# CHAPTER 2

**ORGANISATIONAL STRUCTURE OF THE INSTITUTE - AUTHORITIES AND THEIR FUNCTIONS**

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CHAPTER 2

ORGANISATIONAL STRUCTURE OF THE INSTITUTE - AUTHORITIES AND THEIR FUNCTIONS

2.1 ORGANISATIONAL STRUCTURE

The membership and functions of the authorities of the Institute viz. the Board of Governors, Senate, Finance Committee, and Building and Works Committee are given in the Act and Statutes.

The academic functions of the Institute viz. teaching, research, consultancy etc. are carried out by various entities like departments, centres, programmes and facilities or service units. Their functions are described in the concept paper on organizational structure of IIT Delhi (Approved by BOG vide item No.A3, 103rd meeting). There are 13 departments, 11 Centres, 9 Central facilities at present.

Board of Governors is the overall Executive Authority of the Institute. The Senate is the prime academic authority and the Director is the Chief Executive and Administrative Officer of the Institute.

The salient features of the concept paper on organizational structure of IIT Delhi are reproduced in Annexure 2.1. The terms of reference and functions of the Board of Departments/ Centres/Interdisciplinary Programmes/Facilities are given in Annexure 2.2.

2.2 ADMINISTRATIVE SECTIONS/ENTITIES

In the discharge of their functions, the administrative support to the authorities and officers, is provided by various sections. A list of these sections together with the major items of work being looked after by them, their Branch Officers and the Controlling Officers is given at Annexure 2.3.

2.3 ALLOCATION OF DUTIES BETWEEN DY. DIRECTORS/ DEANS/ REGISTRAR

In order to assist the Director in the performance of academic as well as administrative functions, responsibilities have been allocated between the Dy. Director(s)/ Registrar, Deans and Associate Deans (Annexure 2.4).

2.4 POWERS OF THE DIRECTOR AND VARIOUS OFFICERS

The Board has been authorising the Director from time to time to take certain decisions. A list of such authorisations is given in Annexure 2.5. The Officers of the
Institute function within the authorisation made by the Board of Governors or the Director, as the case may be, in the discharge of their duties. The latest delegation of financial and administrative powers to various officers of the Institute are given in Annexure 2.6. The powers delegated to Heads of Departments are also shown separately in the same annexure. The powers delegated to the Institute Engineer, Executive Engineers, and Assistant Executive Engineers are given in Annexure 2.7.

2.5 COMMITTEES

A considerable amount of work of the authorities is organised through the Committees. A committee may consist of one or more persons.

There are several types of committees such as Standing Committees and Adhoc Committees. Some of the Committees are advisory in nature whereas others may be constituted for a special purpose to deal with a particular matter on behalf of the Director. Some committees may be required to carry out a detailed scrutiny and examination of a proposal and formulate and bring up concrete issues for consideration. Sometimes the main committee may appoint a sub-committee for such scrutiny and report on the issues involved.

2.5.1 Standing Committees

These Committees are meant to deal with a particular type of business which is either continuous or recurring in nature. Their actions may require confirmation or they may act on behalf of the authorities and keep the authorities informed of their activities through periodical reports. Appointment of a Standing Committee is invariably accompanied by a clear statement of its terms of reference laid down by the authority which appoints it.

A list of standing committees of the Senate is given below. Their composition and terms of reference are given in the Senate Manual.

**Boards and Standing Committees of the Senate**

- Board of Undergraduate Studies (BUGS).
- Board of Postgraduate Studies and Research (BPGS&R).
- Advisory Committee for the Library (ACL).
- Computer Users Committee (CUC).
- Board of Educational Research and Planning (BERP).
- Board of Industrial Research and Development (BIRD).
- Executive Committee of the Senate (ECS).
- Student Affairs Council (SAC).
Standing Committees of the Board of Governors

A list of standing committees of the Board of Governors is given below. Their composition and terms of reference are given in Annexure 2.8.

Grievance Committee.
Finance Committee.
Building and Works Committee.

Standing Committees of the Director

Committees have been constituted by the Director to deal with specific matters. The names of the present Committees, their constitution and terms of reference are given in Annexure 2.9.

Except where specified, the Standing Committees have tenure from 1st September to 31st August.

2.6 DEANS/ ADMINISTRATION OFFICER’S MEETINGS

The meeting of Deans Committee takes place twice every month, under the Chairmanship of the Director. The other participants to the meeting are the Dy. Director(A); Dy. Director (F), all Deans and Registrar.

The meeting of the Administrative Officers normally takes place once in three months under the Chairmanship of the Director. The other participants to the meeting consist of the DD(A), DD(F), all Deans, Registrar, Head T&P, Institute Engineer, EEs, AEEs, CMO, all Doctors, Security Officer, Sports Officer, PS to Director, Dy. Registrars and Assistant Registrars. In the meeting, common issues concerning the Administration of the Institute are discussed. The main objective of the meeting is to have a greater interaction and communication amongst the officers and take stock/review the work being done by them.

2.7 ORGANISATIONAL STRUCTURE OF WORKS SECTION

The works section works under the overall supervision of Institute Engineer. This section has three wings i.e. Civil, Electrical and Horticulture.

Institute Engineer decides the distribution of Major and Minor works and in consultation with E.E.s decides the posting of J.E.s and other staff and allocation of duties/responsibilities amongst E.E.s, A.E.E.s, J.E.s and other staff members.
2.8 **PLANNING UNIT**

Planning Unit of the Institute mainly looks after the work relating to:

(i) Board of Educational Research and Planning.
(ii) Budget and Allocation of Funds.
(iii) Replies to the academic queries raised by Ministries/Universities/Institutions etc.

2.9 **PUBLICATION CELL**

All publications of the Institute including Prospectus, Courses of Study, Information Brochures, Convocation Brochure, Annual Reports, Schedule of Faculty Events etc. are published by Publication Cell. Publication Cell also brings out “This Fortnight in IIT”.

The Planning Unit and the Publication Cell work under Professor-in-Charge of Planning and Publications.

2.10 **FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER (FITT)**

The Foundation for Innovation and Technology Transfer (FITT) was established by the Indian Institute of Technology Delhi in 1992 and envisioned `to be an effective interface with the industry to foster, promote and sustain commercialization of science and technology in the institute for mutual benefits'.

The broad objective of FITT is to market the intellectual ware of IIT to industry on competitive terms and at the same time inject industrial relevance to IIT’s teaching and research activities.

FITT utilizes the resources of Indian Institute of Technology Delhi and draws upon the expertise of its many departments, centers, programmes and facilities. The faculty members, scientists and design engineers are the main contributors of research and development in the institute, and all of them are potential consultants of FITT. FITT also makes referrals of additional services and sources of assistance in both private and public institutions outside IITD, wherever necessary.

The following are the principal activities of FITT:

1. Technology development and technology transfer.
2. Technology addressed problem-solving projects with industry.
3. Administration of technology business incubation unit in IIT Delhi
4. Facilitating the protection of intellectual property in the Institute
5. Industry specific/customized HRD packages/knowledge dissemination.
6. Information support service.
## ANNEXURES

### CHAPTER 2

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ANNEXURE 2.1
(Refers 2.1)

SALIENT FEATURES OF THE CONCEPT PAPER ON ORGANISATIONAL STRUCTURE OF IIT DELHI
(Item No. A3, 103rd Meeting of BOG)

(The serial numbers are the ones corresponding to those of the concept paper).

3.1 DEPARTMENT

3.1.1 Creation

1. When teaching is required to be initiated in an area of engineering/technology, leading to a first level degree via JEE; or support teaching such as in basic sciences, management, engineering sciences, humanities & social sciences is required for a first level degree programme; OR

Work in interdisciplinary teaching or research programmes has evolved sufficiently and when there is an established industry with sustained demand for B.Tech. graduates in the discipline; AND

2. Sustained funding is assured.

3.1.2 Main Functions

1. Teaching at B.Tech., MSc., M.Tech., P.G. Diploma and pre-Ph.D. levels.

2. Academic research including guiding of Ph.D and M.Tech. students.

3. Curriculum and laboratory development and support to other engineering colleges in curricula, teaching laboratories and teacher training.

4. Development of continuing education programme and distance learning resource material.

5. Contribution to interdisciplinary teaching and research programmes.


3.1.3 Winding Up

Only in very rare cases, when the need for teaching in that discipline ceases.
3.1.4 Composition

1. Faculty positions (15 to 50)
2. Administrative staff; technical staff and technical officers for facilities within the Department.

3.1.5 Infrastructure

Space for classrooms and laboratories; faculty rooms; library; seminar room; secretarial facilities and stores. A separate budget under the control of the Head.

3.1.6 Activities

1. Primary activities: Teaching and Academic Research: Major faculty time spent on teaching, academic research, curriculum development, and continuing education activities. Research mainly open-ended. Emphasis on high quality research publications, generation of instructional resources material and development of courses incorporating latest technological developments.

2. Secondary Activities: Sponsored R&D and Consultancy: Mostly on individual initiative. Taking of large projects, possibly through FITT, to be examined in the context of time available from academic activities (maximum 30%) and the need to be on campus during the academic session.

3.1.7 Administration

Head (by rotation), Group Co-ordinators, Laboratory incharges.

3.1.8 Committee Structure

1. Faculty Board; Professorial Committee; Departmental Research Committee (DRC) for Ph.D., M.Tech. and Departmental Research Programmes. DRC to have specified representation from other Departments/Centres of the Institute.

2. An Advisory Committee, with participation from industry and appropriate faculty from other Institute Departments/Centres, for monitoring activities for long term planning.
3.1.9 Miscellaneous

1. Adjunct faculty from outside.

2. Curriculum Monitoring and Development Cell with industry participation.

3. Faculty evaluation according to the stated functions of the Department.

4. Each Ph.D. student to have an Advisory Committee nominated by his Supervisor(s) and drawn from the parent Department and other relevant Departments/Centres. This Committee would regularly monitor the progress of the student and appropriately advise the DRC.
3.2 CENTRE

3.2.1 Creation

1. When a particular interdisciplinary, Departmental or Centre’s research programme acquires sufficient maturity and long term independent industrial importance, OR
   Where a technology forecast indicates immediate national need for development of selected technological areas over a long term period (10 years or more), AND

2. The proposed areas of work are in tune with present technical activity at the Institute so that there is a clear possibility of significant participation by existing Institute faculty, AND

3. Sufficient large initial funding (for five years) is available, with a very high probability of continued long term funding, AND

4. It can be justified that the activity cannot be carried out in existing Departments and Centres or as Programmes (such as the requirement of extensive laboratories, faculty and (other manpower and frequent off-campus travel).

