

DELEGATION OF POWERS RELATING TO RECRUITMENT OF STAFF AND
FUNCTIONS OF THE AUTHORITIES OF INDIRA GANDHI INSTITUTE OF
TECHNOLOGY, SARANG(TALCHER) SOCIETY

1. Definitions:

- a) 'Authorities', 'Officers', 'Professors' respectively mean the authorities, Officers and Professors of the Society.
- b) 'Board' means the Board of Governors of the Institution.
- c) 'Bye-laws' means the Bye-laws of Indira Gandhi Institute of Technology, Sarang(Talcher) Society.
- d) 'Chairman' means the Chairman of the Board.
- e) 'Principal' means the Principal of the Institution.
- f) 'Registrar' means the Registrar of the Society.
- g) 'Rules' means the rules of the Indira Gandhi Institute of Technology, Sarang(Talcher) Society.
- h) 'Society' means the Indira Gandhi Institute of Technology, Sarang(Talcher) Society.
- i) 'State Government' means the Government of Orissa.
- j) 'Warden' means the Warden of the Hostels of the Indira Gandhi Institute of Technology, Sarang(Talcher).
- k) 'University' means University to which the Degree course of the Institution is affiliated.
- l) 'State Council of Technical Education' means the Orissa State Council of Technical Education and Training.
- m) 'Superintendent' means the Superintendent of each hostel of Indira Gandhi Institute of Technology, Sarang(Talcher).
- n) 'Asstt. Superintendent' means the Asstt. Superintendent of each hostel of the Indira Gandhi Institute of Technology, Sarang(Talcher).
- o) Terms not defined here but defined in the rules of Indira Gandhi Institute of Technology, Sarang(Talcher) Society shall have the meaning given in the latter.

2. (a) Academic Staff: means the teaching staff of the Institution. and will include Principal, Heads of the Departments, Professors, Associate Professors, Assistant Professors, Lecturers in Senior and Junior Scales, Tech. Assistants, Librarian, Physical Training Officer, Physical Training Instructor, Workshop Superintendent and any other category of staff as may be declared by the Board as Academic staff from time to time.

(b) Administrative Staff means Officers of administration including Principal, Registrar, Deputy Registrar, Accounts Officer, Asst. Registrar, Medical Officer, Estate Engineer, Manager of Hostels, Librarian, P.A. to Principal and Workshop Superintendent and such other staff as may be declared by the Board as administrative staff from time to time.

(c) Ministerial Staff means an Institution employee of subordinate service whose duties are entirely clerical and any other class of service specially defined as such, by general or special order of the Board. They will include all Office Superintendents, Store Superintendents, Accountants, Stenographers, Cashier, Record Supplier, Treasury Sarkar and such other staff also with less starting pay as may be included in this category of staff by Board from time to time.

(d) Technical Staff means all employees of the Institution whose duties are of technical nature and will include Technical Assistants, Mechanics, Foreman, Supervisors, any other technical staff including Ferro-printer, Book binder, Library Attendant, Laboratory Attendant, Head Mali and such other staff also with less starting pay as may be declared by Board as Technical staff from time to time.

(e) Subordinate Staff means employees of the Institution other than those mentioned above and include Peons, Bearers, Malis, Watchmen, Sweepers etc.

3. APPOINTMENTS :

(a) Appointment of Professors, Asst. Professors, Lecturer, Registrar and other administrative staff shall be made by the Board and appointment to all other posts by the Principal subject to the control and directives of the Board.

(b) For post carrying pay scales not exceeding Rs.800/- p.m. names shall be called from the State Employment Organisation and for posts above Rs.800/- p.m. through open advertisement.

(c) All appointment shall be made on the recommendations of Selection Committees, constituted by the appointing authority and in accordance with the bye-laws of the Society and procedure laid down by the appointing authority in this behalf, provided that in exceptional cases, appointments may be made by the Board by negotiation in case it has not been possible to fill up the post by advertisement.

(d) While making appointment to posts under the Society, the appointing authority shall take into consideration the claims of the candidates of the Scheduled Castes and Scheduled Tribes in accordance with the orders of the State Government as may be in force from time to time.

