

**Draft Minutes of the 13<sup>th</sup> meeting of the Board of Governors of Punjab Engineering College Society held on 28<sup>th</sup> July, 2006 at 12.30 P.M. in the Conference Hall of Punjab Engineering College, Chandigarh**

**Present:**

- |     |                       |                                 |
|-----|-----------------------|---------------------------------|
| 1.  | Shri Chandra Mohan    | Chairman                        |
| 2.  | Prof. R. C. Sobti     |                                 |
| 3.  | Sh. Daljit Singh      |                                 |
| 4.  | Prof. Chandra Shakher | Nominee of Director, IIT- Delhi |
| 5.  | Dr. Pawan Kapur       |                                 |
| 6.  | Sh. Prithipal Singh   |                                 |
| 7.  | Dr. T.N. Kapoor       |                                 |
| 8.  | Sh. R.K. Saboo        |                                 |
| 9.  | Sh. Krishan Goyal     |                                 |
| 10. | Dr. R.N. Nauhria      |                                 |
| 11. | Dr. Shiv Narayan      |                                 |
| 12. | Prof. Vijay Gupta     | Director                        |
| 13. | Dr. Kanchan Monga     | Registrar, Member-Secretary     |

**Leave of absence was granted to:**

1. Sh. Krishna Mohan
2. Sh. S. K. Sandhu
3. Sh. R. K. Chauhan
4. Sh. Pawan Agarwal
5. Sh. Ravi Mathur
6. Sh. Vikram Dev Dutt
7. Sh. Ajay Sri Ram

**In attendance:**

1. Prof. V. S. Kaushal, Deputy Director
2. Prof. Arun K. Lall, Dean Research, Planning & Development
3. Prof. K. K. Garg, Dean Students Welfare

- At the outset, Members joined the Chairman in welcoming Prof. R. C. Sobti, who had taken over as the Vice Chancellor of Panjab University recently.
- Members also placed on record their gratitude to Dr. K. N. Pathak for his valuable contribution, and, more particularly his outstanding support in smoothening the transition to a deemed university. Director was requested to convey their sentiments to Prof. Pathak.
- Director thereafter gave brief presentations on
  - # Completion of 1<sup>st</sup> round of faculty selections within the dead line of 31<sup>st</sup> July, 2005 and consequent promotions/additions at various levels.
  - # Cut-off ranks in the recently completed B.E. admissions to Session 2006-07 and the improvement in cut-offs in general category over last year.He drew specific attention to increased spread in the merit of admitted candidates, where while the bulk of students admitted had very good ranks

(below AIR of 10,000 in AIEEE), there was a group of ranking in excess of 1,00,000.

- He informed of the decision to hold special classes and special counseling sessions for all students ranking below 10,000, to enable them to perform to levels required for continuation into second year.

Similarly, a diagnostic test for proficiency in English had also been given to all students. Special classes will again be held for those found deficient.

A question was raised on the very low rank of those admitted under Sports quota. A review of criteria was suggested.

- Chairman briefed members on a meeting which he had with the entire faculty on 19/7/06 and suggestions emanating therefrom: :
  - # Special courses for faculty for development of soft skills in different areas such as communication, presentation, marketing techniques etc.
  - # Visits to industry for exposure to industry working and problems. These could slowly graduate into joint industry-academic work, consultancy etc. .

It was decided that to facilitate participation of official members, BOG meetings would preferably be held on the last Saturday of every alternate month at 12.30 P.M.

Proceedings of the Meeting

Item No.	Particulars	Decision
13.1	To confirm the minutes of 12 <sup>th</sup> meeting of the Board held on 24 <sup>th</sup> June, 2006	Confirmed with a minor correction on page 6, item 12.6 as under:  Words "FCRI guidelines" to be replaced by "FCRA requirements".
13.2  13.2.1/5.3	Follow up action on the previous Board meetings  <b>To consider creation/redistribution of faculty positions in the Institute</b>  The Board noted the shortage of faculty positions and its serious impact on the quality of teaching programmes.  Increase in the approved faculty positions from current 162 to 182 as proposed and shown in Annexure-A was approved in principle.  Director was authorized to write	While noting follow-up action on previous Board meetings, following observations were made:  It was pointed out that the Chandigarh Administration has approved the faculty positions but the formal letter is yet to be received.