3.2.2 Main Functions

1. Development and transfer of technology, products and processes in well defined areas through group effort.

2. Mission oriented time bound projects sponsored by user agencies, industry or Science & Technology (S&T) funding agencies.

3. Continuing education programmes to disseminate modern technical know-how.

4. Participation in M.Tech. and Research Programmes; running specialised pre-Ph.D. courses; and guiding of Ph.D. scholars registered in the Centre and other Departments/ Centres on developmental topics.

5. Industrial consultancy and close interaction with FITT.

3.2.2 Winding Up

Outside funds from user agencies or industry drying out or no significant impact over a reasonable period of time. In case of winding up, the core Centre faculty may be absorbed in appropriate research programmes located in the Departments or other Centres.
3.2.4 Composition

Core research faculty with a size depending on scale of activity (in the range of 5 - 15) with teaching as well as scientific designations as under:

(a) Professor/Assoc. Professor/Asstt. Professor/ Lecturer;
(b) Research Scientist or Engineer (with Senior, Principal and Chief added for higher designations). Designations of either “Scientist” or “Engineer” may be applied uniformly within a Centre. Grades and other perquisites and responsibilities (including sabbatical leave, industry secondment and senate membership) corresponding to Departmental faculty.

(i) Centres will have option to make recruitment to the academic positions with teaching as well as scientific designations at all levels.

(ii) Every academic member with teaching designations in the Centre will be associated with a cognate Department for the purpose of academic interaction/synergy.

(iii) Before the recruitment/selection of the persons with teaching designations (Lecturers/Asstt. Professors/Assoc. Professors), the Centre concerned will identify a Department to be a Cognate Department for the faculty member(s) recruited by the Centre.

(iv) Centres will be independent of the Departments in the matter of specifying their requirements for the faculty positions as also advertisement thereof.

(v) In Selection Committee meetings for making selections for the faculty positions for the Centres, the Head of the Cognate Deptt. will also be invited.

(vi) The person(s) selected with teaching designations in a Centre(s) will be required to share teaching load equivalent to one course per semester of his/her Cognate Department but he/she will be responsible to the Centre by which he/she has been recruited/appointed.

3.2.5 Infrastructure

Space for laboratories; research faculty rooms; library; seminar room; secretarial facilities and stores. A separate budget under the control of the Head.

3.2.6 Activities

1. Primary Activities: Sponsored, Industrial R&D & technology transfer: Major research
faculty time spent on sponsored R&D and development work of industrial relevance, including technology transfer. Research mainly goal-oriented and supported by group activity and extensive interaction, within and outside IIT. Emphasis on high quality technical documentation, generation of design manuals and engineering handbooks.

2. Secondary Activities: Teaching, academic research & consultancy: Participation in the Institute's teaching programmes and guiding of Ph.D. research; teaching of Pre-Ph.D. and other courses under interdisciplinary M.Tech. programmes or Continuing Education Programme. Total time spent on these secondary activities may not exceed about 30%.

3.2.7 Administration

Head (by rotation), Group Co-ordinators, Project Co-ordinators (for sponsored projects).

3.2.8 Committee Structure

1. Faculty Board; Professional Committee (comprising of all faculty members with Professor or Chief research scientist/engineer rank); Centre Research Committee (CRC) for Ph.D. and Centre's research programmes. CRC to have specified representation from other Departments/Centres of the Institute.

2. An Advisory Committee, with participation from industry and appropriate faculty from other Institute Departments/Centres, for monitoring activities and for long term planning.

3.2.9 Miscellaneous

1. Emphasis of linkages with Foundation for Innovation and Technology Transfer (FITT) and collaborative industrial R&D programmes.

2. For effective functioning as Centres of excellence, should have flexibility in recruitment to be able to attract promising manpower and to develop outstanding research faculty - for example, no restriction of experience for B.Tech. graduates at minimum entry level. A contractual position with designation of Associate Research Scientist/Engineer is suggested. Also should be able to offer challenging assignments with incentives for Department faculty.

3. If, in some cases, the area becomes an accepted discipline with growing need of
graduates in industry, then a Department may be separately created drawing on the experience of the Centre, but without affecting the main functions or the existence of the Centre.

4. While guiding of Ph.D. research is not a primary activity envisaged for Centres, it is recognised that such activity is essential both for the professional development of the Centre’s faculty and to provide an effective interaction medium with engineering manpower in related industries. An appropriate guideline for the maximum research scholars permitted per faculty member, also taking into account the number of faculty members that may themselves be registered for Ph.D. needs to be worked out from time to time.

5. Each Ph.D. student to have and Advisory Committee nominated by his supervisor(s) and drawn from the parent Centre and other relevant Departments/Centres. This Committee would regularly monitor the progress of the student and appropriately advise the CRC.

6. Faculty evaluation according to the stated functions of the Centre.

3.3 INTERDISCIPLINARY M.TECH. PROGRAMME

3.3.1 Creation

1. When an appropriate survey indicates sufficient immediate national need, AND
2. The programme can be operated via Department and Centre faculty already in position.

3.3.2 Main Functions

1. To meet industrial manpower requirements in specific fields. At the time of creation, it may be determined whether a minimum quota of sponsored candidates need to be specified; which may be reviewed from time to time. Such a quota may be necessary in the initial stages of a specialised programme where need for graduates is limited to a specific industry sector.

3.3.3 Winding Up

1. In case the number of candidates completing the programme falls below a specified number in two successive years.
3.3.4 Composition

1. Existing faculty from Departments/Centres to be involved on a part time basis.

3.3.5 Infrastructure

1. Existing laboratories of Departments/Centres with additions wherever necessary.
2. Separate budget under the control of the co-ordinator; to be allocated to the participating Departments & Centres for running or augmenting the laboratories needed by the programme.
3. Suitable space and secretarial staff for co-ordinator, along with designated classroom space for the programme.

3.3.6 Activities


3.3.7 Administration

1. Programme Co-ordinator, appointed on rotation basis from the faculty of participating departments/centres, and having full executive powers including financial.

3.3.8 Committee Structure

1. A Programme Execution Committee (PEC) with co-ordinator as Chairman and as members all the participating faculty. This Committee will be responsible for admissions, running of courses, moderation of grades and all day to day academic matters.

2. Programme Advisory Committee (PAC) consisting of the co-ordinator and Heads of participating Departments/Centres. Chairman could be by rotation from among the Heads and should also be member of the Executive Committee of the Senate. This Committee will be responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. An yearly review may be conducted and appropriate feedback conveyed to the Institute administration and the PEC for implementation.
3.4  INTERDISCIPLINARY R&D PROGRAMME

3.4.1 Creation

1. To be created, initially for specific durations, when a group of existing faculty from Departments or Centres evolve a programme of research on a specific problem, AND

2. If adequate funding is available.

The programme may continue beyond the period of its initial creation if it meets the specified criteria or may evolve into a Department or Centre.

3.4.2 Main Functions

1. Research & Development on specific problems through group effort.

3.4.3 Winding Up

1. In case funding ceases, no significant progress is made, or faculty interest gets reduced.

3.4.4 Composition

1. Faculty from Departments/Centres on secondment (numbering 3 to 15).

2. Additional research and other staff, if required, to be appointed on contract for the duration of the programme.

3.4.5 Infrastructure

1. Existing laboratories of Departments/Centres with additions wherever necessary and distributed as decided by the Programme Advisory Committee (PAC).

2. Separate budget under the control of the co-ordinator.

3. If specifically required, separate contiguous space may be provided for the duration of the programme.

3.4.6 Activities

1. Sponsored and academic research: To focus primarily on R&D activity for which the programme is created. M.Tech. and Ph.D. students may participate under the
control of the respective supervisors if the programme has adequate academic content as decided by the DRC/CRC of the appropriate Department or Centre where the student is registered.

3.4.7 Administration

1. Programme co-ordinator, appointed on rotation basis from the faculty of participating Departments/Centres, and having full executive powers including financial.

3.4.8 Committee Structure

1. A Programme Execution Committee (PEC) with co-ordinator as Chairman and all the participating faculty as members. This Committee will be responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. An yearly review may be conducted and appropriate feedback conveyed to the Institute administration and to the PEC for appropriate action. If felt necessary, representatives of the funding agency/industry may be co-opted onto this Committee.

3.5 INTERDISCIPLINARY R&D AND TEACHING PROGRAMME

In special cases it may be desirable to operate both an interdisciplinary R&D programme and an M.Tech. teaching programme under one management structure. In such a case an “Interdisciplinary R&D and Teaching Programme” may be created with a single co-ordinator and PEC and PAC Committees as outlined under Sections 3.3.8 and 3.4.8. Other organisational aspects of such a programme could be parallel to the proposals in Sections 3.3 and 3.4.

3.6 FACILITIES OR SERVICE UNITS

3.6.1 Creation

1. When need exist to centralise a service or a facility to better serve the needs of faculty and students, AND

2. Adequate budget provisions on a long term basis can be assured by the Institute.

3. A facility may be part of a Department or Centre or may be independent.
3.6.2 Main Functions

1. To provide specific services to the Institute community.

3.6.3 Winding UP

1. Only if there is no further need of the facility.

3.6.4 Composition

1. To be managed by a Scientist/Engineer cadre along with technical and administrative staff as required. The facility will be under the control of a Head, if independent; and an in-charge, if part of a Department or Centre.

3.6.5 Infrastructure

1. Appropriate laboratory and administrative space.
2. Separate budget under the control of the Head.

3.6.6 Activities

1. To provide specified services to the Institute community.
2. Limited participation by technical officers in teaching/research in Departments and Centres.

3.6.7 Administration

1. By Head of the facility if independent or by an in-charge if the facility is part of a Department or Centre.
2. Under overall control of a Deputy Director (Faculty) if independent; and the corresponding Head if, part of a Department or Centre.