(e) Medical certificate on first appointment: No person shall be allowed to join his first appointment without producing a certificate of Medical fitness, in the form prescribed below by the Medical Officer of the Society and this certificate shall have to be affixed to the first pay bill of the appointee. In case of the absence of the Medical Officer, and/or in other circumstances, when so decided, by the appointing authority the appointee may be required to produce medical certificate from any other competent Medical Officer, designated by the Board for the purpose.

MEDICAL CERTIFICATE OF STAFF FOR APPOINTMENT

I certify that I have examined Shri/Smt. _____ a candidate for employment in the Indira Gandhi Institute of Technology, Sarang(Talcher) in the post of _____ and cannot discover that he or she has any disease, constitutional weakness or bodily infirmity, except _____ I do not/do consider this a disqualification for the said employment.

The age of Shri/Smt _____ is _____ years according to his/her own statement. By appearance he/she is about _____ years.

Station: Talcher
Date _____

Medical Officer/M.O.
Indira Gandhi Institute of Technology
Sarang(Talcher)

Signature or thumb impression of the candidate taken in presence of the Medical Officer with date.

Signature of the Medical Officer with date.

I do hereby declare that I have been examined by the Medical Officer, Indira Gandhi Institute of Technology, Sarang (Talcher). I also hereby declare that (i) I have apprised the Medical Officer at the time to examination about all disease, constitutional weakness or bodily infirmity of which I suffered in the past (ii) I have never been declared medically unfit in the past for any service by any Medical authority in India or elsewhere and (iii) my age is _____ years according to the matriculation /School leaving certificate.

Signature of the candidate with date

(f) A candidate applying for a post under the Institution shall be charged application fees at the rates detailed below:

- i) All class IV posts - Rs. 1.00
- ii) All class III posts - Rs. 3.00
- iii) All Professors, Asst. Prof Lecturers and administrative staff - Rs. 7.50

Provided that candidates belonging to Scheduled caste and Scheduled Tribes and displaced persons may be granted such concessions in the payment of application fees as may be decided by the Board from time to time.

(g) Candidates called for interview for a post under the Society may be paid such travelling allowances as may be determined by the Board from time to time.

Composition of Selection Committee for recruitment of staff:

(a) For the posts for which the Board is the appointing authority, the Selection Committees shall be constituted by the Chairman on behalf of the Board out of the list of persons approved annually by the Board.

i) Post of Principal :

The Board shall appoint the Principal of the Institution provided that the first Principal shall be appointed by the State Government.

1. Chairman or in his absence, the Chief Secretary, Orissa
2. Secretary to Govt of Orissa, Industries Department.
3. Vice-Chancellor, Utkal University.

ii) Post of Professor :

1. Chairman, Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio).
2. Secretary to Government of Orissa, Industries Deptt Bhubaneswar.
3. Three experts in the specialisation at least one of whom will be from outside the State.
4. Principal.

iii) Post of Asst. Prof. & Workshop Superintendent :

1. Chairman of the Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio.)
2. Secretary to Govt of Orissa, Industries Deptt.
3. Three experts in the specialisation.
4. Head of the Department, provided he is holding substantively a post higher than that of an Asst. Prof.
5. Principal.

iv) Post of Lecturers (Senior & Juniors) and Librarian:

1. Chairman, Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio.)
2. Director of Technical Education and Training, Orissa, Cuttack.
3. Two experts in the specialisation.
4. Heads of the Department.
5. Principal.

Post of administrative staff such as Registrar, Deputy Registrar, Asst. Registrar, Estate Engineer, Medical Officer, Accounts Officer, Manager of Hostels and P.A. to Principal.