<p>13.2.2./6.3</p> <p>13.2.3/7.6</p>	<p>to the Chandigarh Administration for necessary approval with proper justification.</p> <p><b>Large number of pending court cases.</b></p> <p>Following Sub-Committee was constituted to analyze all the pending cases and take steps for their early resolution :</p> <ol style="list-style-type: none"> <li>1. Dr. R. K. Chauhan</li> <li>2. Shri R. C. Sharma</li> <li>3. Registrar                      Convener</li> </ol> <p><b>Vision Document</b></p> <p>In order to prepare a comprehensive vision and mission document, including short term and long term strategies, the Board authorized the Chairmen to appoint a 5-member Committee based on recommendations by Board members.</p> <p>Board desired that it should be the endeavor to see that the first draft was ready for discussion in the Board within 6 months.</p>	<p>Registrar mentioned that a meeting of the Committee had been held last week but the minutes could not be presented as they were to be brought by Dr. R. K. Chauhan to today's meeting. His programme had to be cancelled due to unavoidable reasons.</p> <p>Shri R. K. Saboo informed that a meeting of the committee was held on 27.07.2006 where it was decided to approach directly the stake holders i.e. alumni, some intellectuals, journalists, industrialists, bureaucrats, ex-Principals, in addition to the advertisement already released in newspapers.</p> <p>Efforts will be made in the meantime to procure mission/ vision documents from as many institutions in India and abroad as possible.</p> <p>Vision Document &amp; Mission Statement would follow and an action plan had been chalked out.</p>
<p>13.3</p>	<p>Revision of Delegation of Power Document</p>	<p>The delegation document was approved subject to the corrections pointed out.</p> <ul style="list-style-type: none"> <li>• Action taken under delegated powers 1.4 and 2.2 to be reported to the Board for noting.</li> </ul> <p>(Approved document at Annexure I)</p>
<p>13.4</p>	<p>Report of Committee on settlement of Legal Cases</p>	<p>Deferred</p>
<p>13.5</p>	<p>Service Rules for PEC employees</p>	<p>Draft Service Rules were circulated and would be discussed in next meeting.</p>