3.6.8 Committee Structure

1. An Advisory Committee with adequate representation from the user community and the Institute administration; with at least one member from each user Department or Centre. This Committee would be responsible for:
   (a) Defining operating norms and schedules;
(b) Bringing out regular brochures for informing the user community on the type of services available and the procedures for obtaining service.

(c) Planning for upgradation and modernisation of the facility to keep it responsive to user's needs.
ANNEXURE 2.2  
(Refers 2.1)

COMPOSITION, TERMS OF REFERENCE & FUNCTIONS OF THE BOARDS OF DEPARTMENTS/ CENTRES/ INTER-DISCIPLINARY PROGRAMMES/ FACILITIES  
(BG/138/92)

A. The Committee Structure for the Departments/Centres shall be as under:

1. Faculty Boards.
2. Professorial Committees.
3. Departmental Research Committees.

The membership, mode of selection for membership, tenure and functions of each of these Boards/Committees should be as given below:-

Faculty Boards

(i) Each Department/Centre shall have a Faculty Board comprising of all full-time faculty members & Joint Faculty of the Department/Centre concerned, except those appointed under Sponsored Research Projects and Visiting Faculty. The Chairman of the Faculty Board may invite the Visiting Faculty to attend the Board meetings as Special Invitees.

(ii) The Head of Department/Centre, shall be the ex-officio Chairman of the Board.

(iii) One of members of the Faculty Board of the Department/Centre nominated by the Board shall act as Member Secretary. His tenure shall be at the discretion of the concerned Board.

(iv) The Board shall meet as and when necessary but atleast twice in a semester with 50% of its members in station forming quorum.

(v) The duties & responsibilities of the Board shall be Overall Policy Formulation, Co-ordination and Review of all activities of the Department/Centre in addition to the matters which are referred to it by the Head of the Department/Dy.Director(s)/Dean(s)/Director.

(vi) Minutes of the meeting of the Faculty Board will be recorded and circulated to the members & confirmed in the subsequent meeting.
**Professorial Committee**

(i) Each Department/Centre shall have a Professorial Committee comprising of all Professors and Scientific/Design staff of the equivalent rank.

If the number of Professors/equivalent Scientific/Design Staff in a Department/Centre is less than four, the Director/Dy.Director (Faculty) will in consultation with the Head of Department/Centre, constitute an Executive Committee (in place of Professorial Committee) for the Department/Centre.

(ii) The Head of the Department/Centre (Ex-officio) shall be the Chairman of the Professorial Committee.

(iii) The tenure of the Executive Committee will be two years.

(iv) The Committee will meet as and when considered necessary but at least twice in a semester with 50% of the members in station forming the quorum.

(v) Apart from matters which may be referred to it by the Director, Dy.Directors, Deans and Head of Department/Centre concerned, the Professorial Committee will assist the Head of Department/Centre in execution of the policies/programmes formulated by the authorities of the Institute and Faculty Board of the Department/Centre such as recommending the areas and levels for faculty advertisement, short listing of application for faculty positions, secondment of faculty to any outside Organisation, grant of leave (long & medium) to faculty, visiting faculty appointments, budget allocation, space/resource allocation, preparation of plan document and other proposals for future developmental activities of the Department/Centre.

(vi) Minutes of the Professorial Committee will be circulated to all the members of the Committee. Minutes of all meetings of the Committee (except on confidential matter) will be kept in a file in the Departmental Library for reference by the faculty of the Department/Centre.

**Department/ Centre Research Committees (DRC/ CRC)**

The Rules for constitution of Research Committee for Departments/Centres as approved by the Executive Committee of the Senate and later ratified by the Senate provide that the membership of the DRCs/CRCs will be as under:-

1. The Committee shall consist of a minimum of seven members including Chairperson but not exceeding 1/3rd of the sanctioned faculty strength of the Department/Centre. At least four members shall be Professors.
2. The Chairperson of the Committee will be nominated by the Department/Centre Faculty Board. Normally he/she will be a Professor. In case of any difficulty in nominating a unanimous Chairperson, due to one reason or other, the same will be decided by the Dean, Post Graduate Studies & Research (PGS&R).

3. Where the Head of Department is not the Chairperson of the Committee, he/she shall be a member of the Committee.

4. Department’s/Centre’s representative to the Board of Post Graduate Studies (BPGS) will be a member of the Committee.

5. Post Graduate Programme Co-ordinators will also be Members of the Committee.

6. The Faculty Board of the Department/Centre will nominate the Committee members. As far as possible while nominating the members, the Board will ensure that various prominent research areas of the Department/Centre are represented.

7. The names of the proposed committee members will be sent to the BPGS by the Head of Department/Centre for approval.

8. The tenure of the Chairperson as well as members of the Committee will be one year (1st September to 31st August).

9. In case any member resigns or leaves the Institute for a period longer than three months, a new member may be nominated in his/her place by the Faculty Board in consultation with the Dean, PGS&R.

10. A faculty member registered for Ph.D degree will not be a member of the Committee.

**Standing Review Committee (SRC)**

(i) The Standing Review Committee for each Department/Centre Programme will be constituted by the Director to make a review of the academic activities (Teaching, Research & Development etc.) of the Department/Centre and to advise on its future academic activities.

(ii) This SRC will comprise of Head of the Department/Centre/Co-ordinator of the Programme and experts from outside, including those from Industry /educational/ research institutions and user organisations.

(iii) The membership of the Standing Review Committee (SRC) will be chosen to cover as many areas of the Department/Centre/Programme as possible.

(iv) The Committee will review the activities (Teaching, Research and Development) of the Department/Centre/Programme every alternate year.
(v) The Composition & strength of the SRC will be at the discretion of the Director.

(B) Boards/Committees for Inter-disciplinary Teaching and Research Programmes.

Regulation of Boards/Committees for Interdisciplinary Teaching & Research Programmes will be in terms of provisions in the Concept Paper on Organisational Structure of the Institute approved by the Board of Governors.

Boards/Committees for Facilities

The Central Facilities at the Institute can be classified into two categories as under:

(1) Central Facilities which are attached to some Departments/Centres.

(2) Central Facilities which work independently and are not placed in any Department/Centre.

Some of the Central Facilities which come under Category (1) above are the following:

(i) Fabrication facility in Instrument Design & Development Centre (IDDC).

(ii) Central facilities for educational technology in the Educational Technology Services Centre (ETSC).

(iii) Demonstration Pilot Plant facility in the Department of Biochemical Engineering and Bio-technology.

(iv) Other Central facilities such as SEM (Textile Technology Department), NMR & Glass Blowing, (Department of Chemistry), Liquid Nitrogen (Department of Mechanical Engineering) etc.

Some of the Central Facilities which come under Category (2) above are:

(i) Computer Services Centre

(ii) Central Library

(iii) Central Workshop

The Central Facilities which exist within some Department/Centre should be under the administrative control of the Head of the Department/Centre within which they are located. The Head, may, if he so desires, assign the supervisory charge of the Central Facility to one of the faculty of the Department/Centre with prior approval of the Director. However, Users’ Committee with the following membership may be formed for each of these Facilities:
1. Chairman - Head of the Department/Centre within which the Central Facility is located.

2. Member -
   (i) 12 members nominated by the remaining Departments/Centres by rotation for one year each.
   (ii) Three Students representatives nominated by the Dean of Students, in consultation with Students Advisory Committee (SAC) for one year each.

3. Member - To be nominated by the Chairman.

   Secretary

The Users’ Committee should meet at least once in a semester. 50% of the members will form quorum for the Meeting of the User’s Committee. The functions of the Users’ Committee will be as under:

(a) Defining operating norms and schedules;
(b) Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
(c) Planning for upgradation and modernisation of the facilities to keep them responsive to the Users’ needs.

As far as Central Facilities falling under Category (2) above are concerned, the Senate has already constituted Standing Committees for advising on the functions & performance of the Computer Service Centre (Computer Users’ Committee), and Central Library (Advisory Committee for Library) with representations from Senate, Departments/Centres and Students.

The other Committees are as follows:

**Training Committee and Placement Committee**

(a) **Training Committee**
   (i) Dy. Director (Faculty) Chairman
   (ii) Dean, UGS Member
   (iii) Dean, PGS&R Member
   (iv) Professor-in-Charge (T&P) Member
   (v) Gen. Secy., SAC Member
   (vi) Gen. Secy., AIC Member
(vii) One III year Class Convener from B.Tech./Dual Degree/Integrated M.Tech. Programme of each Department.

(viii) Head, T&P Member-Secretary

The Committee shall be responsible for making recommendations on all matters concerning training of students. The Committee shall meet at least once a semester.

(b) Placement Committee

(i) Dy. Director (Faculty) Chairman

(ii) Dean, UGS Member

(iii) Dean, PGS&R Member

(iv) Professor-in-Charge (T&P) Member

(v) Gen. Secy., SAC Member

(vi) Gen. Secy., AIC Member

(vii) One 4th year Class Convener from B.Tech/Dual Degree/Integrated M.Tech. Programme of each Department.