1. Chairman of the Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio).
2. Two experts.
3. Registrar, in case of all posts other than Registrar's post.
4. Principal

NOTE :

The Selection Committee shall have power to examine the credentials of all the applicants and may also consider other suitable names, if any, suggested by any member of the Selection Committee or brought otherwise to its notice. It may recommend three names for each post in order to merit provided that three suitable candidates are available. In case no suitable candidate is available or good candidates are available among the absentee candidates, the Selection Committee may also consider such candidates in absentia in exceptional cases and make recommendation for appointment after negotiation and interview as may be considered suitable by the Selection Committee. In exceptional cases also the Selection Committee may make recommendation without interview for candidates outside India.

(b) For the posts for which Principal is the appointing authority, he shall constitute Selection Committee as follows:

1. Principal or his nominee (Chairman of the Committee, Ex-officio).
2. One member holding post carrying time scale of pay with a minimum of Rs. 700/- p.m.
3. Two experts of whom at least one will be from outside the Institution (out side member may not be required for subordinate class IV staff).
4. Head of the Department.

NOTE:

The Selection Committee's proceedings shall not be invalidated because of the absence of one or more members of the Committee for the post of Professors, Asst. Professors provided that at least 3 members will be present of whom at least 2 shall be expert members, for the other at least 3 will be present of whom at least one will be an expert member.

(c) For posts for which Board is the appointing authority, Principal will arrange for the scrutiny of applications and submit the list of candidates to the Chairman for his approval for the purpose of calling them for interview.

(d) For the posts for which Principal is the appointing authority, applications shall be scrutinised by the concerned Head of the Deptt. Candidates satisfying minimum qualification and experience required shall be selected for interview and test, provided that the number of candidates selected may not ordinarily exceed ten for each vacancy.

It may interview any or all of the candidates as it thinks fit.

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5. Appointments stated below cannot be made :

- (a) Two or more Society employees cannot be appointed substantively to the same permanent post at the same time.
- (b) An employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- (c) A Society employee cannot be appointed substantively to a post on which another Society employee holds a lien.

6. Qualification and age :

Qualifications and age required for the various posts of the Society shall be laid down by the Board from time to time, provided that the minimum age of entry to the college service shall be 13 years.

7. Promotion:

(a) The class III ministerial and technical posts may be filled up by promotion subject to the availability of suitable candidates with minimum qualification and experience. There shall be an Assessment Committee from among the staff of the Institution and external expert if considered necessary by Principal to recommend for such promotions basing on seniority-cum-merit subject to the elimination of unfit.

Knowledge in Oriya up to class IV standard will be considered as an essential condition for promotion.

(b) In case suitable candidates are not available for promotion, the vacancies shall be filled up by direct recruitment under the appropriate rules.

Provided that if a person is found suitable for promotion to higher post does not possess knowledge in Oriya up to class IV standard, he may be given three chances from the date of his promotion to possess required knowledge. If he does not acquire that knowledge within three chances the person will have to be reverted to his original post.

For technical posts the existing procedure of promotion namely internal advertisement in the first instances, assessment including trade test, due weightage being given to seniority-cum-merit, will continue to be adopted.

8. Terms and conditions of service shall be, as may be laid down by the Board from time to time.

9. Leave Rules shall be as may be laid down by the Board from time to time.

10. Vacation and non-vacation staff shall be as may be declared by the Board from time to time.

11. Medical benefits admissible to the Society employees shall be as may be laid down by the Board from time to time.

12. Appointment on contract :

Subject to the provisions contained in the memorandum of Association, the Board may, in special circumstances, appoint an eminent person to a teaching post not below the rank of Professor, on contract for a period not exceeding five years with a provision of renewal for further period.

13. Tribunal of Arbitration :

Any dispute arising out of a contract between the Society and its employee, may on the request of the employee concerned be referred to the Board whose decision will be final.

14. Contributory Provident Fund rules shall be as may be laid down by the Board from time to time.

15. Travelling allowance Rules for the Society employees shall be as per State Government Rules.

16. Death-cum-Retirement Gratuity shall be as may be laid down by the Board from time to time.

17. Travelling Allowance for members of the Board of Governors:

(a) Mileage(Kilometer) allowance:

Official members: (Government College and University Officers) shall receive mileage(kilometer) allowance from the source from which they draw their salaries at rates admissible to them. If so authorised by their employers, the Society shall reimburse the Department or Government or the Officer concerned as per scale of T.A. to which the member is entitled as per rule in his organisation.