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<p>13.6</p> <p>Item1</p> <p>Item 2</p>	<p>Any other item with the permission of the Chair:</p> <p><b>13.6.1 (Tabled)</b> Ratification of Selection for the posts of Professors in various departments</p> <p><b>13.6.2. (Tabled)</b> Provision of residence and staff car for the Registrar</p>	<p>Approval by Chairman was ratified. (Annexure-II)</p> <p>Director brought-up the issue of an ear-marked house on the campus or rent free accommodation and, a staff car for the Registrar, a standard practice with all Universities &amp; Deemed Universities.</p> <p>Proposal was approved.</p> <p>Since no residence on the campus was presently vacant, It was agreed that a residence of A2 category, whenever vacated, would be earmarked for the Registrar and permission for travel from residence to office and back by staff car may be given</p>
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<p><b>Item 3</b></p>	<p><b>Fresh topic by Chairman (Confidential)</b></p> <p>Requesting all those who were not formal BOG Members to leave the meeting since he wanted to discuss a confidential topic, Chairman passed on a dossier of recent papers relating to Dr. VP Singh, Asstt. Prof. for perusal by Members</p> <p>Explaining the background, Chairman mentioned of a call that he had received from a local Press Correspondent at around 19.30 hrs on 23<sup>rd</sup> June (Convocation eve) asking for comments on PEC's entrusting of the evaluation of a paper in recent exams to Dr. VP Singh, who had awarded Zero in a semester exam to a 2004 PEC student who later committed suicide and who had been debarred for acting as an evaluator by Punjab University for 5-years as a sequel to an inquiry when the said student on being awarded Zero applied for reevaluation and was awarded 55 &amp; 64 marks in successive reevaluations .</p> <p>The dossier passed on by Chairman included:</p> <ul style="list-style-type: none"> <li>- History of events after 23.6.2006</li> <li>- Proceedings of Punjab University's Inquiry Committee reflecting total disregard of ethical norms and décor and ban for acting as an evaluator for 5-years, the maximum it could impose on any examiner.</li> <li>- A letter of anguish from a senior alumnus, Er. Anand Prakash ( a former Chief Engineer) enclosing press cuttings entitled "A vindictive prof's Zero put a full stop to his carrier, life"(TOI 25/11/2004 and Editorial entitled "With teachers like this-Knowledge Economy a Pipedream" (The Economic Times 29/11/04).</li> <li>- Representations dated 25<sup>th</sup> June and 3<sup>rd</sup> July to the Administrator UT (copies Chairman BOG &amp; Director PEC) etc. casting aspersions on PEC Administration for non-conformance to extant of rules in recent CAS interviews and denying promotion to him, as well as, manipulation of results by the Director at the recent CAS interviews for promotion to Professor</li> </ul> <p>Chairman mentioned of his telephonic conversations with external members of the Selection Committee individually to verify allegations and their categorical replies that Dr. Singh was not found fit for promotion during the interview. They confirmed that interview was fair, objective and unbiased.</p> <ul style="list-style-type: none"> <li>- Chairman requested Members to recall an incident which had come before the Board five months ago relating to Dr. VP Singh. This incident related to a pending court case filed by Dr. VP Singh against PEC, UPSC &amp; others for not appointing him as Professor even though his name figured on the list of a lapsed confidential UPSC panel of 1997 for selection to Professors.</li> </ul> <p>It may be noted that all UPSC proceedings/empanelments etc are confidential. Therefore gathering of confidential UPSC information</p>
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	<p>could have been only through unfair means. Legal representative of UPSC in the above-mentioned court case has drawn attention of the Hon'ble High Court to this fact.</p> <ul style="list-style-type: none"><li>- Chairman also mentioned his telephonic conversation with VC- Panjab. University and some of members of the BOG. It was the universal feeling that a Faculty member of such doubtful background and integrity was unbecoming of a prestigious Institution of Higher Learning such as the PEC.</li><li>- Director clarified that in the IIT System of exams now adopted by PEC , there was no alternative for separating the task of evaluation from teaching; it had to be same Faculty Member.</li></ul> <p>Carrying out the 5-year punishment imposed by Punjab Univ. was therefore not possible.</p> <p>After detailed discussions, Members were of the unanimous opinion that disciplinary action permissible under the law must be taken against Dr. VP Singh and authorized the Chairman to seek legal advice and proceed with such action as he deemed fit.</p>
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**ANNEXURE – 1**  
**# DELEGATION OF POWERS AND RESPONSIBILITIES TO VARIOUS**  
**AUTHORITIES OF THE INSTITUTE ON DIFFERENT MATTERS**

**1. Leave**

**1.1 Casual Leave/ Special Casual Leave**

- |  |   |                    |
|--|---|--------------------|
| a) Deputy Director, Deans, Registrar, HODs | : | Director           |
| b) Heads of Sections(Faculty)              | : | HOD concerned      |
| c) Heads of Sections other than faculty    | : | Registrar          |
| d) Faculty and Staff in Departments        | : | Head of Department |
| e) Staff in Sections                       | : | Head of Section    |

**1.2 Earned/ Half-Pay/ Maternity Leave/ Commuted Leave/ Extra Ordinary Leave not exceeding 180 days**

- |  |   |                              |
|--|---|------------------------------|
| a) Deputy Director, Deans, Registrar, HODs | : | Director                     |
| b) Heads of Sections, ACF&A                | : | Registrar                    |
| c) Faculty                                 | : | Deputy Director              |
| d) Other Group 'A' Staff                   | : | Registrar                    |
| e) Group 'B' 'C' & 'D' Staff               | : | Asstt. Registrar(Personnel)* |