(viii) One final semester M.Tech. student from representative Departments of Civil Engg./Mech. Engg./Physics/Chemistry/Text.Tech.Dept. (to be nominated by the HoD) Members

(ix) Head, T&P Member/Secretary

The Committee shall be responsible for making all recommendations concerning placement of Undergraduate and Post-graduate students. The Committee shall meet at least once a semester.
## ANNEXURE 2.3
(Refers 2.2)

**ADMINISTRATIVE SECTIONS, THEIR FUNCTIONS, BRANCH AND CONTROLLING OFFICERS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Section</th>
<th>Major functions</th>
<th>Branch/Controlling Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accounts Section</td>
<td>Treasury functions, retirement benefits.</td>
<td>Dy. Registrar/Registrar</td>
</tr>
<tr>
<td>2.</td>
<td>Audit Section</td>
<td>Audit and Budget preparation.</td>
<td>Asstt. Registrar/Dy. Director(A)/Director</td>
</tr>
<tr>
<td>3.</td>
<td>Conference Section</td>
<td>Membership and meetings of all Statutory bodies, Grievance Committee of the Board, Committee of HODs/HOCs, Appointment of Head of Departments/Deans, constitution of Senate Committees.</td>
<td>Asstt. Registrar/Registrar</td>
</tr>
<tr>
<td>5.</td>
<td>Establishment-I</td>
<td>Personnel matters relating to academic staff.</td>
<td>Asstt. Registrar/Dy. Director (F)</td>
</tr>
<tr>
<td>6.</td>
<td>Establishment-II</td>
<td>Group A, B&amp;C Staff</td>
<td>Asstt. Registrar/Registrar/DD(A)</td>
</tr>
</tbody>
</table>

[2–25]
<table>
<thead>
<tr>
<th></th>
<th>Establishment-III</th>
<th>Group D employees</th>
<th>Asstt. Registrar/Registrar/DD(A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>IIT Hospital</td>
<td>Patient Care</td>
<td>Chief Medical Officer/Dy. Director (A)</td>
</tr>
<tr>
<td>9.</td>
<td>IRD Unit</td>
<td>Administrative support to Deptt./Centres for R&amp;D activities, consultancy, registration of patents, Know-how, collaboration with outside organisations both in India and abroad.</td>
<td>Asstt. Registrar/Dean, IRD</td>
</tr>
<tr>
<td>11.</td>
<td>Planning and Publications Unit</td>
<td>Academic planning, review of Deptts/Centres, Work related to BERP, Budget preparation, Allocation of funds and their monitoring (along with Audit Section), Publication of the Institute Publications.</td>
<td>A.R. (Plg.)/Prof. i/c Plg./Dy. Director(F)</td>
</tr>
<tr>
<td>13.</td>
<td>Students Affairs Section</td>
<td>Hostel matters, Student Affairs, Hostel dues, etc.</td>
<td>Asstt. Registrar/Dean of students</td>
</tr>
<tr>
<td>14.</td>
<td>Stores Purchase Section</td>
<td>Purchase of stores, Stock Verification, Import of equipment.</td>
<td>Asstt. Registrar/Registrar/DD(A)</td>
</tr>
<tr>
<td>16.</td>
<td>Training &amp; Placement Section</td>
<td>Practical Training to undergraduates and</td>
<td>Head (T&amp;P)/Prof.-i/c-(T&amp;P)/Dy. Director (F)</td>
</tr>
<tr>
<td>No.</td>
<td>Division/Section</td>
<td>Responsibilities</td>
<td>In-charge</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>17</td>
<td>Undergraduate Studies Section</td>
<td>Placement of UG/PG students. Admissions and examinations, scholarships of UG students, Convocation (by rotation).</td>
<td>Deputy/Asstt. Registrar/Dean, UGS.</td>
</tr>
<tr>
<td>18</td>
<td>Works and Estate Section</td>
<td>Matters related to construction of buildings, municipal services like water, electricity, maintenance of buildings and workcharged establishment. Estate office-allotment of residence/recovery of rent, commercial establishments.</td>
<td>Institute Engineer/Ch. E&amp;W/Director</td>
</tr>
<tr>
<td>19</td>
<td>Telephone Services</td>
<td>Telephone installation &amp; Maintenance</td>
<td>AEE (Telephones)/Institute Engineer</td>
</tr>
<tr>
<td>20</td>
<td>Guest Houses &amp; Halls</td>
<td>Guest House Bookings,</td>
<td>Prof. i/c Guest Houses &amp; Halls/ DD(F)</td>
</tr>
<tr>
<td>21</td>
<td>Transport</td>
<td>Operation and Maintenance of Transport</td>
<td>Prof. i/c Transport/ DD(F)</td>
</tr>
</tbody>
</table>
ANNEXURE 2.4
(Refers 2.3)

ALLOCATING RESPONSIBILITIES BETWEEN DEPUTY DIRECTOR(S)/ REGISTRAR/ DEANS/ ASSOCIATE DEANS.

Dy. Director (Faculty)

2. Planning 5-year and annual plans; BERP.
3. Faculty-recruitment, leave, conferences, welfare, training, industry secondement, and faculty forum.
4. Foreign Collaboration and MoUs.
5. Interdisciplinary Research and Teaching Programmes.
6. QIP/CEP.
7. JEE/GATE.
8. FAX/Telex/Air-conditioning.
9. Guest Houses/Publications/Seminar Hall and Convocation Hall.
10. Allocation of academic posts.
11. Library
12. Training and Placement
13. Central facilities
14. Transport

Deputy Director (Administration)

2. Audit
3. IIT Hospital
4. ACSS
5. Security & Safety
6. Hindi Cell
7. Adhoc appointments.
8. Allocation of posts other than academic.

Registrar

1. Statutory Bodies – agenda, minutes, follow-up
2. Accounts.
3. Group B,C&D staff – Recruitment, leave, training, disciplinary cases, welfare
4. HRD/R&I
5. Coordination, Legal Cell, HBA Unit
6. Store-Purchase & Import

Dean Alumni Affairs and International Programmes

1. Interaction with Alumni
2. Identify and establish alumni supported programmes
3. Interact with foreign universities, research institutes and companies
4. Identify and establish collaborative programmes
5. Facilitate student/faculty exchange

Dean, Industrial Research & Development

1. Sponsored Research
2. Consultancy & Testing
3. Coordination with FITT
4. Patents, Technology Transfer including Software.

Associate Dean (IRD)

2. Payments of honorarium to the students whose services are hired under the sponsored Research /Consultancy Projects.

3. Signing of Agreements/MoUs on behalf of the Institute after seeking approval of the Competent Authority.

4. Sanction of EOL to IRD staff within rules.

5. Miscellaneous activities relating to SURA, Mission Projects etc.

6. Assisting the Dean,IRD in day to day activities of the IRD Unit.

**Dean, U.G. Studies**

1. U.G. Admissions, time-table, examinations, results, scholarships, terminations; BUGS.

2. Training and Placement (UG).

3. Academic Interaction Committee.

4. Institute Disciplinary Committee (UG).

5. Student Exchange Programmes (UG).

6. Semester Schedule (jointly with Dean PG and DOS).

**Dean, P.G Studies & Research**

1. P.G Admissions, time-table, examinations, results, awards, scholarships, terminations; BPGS.

2. Placement (PG).

3. Student Exchange Programme (PG).

4. Institute Disciplinary Committee (PG).

5. Semester Schedule (jointly with Dean UG and DOS).

**Dean of Students**

1. Student activities – sports, games and cultural activities.

2. Hostel administration

3. Student counselling, STIC, foreign students.
4. Semester schedule.
5. NCC/NSS.
6. Semester Schedule (jointly with DPGS & DUGS).

**Associate Dean (Students)**

1. Coordinating Warden.
2. Warden, Nalanda.
3. Implementation of decisions on student affairs.
5. Assisting Dean of Students in day to day work.
ANNEXURE 2.5  
(Refers 2.4)  

LIST OF AUTHORIZATIONS GIVEN TO THE DIRECTOR  
BY THE BOARD OF GOVERNORS  

The Director has been authorized to:

1. **POSTS/ PERSONNEL MATTERS**

   1.1 Approve, proposals for appointment of Professors of the Institute as Joint Professors in other Departments/Centres.

   1.2 Appoint Visiting Professor/Visiting Faculty up to a period of one year as per the existing norms and report it to the Board at its next meeting.

   1.3 Act as appointing authority for the posts carrying a scale maximum of which does not exceed Rs. 12,000/- and get such decisions ratified by the Board of Governors.

   1.4 Act as appointing authority for the non-academic posts, for Superintendent and Senior Technical Assistant or other posts of equivalent pay scale and report such appointments to the Board for ratification at its next meeting.

   1.5 Create temporary posts for the duration of research/consultancy projects and approve the minutes of the selection committee for the posts of research and consultancy projects.

   1.6 (a) Appoint persons from one project to another in the same posts for a period upto five years or the duration of the project/scheme whichever is less.

     (b) Accept resignation from the project staff for which the Board of Governors is the appointing authority.

   1.7 Adopt suitable procedure for filling temporary vacancies in non-teaching posts for a period not exceeding 12 months in terms of Statute 12(7) keeping in view the circumstances of each case.

   1.8 Interchange technical supporting posts in various categories without exceeding number of posts already sanctioned by the Board of Governors.

   1.9 (a) Allow staff members who are appointed in outside organisations to the posts involving probation period, to retain lien on the Institute post.

     (b) Allow staff members to join other organisation on deputation terms.

   1.10 Accept resignation from staff members whose appointing authority is the Board of Governors in accordance to the following procedure:

     (a) Where the staff concerned has given three months notice as prescribed in the Statutes and where the Head of Department feels that there is no need to ask the concerned staff member to continue till the end of academic session, the resignation be accepted at the discretion of the Director from the date on which the notice period of three months expires.
Where the staff member has not given the prescribed prior notice of three months and the Head of Department/Centre recommends that the acceptance of the resignation by relaxing/waiving the notice period will not adversely affect the work of the Department/Centre, the resignation be accepted from the date recommended by the Head of the Department by relaxing/waiving the notice period, at the discretion of the Director.

1.11 Take decision regarding fixation of pay of re-employed persons on behalf of Board of Governors.

1.12 Adjudge the individual cases as hard cases on merit of each case and decide the cases of the change of option to any of the retirement schemes provided in the Statute.

1.13 Act as Disciplinary Authority in the case of Superintendents, STA's and other equivalent non-academic posts.

1.14 Grant special increment in special cases and report such cases to the Board for information.

1.15 Make appointments of spouse/children of the institute employees:
   (a) who die in harness during the service of the Institute and
   (b) whose services are terminated on medical grounds under Statute 13(6), before attaining the age of 57 years where the age of superannuation is 60 years.

   Such appointments will be made on temporary basis against vacant posts belonging to Group C and D only, where the Institute is satisfied that the condition of the family is indigent and is in great distress in terms of the guidelines approved by the Board of Governors from time to time.

2. **LEAVE**

2.1 In terms of para 4 of Schedule ‘D’ of the Institute Statutes, the Director shall be the “Competent Authority” to sanction leave of all kinds including sabbatical leave and that for accepting outside assignments in India or abroad during the period of the leave provided in the Statutes to the staff.

2.2 Director is authorized to sanction leave ex-India to the employees of the institute for private visit abroad on the merits of each case.

2.3 The powers of the Chairman as contained in Statutes 7(2) are delegated to the Director in cases where the visit of staff member abroad is upto 12 months subject to the condition laid down by the Board from time to time. The permission granted under these delegated powers are to be reported to the Board in its next meeting.