Non-official members of the Board will be entitled to following mileage(kilometer) allowance for attending meeting of the Board of the Society or any of its Committees.

(i) In respect of journey by air :

Actual fare paid plus one day D.A. for single journey for each journey performed.

(ii) In respect of journeys by Rail

Actual Railway fare paid plus 35 paise per every 10 kilometer or part thereof, if it exceeds 5 kms.

(iii) In respect of journeys by Road

By own car/ or hired vehicle Rs. 1/- per Km.

(b) Mileage @ 60 paise per km. or the actual expenses incurred as per certificate of the member whichever is less in respect of short journeys performed before commencement or after termination of the train/air journey.

(c) Notwithstanding the provisions contained in Rule 17(a) above, the Society employees and University employees who are members of the Board of Governors may be allowed mileage as specified in sub-clause 17(b) in respect of their journeys inside and outside the State in connection with work of the Board of Governors.

(d) Daily allowances for each day of halt of the Board member for attending either the meeting of the Board or Society or any of its committees.

Members and other invitæes may be treated as College Guests. If however, suitable arrangement cannot be made to treat them as College Guests, they may be paid daily allowance of Rs. 20/- per day within the State and Rs. 40/- per day outside the State or such other amount as the Board may sanction. The daily allowance will be paid for each day of the meeting and for one day previous to the commencement of the meeting if the member arrives on the fore-noon of that day, and for half a day if the member arrives on the afternoon of that day. If the member leaves the place of meeting on the fore-noon of the day following the end of the meeting, he shall be entitled to receive half D.A. for that day.

18. A) AUTHORITIES OF THE INSTITUTION :

The following shall be the authorities of the Institution.

- a) The Board of Governors
- b) The Chairman
- c) The Secretary of the Society and Principal of the Institution.

B) The functions of the authorities shall be as follows:

a) Board of Governors:

- (i) To prepare and execute detailed plans and programmes for the establishment of the Institution and such other institutions as decided by the Board from time to time and to carry on their administration and management after such establishment.
- (ii) To authorise receipt of grants and contributions and to have custody of the funds of the Institutions mentioned above and manage the properties of the Institutions.
- (iii) To prepare the budget estimate of the Society for each year and to sanction expenditure within the limits of the budget as approved by the State Government.
- (iv) To prescribe and conduct courses of study, training and research in different branches of engineering and technology for the advancement of learning and dissemination of knowledge in such branches.
- (v) To prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the State Government.

vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for Courses other than those for University Degrees in respect of the latter to make all such arrangements as it may be required to do by the statutes, ordinances and regulations of the Utkal University to which the Degree course of the institution is affiliated.

vii) To hold examinations for Diploma courses in various branches of Engineering as prescribed by the Orissa State Council of Technical Education & Training to which the Diploma course of the institution is affiliated.

viii) To institute and award fellowships, scholarships, prizes and medals.

ix) To provide for and supervise the residence, health disciplinary and well being of the students and staff of the Institution.

x) To create teaching, administrative, technical, ministerial and other posts in the institution and to make appointments thereto for the efficient management of the affairs of the institution and to regulate their recruitment and conditions of service.

xi) To co-operate with any other organisation in the matter of education and training in engineering and technology.

xii) To enter into agreements for and on behalf of the Society.

xiii) To sue and defend all legal proceedings on behalf of the Society.

xiv) To appoint Committees for the disposal of any business of the institution or for rendering advice in any matter pertaining to the Institution.

xv) To approve delegation of powers, to such extent, as it may deem necessary to any officer or officers or to any committee of the Board.

xvi) To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit and such annual report, annual accounts and financial estimates alongwith the resolutions passed thereon by the Board shall be submitted to the State Government.

xvii) To make, adopt amend, vary or rescind from time to time, with the prior approval of the State Govt. rules and the regulation of and for any purposes connected with the management and administration of the affairs of the Institution and for the furtherance of its objects.

xviii) To make, adopt amend, vary or rescind from time to time bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it, (b) for delegation of powers, (c) for fixing the quorum or (d) for the co-option of members to the Board.

