3) Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- (4) The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:

Provided that such appropriation shall not involve any increase in the budget and any liability in future years:

Provided further that every such appropriation shall, as soon as possible, be reported to the Board.

- (5) The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.

- (6) The Director shall have the power to donate obsolete equipment or store items, as identified by the Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.
- (7) The Director, where he is the appointing authority, shall have the power to fix, on the recommendations 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 posts to which appointment can be made by him under the powers vested in him by the provision of the Act or these statutes.
- (8) The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.
- (9) The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.
- (10) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (11) 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 faculty member or member of 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, for a period exceeding one month.

- (12) All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorised by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- (13) The Director may, during his absence from headquarters, specifically authorise in writing the Deputy Director or in his absence, 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.
- (14) The Director may, at his discretion constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- (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 section 16 of the Act.
- (16) The Director may with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and Statutes to one or more members of Academic or Administrative Staff of the Institute.

### **3. THE DEPUTY DIRECTOR**

- (1) The appointment of the Deputy Director shall be made by the Visitor on the recommendation of the Selection Committee constituted by the Central Government with prior approval of the Visitor consisting of at least five members including the Chairman who are experts in the field of technical education with experience at National and International level.

- (2) The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board.
- (3) The Deputy Director shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director in the form specified in Schedule-B.
- (4) The Deputy Director shall have all the powers of the Director during the vacancy in the post of Director of the Institute.
- (5) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other Institutions of higher learning and research, and also with industrial undertakings and other employers.

## **DUTIES AND RESPONSIBILITIES OF DEAN'S:**

### **1. Dean (Academic)**

He/She will advise the Director in the following:

- (a) Admission and enrolment of students;
- (b) Finalisation of academic calendar, time-table, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work;
- (c) Conduct of class tests and co-ordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-to-date academic records of all categories of students;
- (e) Publication and distribution of the syllabi;
- (f) Organising meeting of all the Institute level academic bodies;
- (g) Arranging the issue of all academic certificates, medals and prizes to the students;
- (h) To arrange for conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations.
- (i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/Senate decision.
- (j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examination of the thesis.
- (k) To co-ordinate for the conduct of Convocation.
- (l) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.

### **2. Dean (Planning & Development)**

He/She will advise the Director in the following:

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

### **3. Dean (Student Welfare)**

He/She will advise the Director in the following:

- (a) He/She will advise the Director in organising the students' counselling.
- (b) He/She will be responsible for the publication of students' Magazines, News Bulletins, News letter etc.
- (c) He/She will advise the Director in matters related to students; discipline and welfare.
- (d) He/She will assist the Director in matters related to the Students Union/Association/Council.
- (e) He/She will co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- (f) He/She will conduct the enquiries of students indulged in indiscipline.
- (g) He/She will correspond with Parents/Guardians of Students about their progress and individual problems/Welfare.

### **4. Dean (Faculty Welfare)**

He/She will advise the Director in the matters related to:

- (a) Deputation of faculty to various institutions under Quality Improvement Programme under rules applicable to them.
- (b) He/She will advise the Director of deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching/training assignments etc.
- (c) He/She will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences/seminar by the faculty members.

- (d) He/She will assist the Director in organizing training programmes for faculty.
- (e) He/She will assist the Director in the supervision of the Construction and the maintenance work of Buildings, Roads, Water supply, Sanitation, Lawns and Gardens, Communication networks, Water coolers, Air conditioners and Telephones, etc.
- (f) He/She will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (g) He/She will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- (h) Supervision over faculty discipline, integrity and commitment.

#### **5. Dean (Research & Consultancy)**

He/She will advise the Director in the matter related to:

- (a) Frame rules for industrial sponsored research and consultancy.
- (b) Create and maintain database regarding faculty expertise.
- (c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research/consultancy work, recruitment of project staff.
- (d) Coordinate co-curricular activities (Technical festivals, Quizzes etc.) for the students.
- (e) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defence Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc.

#### **4. HEAD OF THE DEPARTMENT OR CENTRE**

- (1) Each Department and Centre of the Institute shall be placed in-charge of a Head, who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre.

Provided that if a Department or Centre has no Professor or Associate Professor the Director may appoint an Assistant Professor of the Department or Centre to head the Department or Centre.

- (2) The Head of a Department or Centre shall hold his post for a term of two years:

Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor.

Provided further that no person shall head a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term.

- (3) The Director may himself take temporary charge of a Department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.
- (4) The Head of the Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director.

- (5) The Head of the Department shall be duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or Senate.
- (6) When appointment to the post of Head of Department or Centre becomes due, the Director shall ascertain the willingness of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons.
- (7) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.

## **5. REGISTRAR**

- (1) The Registrar is responsible to the Director for the proper discharge of his function.
  - (2) He is the custodian of records, funds and the common seal of the Institute and such other properties of the Institute as the Board of Governors commit to his charge.
  - (3) The Registrar shall act as Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes to act as such.
6. All the Officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Director of the Institute.

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