2.4 Director is empowered to grant terminal leave to temporary employees including re-employed persons on the merit of each case in accordance with the Govt. of India Rules (in cases where no rules have been framed by the Institute). All such cases are to be placed before the Board in subsequent meetings for confirmation/ratification.
3. **FINANCES**

The following financial powers have been delegated to the Director:

3.1 To sanction honorarium up to the specified amount from the Institute/IRD/JEE funds, as approved by the BoG from time to time.

3.2 To approve expenditure up to Rs. 50,000/- per item for the repair of instruments without going to the normal purchase procedure provided the repair is got done from the manufacturer, concerned Govt. Department or the Public Undertaking.

3.3 To pay honorarium per lecture hour as approved by the board from time to time in the case of eminent persons including honorary Visiting Professors.

3.4 To revise the rates for translation of technical papers from foreign languages in accordance with any revision(s) that may be made by the INSDOC from time to time.

3.5 To review the rates of payment to students for summer/winter jobs in consultation with the Deans.

4. **MEDICAL**

4.1 Director is authorised to include in the list of approved hospitals, the Medicare Centres/Hospitals run by the Voluntary Organisation/Charitable Trusts as per the guidelines laid by the Board of Governors.

4.2 Director is authorised to take decision on medical claims (not normally allowed) on the recommendations of an Institute level committee, within the overall framework of the Medical Attendance Rules.

5. **HALLS OF RESIDENCE**

While The Board was of the opinion that the powers of the Institute specified in Clauses 1(e) and 1(f) of Section 6 of the IIT Act were already vested in the Director of the Institute by virtue of his being the responsibility for the maintenance of discipline in the Institute under Section 17(2) of the Act, to remove any doubt and by way of abundant caution, it delegates all the said powers specified in Clauses 1(e) and 1(f) of Section 6 of the IIT Act to the Director of the Institute under Clause 3 of Section 13 of the Act.

The section of the Act quoted above reads as under:

**Section 6(1)**: Subject to the provision of this Act, every Institute shall exercise the following powers and perform the following duties namely:

(e) to establish, maintain and manage halls and hostels for the residence of students.

(f) to supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life.

**Section 13(3)**: The Board shall have the power to appoint such committees it considers necessary for the exercise of its powers and the performance of its duties under this Act.
**DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS TO VARIOUS OFFICERS OF THE INSTITUTE**

<table>
<thead>
<tr>
<th>Nature of delegation</th>
<th>Powers delegated</th>
<th>Extent of powers delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINANCIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petty Purchases/services on contingencies</td>
<td>HOD/Registrar</td>
<td>Upto a ceiling of Rs.10,000/- per item and Rs.20,000/- at one time.</td>
</tr>
<tr>
<td>Branch Officer</td>
<td>Each occasion</td>
<td>Rs.2,000/-</td>
</tr>
<tr>
<td></td>
<td>Yearly</td>
<td>Rs.10,000/-</td>
</tr>
<tr>
<td>Purchase of General Stores/ Equipment and Central Purchase Items (Recurring and non-recurring)</td>
<td>HOD/Registrar</td>
<td>As per revised purchase approved by BOG/Director from time to time, i.e. purchase committee upto a maximum of Rs.1,00,000/-.</td>
</tr>
<tr>
<td>Branch Officer</td>
<td>Upto Rs.1000/- per item subject to a maximum of Rs.5000/-.</td>
<td>—</td>
</tr>
<tr>
<td>Chairman, ACL</td>
<td>Upto Rs.50000/- for Purchase of Books for Institute Library</td>
<td>—</td>
</tr>
</tbody>
</table>
## ADVANCES

<table>
<thead>
<tr>
<th>Description</th>
<th>Authority</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Festival Advance</td>
<td>Registrar</td>
<td>Within budget</td>
</tr>
<tr>
<td>Conveyance (Cycle/ Scooter/ Car House, Bldg. adv.)</td>
<td>Registrar</td>
<td>Full Powers</td>
</tr>
<tr>
<td>P.F. Advance</td>
<td></td>
<td>Full Powers</td>
</tr>
<tr>
<td>Conveyance Advance</td>
<td>Registrar</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Designated Branch Officer (Motor Cycle/ scooter /cycle)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SANCTION OF TA

### (a) Sanction to
Journeys abroad attend Seminar, Conference Workshop & Symposia

<table>
<thead>
<tr>
<th>Authority</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Full Powers (in respect of all staff)</td>
</tr>
<tr>
<td>Dy. Director(F)</td>
<td>Rs.2000/- as seed money</td>
</tr>
</tbody>
</table>

### (b) SANCTION TO JOURNEY WITHIN INDIA

<table>
<thead>
<tr>
<th>Authority</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Dy. Directors/Deans/ Registrar/HOD/Centre/Chairman/Vice - Chairman &amp; Secretary/ JEE/GATE</td>
<td>Full Powers</td>
</tr>
<tr>
<td>DD(F)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>(in respect of Prof. I/C (Plg.)/ Librarian/ Head, T&amp;P)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>DD(A)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>(in respect of all Gp 'A' Non-academic Officers)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>HOD</td>
<td>Full Powers</td>
</tr>
<tr>
<td>(in respect of their faculty and staff subject to the condition that the expenditure can be met out of the sanctioned allocation of the Deptt./Centre concerned)</td>
<td>Full Powers</td>
</tr>
</tbody>
</table>

[2–36]
SANCTION OF
LOCAL
JOURNEY
Verification/Counter
Sig. of Journey/
Passing of Bills.

<table>
<thead>
<tr>
<th>Role</th>
<th>Full Powers for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Dept./Centre</td>
<td>departmental work</td>
</tr>
<tr>
<td></td>
<td>chargeable to the</td>
</tr>
<tr>
<td></td>
<td>recurring grant of</td>
</tr>
<tr>
<td></td>
<td>the Deptt./Centre</td>
</tr>
</tbody>
</table>

Registrar Full Powers

REIMBURSEMENT
OF MEDICAL
EXPENSES
Where Relaxation
of rules is involved.

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dy. Director (A)</td>
<td>Rs.1,00,000/-</td>
</tr>
<tr>
<td>Director</td>
<td>Above Rs.1,00,000/-</td>
</tr>
</tbody>
</table>

PERMISSION OF
GRANT OF OTA

<table>
<thead>
<tr>
<th>Group <code>B', </code>C'&amp; `D' staff working in Departments/Centres.</th>
<th>Full Powers within rules.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar within Central Administration including Hospital, Security, Transport.</td>
<td>Full Powers within rules.</td>
</tr>
<tr>
<td>Chairman, E&amp;W within Estate and Works</td>
<td>Full Powers within rules.</td>
</tr>
<tr>
<td>Dean of Students within Hostel Organization</td>
<td>Full Powers within rules.</td>
</tr>
</tbody>
</table>

PERMISSION TO
GRANT HONORARIUM

<table>
<thead>
<tr>
<th>Group <code>A', </code>B', <code>C', &amp; </code>D' (Non-academic)</th>
<th>Full Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dy. Director (A)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Dy. Director (F) (in respect of all HOD)</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Registrar/DD(A) (in respect of all non-academic staff)</td>
<td>Full Powers within the laid down policy.</td>
</tr>
<tr>
<td>HOD</td>
<td>Full powers upto a maximum of 3 lectures per semester as a part of regular work from any individual outside the Institute (except free hospitality).</td>
</tr>
<tr>
<td>Respective DD/Deans</td>
<td>for more than 3 lectures.</td>
</tr>
</tbody>
</table>
To Pay upto BOG approved amount per lecture in the case of Eminent Person including Visiting Professors.

**SIGNING OF CHEQUES**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto Rs.10,000/-</td>
<td>D.R. (A/Cs)</td>
</tr>
<tr>
<td>Above Rs.10,000/-</td>
<td>Registrar and D.R. (A/Cs.)</td>
</tr>
<tr>
<td>Above Rs.10,000/-</td>
<td>Dean, IRD and AR (IRD A/Cs.)</td>
</tr>
<tr>
<td>Upto Rs.10,000/-</td>
<td>AR IRD (A/Cs)</td>
</tr>
</tbody>
</table>

**ENTERTAINMENT**

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occasion</td>
<td>HOD</td>
</tr>
<tr>
<td>Rs.500/-</td>
<td>Deans/DDs full powers beyond these limits.</td>
</tr>
<tr>
<td>Yearly: Rs.10,000/-</td>
<td></td>
</tr>
<tr>
<td>Full Powers for Director's pantry</td>
<td>PS to Director</td>
</tr>
<tr>
<td>Each occasion</td>
<td>Branch Officer</td>
</tr>
<tr>
<td>Rs.200/-</td>
<td>Registrar: Full powers</td>
</tr>
<tr>
<td>Yearly: Rs.3,000/-</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICIAL LUNCHES & DINNERS**

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each occasion: within laid down norms/limits</td>
<td>HOD/Registrar</td>
</tr>
<tr>
<td></td>
<td>Dy. Director (s): full powers beyond these limits.</td>
</tr>
</tbody>
</table>
**ADMINISTRATIVE**

**I. Grant of Leave to Staff**

<table>
<thead>
<tr>
<th>Category</th>
<th>Officer</th>
<th>Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(i) Casual Leave</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(in respect of dy. directors)</td>
<td>Director</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>Dy. directors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOD</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>DD(A)/Registrar</td>
<td>Full Powers</td>
</tr>
<tr>
<td><strong>(ii) Special Casual Leave</strong></td>
<td>Dy. director (F)</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>in respect of HODs</td>
<td></td>
</tr>
<tr>
<td><strong>Other than Casual Leave</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Earned Leave,</td>
<td>Director</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Half Pay Leave,</td>
<td>in respect of dy. directors</td>
<td></td>
</tr>
<tr>
<td>Commuted Leave,</td>
<td>Dy. directors</td>
<td></td>
</tr>
<tr>
<td>Maternity Leave,</td>
<td>Deans/Registrar</td>
<td></td>
</tr>
<tr>
<td>EOL (not involving taking up</td>
<td>DD(A)/Registrar</td>
<td></td>
</tr>
<tr>
<td>of outside Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) -do-</td>
<td>Deans/Registrar</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>Dy. director (F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dy. director (A)</td>
<td>Full Powers</td>
</tr>
</tbody>
</table>

[2–39]
| (iii) - do- | HOD/Branch Officer (their respective staff) | Full Powers | — |
| (iv) Leave (any type involving taking up outside assignment (except-sabbatical)) | Dy. Director (A) (in respect of all supporting staff) | Full Powers | — |
| (v) Leave Not Due/Quarantine Leave | Dy. Director(F) (in respect of all Academic staff) | Full Powers | — |
| | Dy. Director (A) (in respect of all non-academic) | — | — |

2. (a) GRANT OF ANNUAL INCREMENT

| DR/AR of concerned Estt. Section | Full Powers (in respect of special increment cases) | — |
| Registrar | Full Powers (in respect of special increment cases within approved guidelines) | — |
| Dy. Director(A) | Full Powers on recommendation of the Committee | — |
| Dy. Director (F) | Grant of special increment. (to all academic staff.) | — |

3. Lump Sum Grant For Attaining Higher Qualifications as per BOG Rules.

| Dy. Director (A) | Full Powers | — |

4. (A) Permission For Pursuance For Higher Course

| Non-academic (A,B,C,D) | Registrar/ Dy. Director(A) | Full Powers as per policy guidelines laid down from time to time. | — |
(B) Forwarding of applications for outside appointments

<table>
<thead>
<tr>
<th>Application</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD(F)/Director</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>DD(A)/Director</td>
<td>Non-academic Staff</td>
</tr>
</tbody>
</table>

5. **TRANSFER/POSTING AGAINST SANCTIONED BUDGET PROVISION**

Inter-departmental Posting & Transfers

i) Posts of Director Full Powers — Supdt.& above and Group ‘A’ Non-academic Staff.