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xviii) To make, adopt amend, vary or rescind from time to time bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it, (b) for delegation of powers, (c) for fixing the quorum or (d) for the co-option of members to the Board.

xix) The Board shall pass orders to write off finally the irrecoverable (a) Value of consumable stores, lost or worn out by use (b) value of unserviceable articles of dead stock including library books.

xx) The Board shall consider and approve recommendations of the Selection Committees for recruitment to posts for which Board is the appointing authority.

xxi) The Board shall waive recovery of over payment to a member of the staff not detected within 24 months of over payment.

xxii) The Board shall sanction remission or reduction of rent for building rendered wholly or partially unsuitable.

xxiii) To perform such additional functions and to carry out such additional duties as may, from time to time, be assigned to it, by the State Government.

(b) The Chairman :

i) It shall be the duty of the Chairman to see that the decision taken by the Board are implemented.

ii) Leave vacancy to temporary posts of the rank of Professor and Asst. Professor may be filled up on the recommendation of Selection Committees with approval of the Chairman which may be communicated to the Board of Governors in due course.

iii) Sanction of instalments of Dearness Allowance and Additional Dearness Allowance to the employees of the College as per State Government rules and rates, as announced by State Govt from time to time, be automatically implemented under intimation to the Board and sanction or alternation of any other allowances such as leave travel concession etc. as per the State Govt announcement made with approval of the Chairman to be notified to the Board of Governors from time to time.

iv) The Chairman shall exercise such other powers as may be delegated to him by the Board, provided that the action taken by the Chairman under this clause, may be reported to the Board in its next meeting.

v) The Chairman 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 in respect of the post to which appointment can be made by the Board.

vi) The Chairman shall have the power to send members of the staff of the institution for training or for a course of instruction outside the India subject to such terms and conditions as may be laid down by the Board from time to time.

vii) Contract of service between the Society and the Secretary and Principal of the institution shall be in writing and may be expressed to be made in the name of the Society/Institution and every such contract shall be executed by the Chairman, but the Chairman shall not be personally liable in respect of anything under such contract.

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viii) In emergency/exigency, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for rectification.

ix) In event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Secretary to Govt of Orissa in the Industries Department may discharge the functions assigned to the Chairman.

(c) The Principal :

i) The Principal shall be the Chief Academic and Executive Officer of the Institution and shall be responsible for the proper day to day administration of the Institution and for the imparting of instructions and maintenance of discipline therein. All other staff of the Institution shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the Society and such other property of the Society as the Board may commit to his charge from time to time.

ii) The Principal at the capacity of the Secretary of the Society shall operate the Bank Account of the Society which will be maintained in any of the Nationalised Banks of the country to be decided by the Secretary according to convenience.

iii) The Principal may delegate any of his powers to any of his subordinates with approval of the Board.

iv) The Principal shall act as the Secretary to the Society, the Board, and such other committees of the Society or of the Board as may be constituted from time to time.

v) Subject to the Budget Provision, the Principal shall be competent to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

vi) The Principal of the Institution shall be competent to take disciplinary measures against the students of the Institution which may include imposition of fines in accordance with the rules to be framed by the Board in this behalf, provided that the fines, so imposed, may be remitted wholly or in part at the discretion of the Principal of the Institution.

vii) The Principal shall be competent 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 these bye-laws, provided that no such advance increments shall be admissible to internal candidates.

viii) The Principal shall be competent to employ on casual basis technician and workmen paid from the maintenance grant of salary head carrying wages not exceeding the prescribed minimum daily wage by the State Government from time to time.

viii) In emergency/exigency, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for rectification.

ix) In event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Secretary to Govt of Orissa in the Industries Department may discharge the functions assigned to the Chairman.

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viii) The Principal shall be competent to employ on casual basis technician and workmen paid from the maintenance grant of salary head carrying wages not exceeding the prescribed minimum daily wage by the State Government from time to time.

ix) The Principal shall be competent to send members of the staff for training or for a course of instruction inside India, subject to such items and conditions as may be laid by the Board from time to time.

x) The Principal shall be competent to sanction temporary allocation for a period not exceeding 3 months of any building for a purpose other than that for which it was constructed and the fact reported to the Board at its next meeting.

xi) In case of vacant posts, the Principal may make appointment to the posts of Lecturers on adhoc basis with the permission of the Chairman for a period of not exceeding 6 months.

xii) The Principal may sanction officiating temporary appointment for leave vacancy periods up to a period of three months and report to the subsequent meeting of the Board of Governors.

xiii) The Principal shall be competent to exercise the power of a Head of the Department in the Government for purposes of rules in the Accounts Code, and other rules of the Government in so far as they are applicable or may be made applicable to the efficient administration and management of the Institution.

xv) The Principal shall be competent to grant suitable honorarium to an employee or a group of employees as remuneration for work performed which is occasional or intermittent in character and merits consideration of a special reward, provided that such honorarium shall not exceed 20% of the monthly emoluments of each such employee.

xvi) The Principal shall be competent to sanction expenditure on :-

- (a) entertainment of guests of the institution, members of the Board and Committees constituted by competent authority, and distinguished visitors to the Institutions at a rate not exceeding Rs.2.50 per head on any one occasion necessitating such entertainment.
- (b) On occasions like Institution day, Independence Day etc. to limit of Rs.100/- on each such occasion.
- (c) On the hospitality to be extended to the members of the Board at a uniform rate not exceeding to Rs.40/- per member a day excluding the cost of Institution transport and accommodation.

NOTE : Amount to be replaced by the amount to be prescribed by the Board of Governors from time to time.

Xvii) The Principal shall be competent to perform such other functions and exercise such other powers as may be assigned or delegated to him by the Board from time to time.

(d) The Registrar :-

- i) He shall be the custodian of the records, files and correspondences of the General Office, excluding confidential correspondences of or by the Principal.
- ii) He can make correspondence with other offices relating to General Administration of the Institution with prior approval of the draft correspondence by the Principal.
- iii) He shall represent the Institution in all legal matters.
- iv) He shall control the expenditure against the allotments made from time to time on the heads of contingencies, stationery, printing including prospectus and application forms, uniform of staff and allowance, advertisement postage, telephone and trunk charges, hospitality (concerning the Guest House of the Institution only) repair and maintenance of motor vehicles and cycles, examination other than those of University and Board, Merit and Merit-cum-means Scholarship of the Institution and medical treatment of staff, and such other heads concerning his departments as may be determined, controlled and sanctioned by the Principal from time to time.
- v) He shall grant C.L. and special C.L. of all Class-III and Class-IV staff directly working under him subject to general rules and without causing any dislocation to the general administration.
- vi) He shall pass pay and T.A. bills in respect of all Class-III and IV employees.
- vii) He shall be competent to sanction expenditure not exceeding Rs.100/- at a time under budget heads under his control.
- viii) He shall grant E.L. in respect of all Class-III and Class IV employees.
- ix) He shall countersign the cash book once a week which will be signed by the Accounts Officer every day.
- x) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay muster roll, daily wage and also under the work charged establishment in his department.
- xi) He shall be required to do any other work that may be assigned to him by the Principal.
- xiii) All these powers and functions shall be exercised by the Registrar under the control and direction of the Principal.