(ii) Post below level of Supdt. DD(A) Full Powers —

6 (a) **PERMISSION FOR REGISTRATION IN INSTITUTE COURSES**

i) Group A Dy. Director(F) Full Powers —

Group ‘A’ (Academic) within the laid down guidelines

Dy. Director (A) Gp.’A’(Non-academic)

ii) Group BC&D Registrar/DD(A) Full Powers within the laid down from time to time.

Gp ‘B’ ‘C&D’

7. **APPOINTMENT OF DAILY WAGED STAFF**

Registrar/DD(A)/ Director

8. **RETIEMENT BENEFITS PAYMENTS AFTER CHECKING BY AUDIT**

Registrar

9. **ALL MATTERS RELATED TO INDISCIPLINE WITH REGARD TO UG/PG STUDENTS**

**ACADEMIC**

Respective Academic Deans

**NON-ACADEMIC**

Dean of Students
ANNEXURE 2.7  
(Refers 2.4)

SCHEDULE SHOWING FINANCIAL POWERS IN RESPECT OF WORKS DELEGATED TO VARIOUS OFFICES OF I.I.T. DELHI (BOG Resolution Nos.: 8/80, 51/81, 81,75/82, 17/83, 64/87, 77/94, 34/97, 54/97 and 35/01)

Resolution No.BG/ 64/ 87: Resolved that Institute Engineer be delegated the powers at par with those given to a Superintending Engineer in CPWD as amended by the Govt. of India from time to time.

<table>
<thead>
<tr>
<th>Nature of Power</th>
<th>Designation of Officer</th>
<th>Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Purchases</td>
<td>I.E.</td>
<td>a) Full powers upto Rs.1,00,000/- per item at a time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) For all purchases above Rs.1,00,000/- per item, approval of the Board consisting of the following will be necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) I.E.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Faculty member to be nominated by the Director.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) D.R. (Accounts) and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv) E.E.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v) AR (Audit).</td>
</tr>
<tr>
<td></td>
<td>E.E.</td>
<td>Rs.25,000/- per item subject to a ceiling of Rs.3.00 lakhs p.a.</td>
</tr>
<tr>
<td></td>
<td>A.E.E.</td>
<td>Rs.2,000/- per item subject to a ceiling of Rs.50,000/- p.a.</td>
</tr>
<tr>
<td>b) Through Purchase</td>
<td>I.E.</td>
<td>a) Spot purchases upto</td>
</tr>
<tr>
<td>Committee in urgent cases</td>
<td></td>
<td>Rs.1,00,000/- (one lakh) per purchase through a Purchase Committee consisting of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) E.E.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) A.E.E. concerned &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Asst. Registrar (Accounts)</td>
</tr>
</tbody>
</table>
b) For all purchase above Rs. One Lakh per purchase, Director may approve spot purchase in individual cases through a Committee consisting of the : (i) I.E. (ii) Faculty member to be nominated by the Director (iii) D.R.(Accounts) and (iv) EE (concerned)

**Note:** urgency to be certified by the I.E.

| Through Purchase Committees | R.E. | Upto Rs.50,000/- per item through purchase committee consisting of the following:
|                            |      | (i) A.R.E. concerned.
|                            |      | (ii) Any other A.R.E.
|                            |      | (iii) A.R.(Accounts) or A.R.E. in case of Non-availability of D.R. (Accounts).
|                            |      | (Urgency to be certified by R.E.) |
| Through Purchase Committees | R.E. | Upto Rs.50,000/- per item through purchase committee consisting of the following:
|                            |      | (i) A.R.E. concerned.
|                            |      | (ii) Any other A.R.E.
|                            |      | (iii) A.R.(Accounts) or A.R.E. in case of Non-availability of D.R. (Accounts).
|                            |      | (Urgency to be certified by R.E.) |
| Local purchase on cash or payment by cheque | A.E.E. | Upto Rs.1000/- per item subject to a ceiling of Rs.40,000/- per annum. |
| Local purchase on cash or payment by cheque | E.E. | Upto to Rs.10,000/- per item subject to a ceiling of Rs. 1,00,000/- per annum beyond which the purchase be made through proper store purchase committee. |
| Local purchases of store borne on the DGS &D/Rates Running Contracts | I.E. | Rs.25,000/- per item at a time subject to a ceiling of Rs.1.00 lakh per annum |
| Local purchases of store borne on the DGS &D/Rates Running Contracts | E.E. | Rs.15,000/- per item at a time subject to a ceiling of Rs.75,000/- per annum. |
| Local purchases of store borne on the DGS &D/Rates Running Contracts | A.E.E. | NIL |
| Accord of sanction to extra/substituted items. | I.E. | Rs.13.00 lakhs in respect of both scheduled & Non-scheduled items. |
E.E. Rs.1.5 lakhs in respect of Scheduled items. In respect of other items 25% of contract value subject to ceiling of Rs.10,000/-. Beyond this, sanction of I.E. is necessary.

A.E.E. Items of the value of Rs.2000/- or 5% of the contract amount whichever is less. Where rates cannot be derived either from the Agreement or the standard schedule of rates, approval of EE to the fixation of rates of such items should be obtained. No powers in respect of extra items in contracts accepted by a higher authority.

Accord of Technical I.E. Rs.70.00 Lakhs
Sanction to Detailed Estimate. E.E. Rs.7.00 Lakhs
A.E.E. Rs.50,000/-

Acceptance of lowest tender I.E. Rs.70.00 Lakhs
OR
E.E. Rs.7.00 Lakhs
Award of work by negotiations A.E.E. Rs.50,000/- with the lowest tender.

Acceptance of single tender. I.E. i) 30.00 Lakhs.

ii) Rs.70.00 lakhs with the prior approval of the next higher authority.

E.E. i) Rs.75,000/-. 
ii) Rs.40.00 lakhs with prior approval of next higher authority.

A.E.E. Rs.10,000/- only.

Note.: Full reasons should be recorded by the Approving Authority who should also guard against the contractor holding out unjustifiably higher rates.
Award of work by acceptance of a tender other than the lowest.

OR

by negotiations with a tenderer other than the lowest.

Award of work (i) without call of tenders and (ii) by negotiations with a firm which has not quoted.

Award of additional quantities against abnormally high rates items (variations in rates being more than 25% as compared to the estimated rates duly corrected by cost index.

Write off T& P and other articles of which part value has been recovered.

To pass excess over estimates.
An officer of IITD may pass excess over estimate, provided the excess cases, where the excess is not more than 10% of the amount sanctioned and that all such cases, where the excess so sanctioned makes the total estimate exceed the amount upto which he is empowered to sanction, should be reported every month to his next higher authority which has to satisfy itself about the property of excess sanctioned.

<table>
<thead>
<tr>
<th>Grant of extension of time for completion of work (with reasons to be recorded)</th>
<th>I.E.</th>
<th>E.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Full powers.</td>
<td>i) Full powers in respect of contract amounting to Rs.1.00 lakhs (ii) Full powers in respect of individual contract and amounting to more than Rs.1.00 lakh and upto Rs.10 lakhs, provided delay is not more than 1/3rd of stipulated period.</td>
<td></td>
</tr>
<tr>
<td>A.E.E.</td>
<td>Upto 1/3rd of the stipulated period in respect of individual contract amounting upto Rs.15,000/-</td>
<td></td>
</tr>
</tbody>
</table>

Note: Each time an extension of time is granted in respect of works costing between Rs.1.00 lakh and Rs.10 lakh. The R.E. should review the reason and send a copy of the order to the I.E.

<table>
<thead>
<tr>
<th>To make advance payment to Delhi Vidyut Board under the Indian Electricity Act.1910 for execution of work.</th>
<th>I.E.</th>
<th>A.E.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Powers.</td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incurring expenditure on insurance for booking of</th>
<th>E.E.</th>
<th>A.E.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.500/- in each case.</td>
<td>NIL</td>
<td></td>
</tr>
</tbody>
</table>
goods at the Railways risk where an alternative Railway risk is provided.

To issue orders declaring I.E. Full Powers
Stores (including spare parts of vehicles) other than those involving losses as surplus or unserviceable value of articles being estimated if not known.

Passing of first and final bills and running account bill. E.E. Full Powers.

Passing of bills of work-charged staff. E.E. Full Powers.

Sanction of payment under Workmen's Compensation Act. E.E. Full Powers

To accord administrative approval for the minor works residential and non-residential buildings. Director Rs.5,00,000/- Rs.50,000/-

Powers of Institute Engineer I.E. Rs.50,000/- Rs.5000/- At par with those given to a Superintending Engineer in CPWD.

Award of the contracts against split-up-sub-head of work. Where sub-heads of projects are split up by the competent authority officer may exercise their normal powers by value for award of contracts for split up portions. The competent authority will be B&W Committee.

Write-off of infractuous expenditure on construction I.E. a) 1% of the contract value subject to a ceiling of Rs.7,500/-
b) 1% of the contract value subject to ceiling of Rs.30,000/- with the approval of the Director.

Powers to fix standard rates I.E. Full Powers

To fix annual limit of reserve stocks. I.E. Full Powers, within sanctioned funds.

To write off losses:

i) On stores due to theft, frauds or negligence of individuals  Rs.2000/-

ii) To write off losses of stores not due to theft, fraud or negligence of individuals.  Rs.2000/-

To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of public building. etc. Director Full Powers.

Acceptance of arbitration award Director B.O.G. Upto Rs.7.00 lakhs. Beyond Rs. 7.00 lakhs.
ANNEXURE 2.8
(Refers 2.5.1)

STANDING COMMITTEES OF THE BOARD OF GOVERNORS

Standing Committee of the Board of Governors

1. **Grievance Committee**

   **Membership**

   The membership of the Committee is decided by the Board of Governors for specific period of its tenure.

   **Terms of Reference**

   To consider grievances of staff members made by them to the Board and make recommendations to the Board.

2. **Finance Committee**

   **Membership**

   1. Chairman, Board of Governors
      (Ex- officio)  Chairman
   2. Two persons nominated by the Central Government Members
   3. Two persons nominated by the Board Members
   4. Director Member
   5. Registrar Secretary

   **Terms of Reference**

   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.
3. **Building and Works Committee**

**Membership**

The Committee consists of not less than 5 and not more than 7 members as may be appointed by the Board. The existing constitution is as under:

1. Director (Ex-officio) Chairman
2. Director General of Works, CPWD (Ex-officio) Member
3. Representative from the Ministry of HRD Member
4. Financial Adviser to the Ministry of Urban Development (Ex-officio) Member
5. One outside expert Member
6. Institute Engineer (Ex-officio) Member
7. Registrar (Ex-officio) Secretary
8. Chairman, Estate & Works IIT, Delhi (Ex-officio) Permanent Invitee
9. One outside Expert Special Invitee

**Terms & Reference**

(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 grant placed at the disposal of the Institute for the purpose.

(c) It shall cause to be prepared estimates of 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 directions for departmental works where necessary.

(f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
ANNEXURE 2.9  
(Refers 2.5.1) 

COMMITTEES CONSTITUTED BY THE DIRECTOR, THEIR CONSTITUTION AND TERMS OF REFERENCE

Air Conditioning Committee

1. Chairman, E&W (Ex-officio) - Chairman
2. Two nominees of the Director - Members
3. Institute Engineer (Ex-officio) - Member Secretary

Terms of Reference

1. To identify the areas where energy is being misused and to make recommendations to save energy.
2. Any other matter referred to it by Director.

Campus Greening Committee

1. A Professor (Nominee of the Director) - Chairman
2. Nominee of the Director - Member
3. Coordinator, NSS (Ex-officio) - Member
4. Two nominees of the IITEU - Members
5. Three nominees of SAC - Members
6. Nominee of the Director - Member Secretary

Terms of Reference

1. To advise/monitor the work of greening of IIT Campus
2. Any other matter referred to it by the Director

The committee should meet as often as possible but atleast once in three months.
Commercial Establishment Licencing Committee

1. Chairman, E&W (Ex-officio) - Chairman
2. Vice Chairman, E&W (Ex-officio) - Member
3. Dean of Students (Ex-officio) - Member
4. Security Officer (Ex-officio) - Member
5. Nominee of the Director - Member
6. Estate Officer (Ex-officio) - Member
7. Asst. Exec. Engr, Estate (Ex-officio) - Member Secretary

Terms of Reference
1. To process the licencing of Shops and Commercial Establishments including Vendors in the Institute.
2. Any other matter referred to it by the Directors.

Commercial Establishment Marketing Committee

1. Chairman, E&W (Ex-officio) - Chairman
2. Nominee of the Director - Member
3. Dean of Students (Ex-officio) - Member
4. Nominee of the Faculty Forum (East Campus) - Member
5. Nominee of the Faculty Forum (West Campus) - Member
6. Security Officer (Ex-officio) - Member
7. Two Nominees of the IIT Employee Union - Members
8. Institute Engineer (Ex-officio) - Member Secretary

Terms of Reference
1. To monitor the working of Vendors and shops including checking of rates of commodities sold, quality of material sold, observance of shopping hours and other matters of concern to the residents.
2. Projecting the needs of campus residents in respect of shops etc.
3. Any other matter referred to it by the Director.
Committee for N.M.R. Central Facility

1. Head, Chemistry Department (Ex-officio) - Chairman
2. Nominee of the Head, Textiles - Member
3. Nominee of the Head, CPSE - Member
4. Nominee of the Head, CBME - Member
5. Incharge, NMR Central facility(Ex-officio) - Member/Convener

Note: The User’s Committee should meet at least once in a semester. 50% of the members will form quorum for the meeting of the User’s Committee.

Terms of Reference

(a) Defining operating norms and schedules.
(b) Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
(c) Planning of up-gradation and modernization of the facilities to keep them responsive to user’s needs.
(d) Any other matter referred to it by the Director.

Communication Advisory Committee

1. Chairman, E&W (Ex-officio) - Chairman
2. Three/Four Nominees of the Director (from Academic Staff) - Members
3. One Nominee of Director (from Group A Non-academic Staff) - Member
4. Institute Engineer(Ex-officio) - Member
5. Genl. Secy. IITEU (Ex-officio) - Member
6. Asst. Executive Engr.(Telephones)(Ex-officio) - Member/Secretary

Terms of Reference

1. To advise regarding the future communication, requirements/telephone services of the Institute.
2. Any other matter referred to it by the Director.
Employees Welfare Committee

1. A senior Professor (nominee of the Director) - Chairman
2. Two Representatives of the Institute (to be nominated by the Director) - Members
3. Registrar (Ex-officio) - Member
4. President IIETU (Ex-officio) - Member
5. Genl. Secy. IIETU (Ex-officio) - Member
6. Nominee of the IIETU - Member
7. Asst. Registrar (E-II or E-III) (Ex-officio) - Member/Convenor

Terms of Reference

1. To consider Employee's demands/problems and make recommendations to the Director.
2. Any other matter referred to it by the Director.

Frequency of meetings: Minimum once in two months.

Executive Committee Of IITD Staff Welfare Scheme

1. Director / DD(F) (Ex-officio) - Chairman
2. A Senior member of the staff nominated by the Director - Vice-Chairman
3. A member of the staff to be nominated by the Director - Secretary
4. One of the Administrative Officer/Accounts Officer /Audit Officer to be nominated by the Director - Treasurer
5. 7 members to be nominated by the Director from amongst the staff. The nomination shall be arranged so that all categories get representation. - Members

Terms of Reference

1. Administration of funds.
2. Grant of loans/assistance to the members in accordance with the provisions of the constitution of the scheme.
3. Any other matter referred to it by the Director.
Holistic Health Committee

1. Nominee of the Director - Chairman
2. Two Faculty & one Group ‘A’ Officer who are actively participating and have sufficient experience in the Holistic Activities - Members
3. Nominee of the Director - Member/Secretary

Terms of Reference

1. Proper monitoring and coordination of the Holistic Health Activities.
2. Any other matter referred to it by the Director.

Hospital Advisory Committee

1. A Professor (nominee of the Director) - Chairman
2. Nominee of the Director - Member
3. A Faculty Member (Nominee of the Faculty Forum) - Member
4. Two nominees of the Doctors - Members
5. Nominee of Hospital Staff - Member
6. President, Board of Hostel Management (Ex-officio) - Member
7. Dy. Registrar (Accounts) (Ex-officio) - Member
8. Genl.Secy. IITEU (Ex-officio) - Member
9. Two nominees of SAC - Members
10. Chief Medical Officer (Ex-officio) - Member/Convenor

Terms of Reference

1. To monitor the working of the Hospital and suggest remedial measures, if any, for improvement in its operational and financial efficiency.
2. To consider policy matters concerning the Hospital and make recommendations to the Director.
3. To consider administrative reforms/innovation concerning purchase of medicines etc., and make suitable recommendations to the Director.
4. Any other matter referred to it by the Director.

Frequency of Meetings: Minimum once in three months.
House Allotment Committee

1. Chairman, E&W (Director's nominee) - Chairman
2. Vice Chairman, E&W (Nominee of the Director) - Member
3. Nominee of the Faculty Forum (Representing Professor) - Member
4. Nominee of the Faculty Forum (Representing Assoc. Professors) - Member
5. Nominee of the Faculty Forum (Representing Asst. Professors) - Member
6. Nominee of the Faculty Forum (Rep. Other than Assoc. Prof. & Asst. Prof.) - Member
7. Nominee of the Director (Representing Gp.'A' Officers-Non-Academic) - Member
8. Nominee of the Director - Member
9. Nominee of the IITEU (Representing employees pay range Rs.8000-13500) - Member
10. Nominee of the IITEU (Representing employees pay range Rs.4590-7999) - Member
11. Nominee of the IITEU (Representing employees pay range below Rs.4590/-) - Member
12. Estate Officer (Ex-officio) - Member Secretary

Terms of Reference

1. To formulate the policy and guidelines for allotment of houses and interpretation of rules.
2. Any other matter referred to it by the Director.
House Building Advance Committee

1. Professor (Nominee of the Director) - Chairman
2. Nominee of the Director - Member
3. Nominee of the Faculty Forum - Member
4. Nominee of the IITEU - Member
5. Registrar (Ex-officio) - Member Secretary

Terms of Reference

1. To consider and recommend grant of House Building Advance to the Institute employees.
2. Any other matter referred to it by the Director.

Institute Grievance Committee

1. Director’s Nominee - Chairman
2. Three Professors to be nominated by The Director - Members
3. Registrar (Ex-officio) - Member
4. Asst. Registrar (E-II)/(E-III)* (Ex-officio) - Member Secretary
   * Depending upon the section to which the case pertains to.

Purpose:

1. To instil confidence in the employees that their representations are not being reviewed by the same person(s) who made the decision in the first place.
2. To bring in a fresh point of view
3. To reduce and to make easier the work for Grievance committee of the BOG.

Terms of Reference

1. To consider and formulate recommendations on the representations made by Group ‘B’, ‘C’ & ‘D’ employees referred to the Committee with the prior approval of the Director.
2. Any other matter referred to it by the Director.