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(f) HEADS OF THE DEPARTMENT :-

The following are the departments :-

1) Civil Engineering Department, 2) Electrical Engineering Department, 3) Mechanical Engineering Department, 4) Humanities and Basic Sciences Department, 5) Training and Placement & Students Welfare Department (Professor or Asst. Professor incharge of the Department is designated as Head of the Department)

i) He shall be over all incharge of his department subject to the general supervision and control of the Principal.

ii) He shall be competent to sanction casual leave and special C.L. of the Class III and Class IV staff working in his department subject to general rules and without causing any dislocation to the general administration and teaching of the Institution.

iii) He shall control the expenditure against the allotment made from time to time under maintenance of his department and no expenditure shall be incurred the same being recommended by him.

iv) He shall be competent to sanction expenditure not exceeding Rs.50/- at a time with his budgetary control.

v) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in his department

vi) The Head of the Department shall be responsible for the entire working of the Department subject to the general control of the Principal.

vii) It shall be the duty of head of department to see that the decisions of the authorities of the Society are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

viii) Head of the Department shall be responsible for the day to day administration and management of the Department within the frame work of the rules and regulations laid down in this regard and subject to the powers delegated for the purpose.

ix) The head of the department shall be responsible for the development programme relating to the academic activities in the department.

x) The Head of the Department shall be responsible for the supervision of the work of the staff in his department.

(g) Duties of staff :-

An employee of the Society shall perform such duties including teaching in degree & diploma classes as assigned to him from time to time by the Principal. For this purpose, a person on deputation to the Society shall also be deemed to be an employee of the Society.

(h) HEADS OF THE OFFICES :-

The following are the Heads of Offices :-

1) Deputy Registrar, 2) Asst. Registrar, 3) Accounts Officer, 4) Estate Engineer, 5) Medical Officer, 6) Librarian, 7) Workshop Superintendent, 8) Warden, 9) P.A. to Principal and 10) Vice-President Athletics.

1. Deputy Registrar :-

i) He shall be under the direct control of Registrar and shall render such assistance to the Registrar as deemed necessary.

ii) He shall be in charge of all academic matters including examinations.

iii) He shall grant C.L. and Special C.L. to the Class-III and Class IV staff working under him subject to the General rules and without causing any dislocation to the smooth running of the administration.

iv) He shall be competent to sanction expenditure of contingent nature up to Rs. 20/- at a time.

v) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in this section.

2. Accounts Officer :-

i) He shall be in charge of all Accounts matters of the Society.

ii) In all administrative matters the Accounts Section will under the direct control of the Principal.

iii) He shall be responsible for maintenance of the proper accounts, vouchers and all records and registers pertaining there to besides attending to compliance of Audit Reports.

iv) He shall grant C.L. and Special C.L. to all the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the administration of the management.

v) He shall be competent to sanction expenditure of contingent nature not exceeding Rs.20/- at a time.

vi) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll daily wage and also under the work charged establishment in his section.

vii) He shall prepare the budget of the Society and submit the same to the Principal.

viii) He will be required to do any other work that may be assigned to him by the Principal.

3. Estate Engineer :-

i) He shall be in-charge of Estate and its maintenance.

ii) In all matters of administrative nature, he shall be under the direct control of the Registrar.

iii) Regarding planning of various structures and development of the campus and also the execution of works pertaining to repair maintenance, additions and alternations, the Estate Engineer, will be under the general control of the Principal.

iv) In case of works assigned to Contractors, the Principal may depute faculty members of the Institution for technical advise and design including check measurements when necessary.

v) He shall grant C.L. and special C.L. to the Class-III and Class-IV staff members working under him subject to the general rules and without causing any dislocation to the smooth running of the Institution and proper maintenance of the Estate.

vi) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20Rs- at a time.

vii) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under work charged establishment in respect of Estate Maintenance.

In the circumstances emergencies, he may engage labourers within his own competency for a period not exceeding 6 days.

4. Medical Officer :-

i) In all matters of administrative and financial nature he shall be under the direct control of the Registrar.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the institution dispensary.

iii) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

vi) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll daily wage and also under the work charged establishment in his section.

vii) He shall prepare the budget of the Society and submit the same to the Principal.

viii) He will be required to do any other work that may be assigned to him by the Principal.