Frequency of meetings: The committee shall meet as often as necessary. The recommendations of the Committee will be sent to the Director by the Member/Secretary of the Committee.
Institute Lecture Series Committee

1. Dean, PGS&R (Ex-officio) - Chairman
2. Dean, IRD (Ex-officio) - Member
3. President BRCA (Ex-officio) - Member
4. Two Nominees of the Director - Members

Terms of Reference

1. To Plan and Organize lectures under the Institute Lectures Series
2. Any other matter referred to it by the Director.

Institute Level Committee to provide incentives to Group ‘B’ ‘C’ & ‘D’ Employees who perform exceedingly well.

1. A Professor (Nominee of the Director) - Chairman
2. Two Faculty Members (Nominee of the Director) - Members
3. President IITE Union (Ex-officio) - Member
4. Assistant Registrar (Estt.-II) (Ex-officio) - Member Secretary

Terms of Reference

1. To look after all the work relating to the Incentive Scheme.
2. To process the nominations.
3. Any other matter referred to it by the Director.

(Authority - BOG Resolution No. BG/32/97)
Kendriya Vidyalaya Management Committee

1. Dean, UGS(Ex-officio) - Chairman
2. Nominee of JNU - Member
3. Nominee of NCERT - Member

Terms of Reference

1. To advise on educational issues of Kendriya Vidyalaya.
2. Any other matter referred to it by the Director.

Managing Committee of the Benevolent Fund Scheme

1. Dy. Director (Faculty) (Ex-officio) - Chairman
2. Dean of Students (Ex-officio) - Member
3. Two Nominees of Faculty Forum - Members
4. Genl. Secy. SAC (Ex-officio) - Member
5. Nominee of SAC - Member
6. Two Nominees of the IITE Union - Members
7. Dy. Registrar (Accounts) (Ex-officio) - Member
8. Asst. Registrar (CDN) (Ex-officio) - Member/Convener

Terms of Reference

1. The management of funds of the Benevolent Fund Scheme shall vest with the above Committee in accordance with the Benevolent Fund Scheme Rules.
2. Any other matter referred to it by the Director.
Managing Committee of Cafeteria

1. Dean of Students (Ex-officio) - Chairman
2. Assoc. Dean of Students (Ex-officio) - Member
3. One Warden (nominated by Dean of Students) - Member
4. Three Student Nominees of Dean of Students (Gen. Secys of BHM & SAC and one representative of BHM/SAC) - Members
5. Institute Engineer (Ex-officio) - Member
6. Nominee of Dy. Director (F) - Member
7. Asst. Registrar (SA) (Ex-officio) - Member/Convener

Terms of Reference

1. To deal with the various aspects of managing the cafeteria with the students and faculty requirements, cleanliness, control of rates, quality of food, services and coordination with Institute functionaries.
2. Any other matter referred to it by the Director.

Managing Committee of IIT Staff Canteen

1. Dean of Students (Ex-officio) - Chairman
2. Nominee of the Director - Vice Chairman
3. One Faculty Member (Nominee of the Director) - Member
4. Exec. Engr.(Academic Area)(ex-officio) - Member
5. Three Elected Members of the staff canteen - Members
6. Asst. Registrar (CDN) (Ex-officio) - Member / Secretary

Terms of Reference

1. The Committee shall be fully responsible for efficient running of the Canteen and also for the losses.
2. Any other matter referred to it by the Director.

Frequency of meetings: Minimum once in two months.
Nursery & K.G. School Advisory Committee

1. Dean, UGS(Ex-officio) - Chairman
2. Nominee of NCERT - Member
3. Headmistress (Ex-officio) (Nursery & KG School) - Member
4. Nominee of Faculty Forum - Member
5. Nominee of IITE Union - Member
6. Assistant Registrar (CDN) (Ex-officio) - Member/Convener

Terms of Reference

1. To advise on admission and functioning of the school.
2. Any other matter referred to it by the Director.

Security Advisory Committee

1. Dy. Director (Admin.) (Ex-officio) (Ex-officio) - Chairman
2. Registrar (Ex-officio) - Member
3. Dean of Students (Ex-Officio) - Member
4. Institute Engineer (Ex-Officio) - Member
5. Nominee of Faculty Forum - Member
6. Chairman (Ex-Officio) Area Committee (East Side) - Member
7. Chairman (Ex-Officio) Area Committee (West Side) - Member
8. Nominee of IITE Union - Member
9. General Secy. SAC (Ex-officio) - Member
10. Security Officer (Ex-officio) - Member/Convener

Terms of Reference

1. To advice on the security matters of the Institute/Campus
2. Any other matter referred to it by the Director.

Frequency of meetings: Minimum once in a four months or as and when required.
**Space Allocation Committee**

1. Director - Chairman
2. Dy. Director (Faculty) - Member
3. Dy. Director (Admin.) - Member
4. Chairman, E&W - Member
5. Registrar - Member
6. Estate Officer - Member Secretary

**Terms of Reference:** To consider the requirement of space of the various Departments/Centres/Sections of the Institute.

**Standing Consultative Committee on Community Issues**

1. Director - Chairman
2. Dy. Director (Faculty) - Member
3. Dy. Director (Admin) - Member
4. Dean of Students - Member
5. Assoc. Dean of Students - Member
6. Chairman, E&W - Member
7. Registrar - Member
8. C.M.O. - Member
9. Security Officer - Member
10. General Secretary, Faculty Forum - Member
11. General Secretary, IITE Union - Member
12. General Secretary, Sr. Staff Club - Member
13. General Secretary, SAC - Member
14. General Secretary, Staff Club - Member
15. Chairman, Hospital Advisory Committee - Member
16. Secy. Ladies Club - Member
17. Institute Engineer - Member Secretary

**Terms of Reference**

1. Community Welfare and non-academic service facilities.
2. Any other matter referred to it by the Director.
Standing Committee for Purchase of Medicines for IIT Hospital

1. Professor (Nominee of the Director) - Chairman
2. Doctor, (Ex-officio) - Member  
   Store Incharge, (Hospital)
3. Nominee of the Chairman HAC  
   (on rotation basis) - Member
4. Registrar (Ex-officio) - Member
5. D.R.(Accounts) - Member
6. Chief Medical Officer (Ex-officio) - Member/Secretary

Terms of Reference

1. List of Medicines required will be prepared by the Doctors and the quotations will be invited with stipulated conditions and will be processed by the Committee of Doctors. Doctors will recommend about three companies for each medicines as expert advice.
2. The Standing Purchase Committee will then decide on the quantity and the company from among short-listed ones. In this process the Committee may invite any distributor/company for discussion. Chairman will place orders and Hospital will receive medicines as per orders placed and condition of agreement/quotations. D.R. (A/cs.) will look after the payment as per terms.
3. Any other matter referred to it by the Director.

Standing Committee for Convocation

1. Dean, UGS/ PGS&R (Ex-officio) - Chairman
2. Dy. Director (Faculty) (Ex-officio) - Member
3. Dy. Director (Admin.) (Ex-officio) - Member
4. Dean, UGS/PGS&R (Ex-officio) - Member
5. Dean of Students (Ex-officio) - Member
6. Registrar (Ex-officio) - Member
7. Institute Engineer (Ex-officio) - Member
8. Exec. Engr. (SS)(C-I) (Ex-officio) - Member
9. Two Nominees of the Director - Members
10. D.R.(UGS)/A.R.(PGS&R)  
    (nominee of the Director) - Member/Secretary

Terms of Reference: To consider all issues related to the annual convocation.
Sub-letting Committee

1. Chairman, E&W (Ex-officio) - Chairman
2. Vice Chairman, E&W (Ex-officio) - Member
3. Nominee of the Faculty Forum (East Campus) - Member
4. Nominee of the Faculty Forum (West Campus) - Member
5. Estate Officer (Ex-officio) - Member
6. Two Nominee of the IITEU - Members
7. Security Officer (Ex-officio) - Member/Secretary

Terms of Reference

1. To suggest ways and means to prevent sub-letting of premises on the Campus.
2. To investigate any violation and record the follow up action.
3. Any other matter referred to it by the Director.

User’s Committee for the Central Facility of Glass Blowing attached to Chemistry Department

1. Head, Chemistry Department (Ex-officio) - Chairman
2. Nominee of Head, CPSE (Ex-officio) - Member
3. Nominee of Head, Textile Tech. Dept. - Member
5. Nominee of Head, CRDT - Member
6. Incharge, (Ex-officio) (Glass Blowing facility) - Member/Convener

Terms of Reference:

1. Defining operating norms and schedules.
2. Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
3. Planning of up-gradation and modernization of the facilities to keep them responsive to user’s needs.
4. Any other matter referred to it by the Director.
IITD Hospital User's Committee

1. Director's Nominee Chairman
2. Representatives Faculty Forum (FF) Members
   One Male & One Female (to be nominated by Secy. FF)
3. Representatives IIT Employees Union -Members
   One Male & One Female (to be nominated by Gen. Secy., IITEU)
4. Representatives Student Affairs Council (SAC) -Members
   One Male & One Female (to be nominated by the Gen. Secy. SAC)
5. Representative Ladies Club -Member
   (to be nominated by the President of the Club)
6. Representative Senior Staff Club -Member
   (to be nominated by Secy. of the Club)
7. Representative of the Staff Club -Member
   (to be nominated by Secy. of the Club)
8. Representative of the Institute Engineer -Member
   (to be nominated by the IE)
9. Representative of the Security Unit -Member
   (to be nominated by SO)
10. Representative of the Retired Employees -Member
    (to be co-opted by HAC)
11. Medical Officer -Member-Convener
    (to be nominated by Director)

The Committee shall meet every two months to advise on all matters relating to improvement of services at the IIT Hospital.

Institute Space Planning Committee for the Campus

1. Deputy Director (Faculty) -Chairman (ex-officio)
2. Chairman, Estate & Works -Member (ex-officio)
3. Prof. Chander Shakher -Member
   IDDC
4. Prof. Ashok Gupta -Member
   Civil Engg. Deptt.
5. Institute Engineer -Member-Secretary
Terms of Reference:

1. To plan the efficient utilization of the vacant areas available in the campus.

2. To ensure optimum utilization of the existing space available.