3. Estate Engineer :-

i) He shall be in-charge of Estate and its maintenance.

ii) In all matters of administrative nature, he shall be under the direct control of the Registrar.

iii) Regarding planning of various structures and development of the campus and also the execution of works pertaining to repair maintenance, additions and alternations, the Estate Engineer, will be under the general control of the Principal.

iv) In case of works assigned to Contractors, the Principal may depute faculty members of the Institution for technical advise and design including check measurements when necessary.

v) He shall grant C.L. and special C.L. to the Class-III and Class-IV staff members working under him subject to the general rules and without causing any dislocation to the smooth running of the Institution and proper maintenance of the Estate.

vi) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20Rs- at a time.

vii) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under work charged establishment in respect of Estate Maintenance.

In the circumstances emergencies, he may engage labourers within his own competency for a period not exceeding 6 days.

4. Medical Officer :-

i) In all matters of administrative and financial nature he shall be under the direct control of the Registrar.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the institution dispensary.

iii) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in the dispensary.

5. P.A. to Principal :

i) He shall be in-charge of the Principal's department subject to direct control of the Principal and shall assist the Principal in his day to day work.

ii) He shall be custodian of records pertaining to Board and other Society meetings.

iii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Department without causing any dislocation to the smooth running of the administration of the management. In case of the steno to Principal and Technical Assistant, C.L. and Special C.L. will be granted by the Principal.

ix) He shall be competent to sanction expenditure not exceeding Rs.20/- at a time.

v) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment of Principal's department.

6. Workshop Superintendent :

i) He shall be in-charge of the workshop including the stores section of the Society subject to the general control of the Professor In-charge, Workshop. In all matters of administration and finance, he shall be under the control of the head of the Department of Mechanical Engineering.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Workshop including the Stores Section subject to the general rules and without causing any dislocation to the general administration of the Institution. In case of Foreman, C.L. and Special C.L. will be granted by the Head of the Department, Mechanical Engineering.

iii) He shall be competent to sanction expenditure within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work-charged establishment in respect of Workshop.

7. Warden :

i) He shall be in charge of the Hostel administration and hostel maintenance subject to the control of the Principal

and shall be assisted by the Manager of Hostels.

ii) He shall grant C.L. and special C.L. to all class-III and Class IV staff working under him without causing any dislocation to the general administration of the Institution.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment of Hostels.

8. Librarian :

i) He shall be in charge of the Library subject to the control of the Officer In-charge, Library.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Library subject to the general rules without causing any dislocation to the smooth running of the Library.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work-charged establishment of library.

9. Vice-President, Athletics :

i) He shall be in charge of the Athletic Association subject to the general control of the Principal and shall be assisted by the Physical Training Instructor.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Athletic Association, without causing any dislocation to the general administration of the management.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in respect of Athletic Association.

Similar delegation of powers to other Vice-President may be made by the Principal as and when necessary.

STANDING COMMITTEE OF THE BOARD.

The Board shall have one standing Committee namely the Finance Committee with its composition and functions as given below :

FINANCE

FINANCE COMMITTEE:-

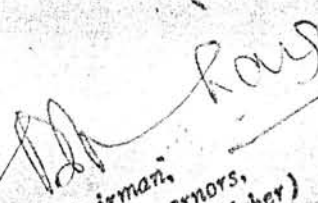
The committee will consist of :

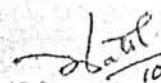
1. Chairman of the Board (Chairman of the Committee, Ex-Officio)
2. Secretary, Govt. of Orissa in the Finance Department.
3. Secretary, Govt. of Orissa in the Industries Department.
4. Director of Technical Education & Training, Orissa, Cuttack.
5. Principal, (Member-Secretary of the Committee)

The committee will perform the following functions :

- (i) to examine and scrutinise the annual budget of the Institution prepared by the Secretary of the Society and make recommendations to the Board.
- (ii) to give views and make recommendations to the Board either on the initiative of the Board or of the Principal of the Institution in the capacity of the Secretary or on its own initiative on any financial matter concerning the Institution.
- (iii) to meet at least once a year and send a copy of the minutes of its proceedings to the Board.

Certified that this is a correct copy of the Delegation of Powers of the Society.


Chairman,
Board of Governors,
O. C. E. Sarang (Talcher)


10.6.87
Principal,
Orissa College of Engineering
Sarang (Talcher)