**1.3 Vacation Leave**

- |                                    |   |                    |
|------------------------------------|---|--------------------|
| Deputy Director, Deans, HODs       | : | Director           |
| Other Faculty and vocational staff | : | Head of Department |

**1.4 Extra Ordinary Leave exceeding 180 days/ Sabbatical Leave/ Leave for Foreign Travel/ Foreign Tour**

- |                                   |   |                                      |
|-----------------------------------|---|--------------------------------------|
| All academic & non-academic staff | : | Chairman, BOG (Board to be informed) |
|-----------------------------------|---|--------------------------------------|

**2. FINANCIAL MATTERS**

**2.1 Re-Appropriation of Funds\***

- |  |   |          |
|--|---|----------|
| a) Among non-plan financial recurring budget heads (no financial limits) | : | Director |
| b) Among plan budget heads up to Rs.50 lacs                              | : | Director |

\*provided that no re-appropriation of funds would be allowed from the salary head to TA head and vice-versa.

**2.2 Writing off of irrecoverable losses and stores**

- |   |   |                                 |
|---|---|---------------------------------|
| a) Losses up to Rs. 10,000/-  | : | Director (Board to be informed) |
| b) Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report (no financial limit) | : | Director(Board to be informed)  |

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# The Delegated Authorities cannot be further delegated.

\* After the positions are filled

2.3 **Sanction of LTC, LTC advance and Leave Salary advance**

- |    |   |   |                 |
|----|---|---|-----------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A | : | Director        |
| b) | Other Faculty   | : | Deputy Director |
| c) | All other staff   | : | Registrar       |

2.4 **Sanction of travel and advance for travel within India**

- |    |   |   |                               |
|----|---|---|-------------------------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A   | : | Director                      |
| b) | Other Faculty   | : | Deputy Director               |
| c) | All other staff   | : | Registrar                     |
| d) | Faculty, Guest speakers (including Honorarium), Students (including student Tours), M. Tech/ Ph.D. admissions, Staff of Departments | : | Head of Department            |
| e) | Institute Guest Speaker   | : | Deputy Director               |
| f) | Travel Expenses of External Examiner in connection with examinations Thesis evaluation, etc. of PEC students                        | : | HOD Concerned                 |
| g) | Other Group 'A' Staff   | : | Registrar                     |
| e) | Group 'B' 'C' & 'D' Staff   | : | Asstt. Registrar (Personnel)* |

2.5 **Sanction of travel and advance for travel outside India\***

- |    |           |   |   |
|----|-----------|---|---|
| a) | All Staff | : | Director on the recommendation of Committee for the purpose |
|----|-----------|---|---|

*\*provided that the travel advance for visits abroad by the employees would be within the budgetary provisions of the Institute.*

2.6 **Permanent Imprest**

- |    |  |   |                    |
|----|--|---|--------------------|
| a) | Sanction up to a maximum of Rs. 5000/-   | : | Deputy Director    |
| b) | Recoupment, Adjustment and Payment Order | : | DDO/ D. R. (F&A) * |

2.7 **Temporary contingent advance**

- |     |   |   |                        |
|-----|---|---|------------------------|
| a)  | Up to Rs. 5000/- for departments/ Sections having allocated funds |   |                        |
| i)  | Sanction  | : | Head of Dept./ Section |
| ii) | Recoupment, Adjustment and Payment Order                          | : | DDO/ D. R. (F&A) *     |
| b)  | Up to Rs. 5000/- for Sections having no allocated funds           |   |                        |
| i)  | Sanction  | : | Deputy Director        |
| ii) | Recoupment, Adjustment and Payment Order                          | : | DDO/ D. R. (F&A)       |
| c)  | All cases above Rs.5000/- up to Rs.20000/-                        |   |                        |
| i)  | Sanction  | : | Deputy Director        |
| ii) | Adjustment and Payment Order                                      | : | DDO/ D. R. (F&A) *     |

\* After the positions are filled



- d) Advances above Rs.20000/-  
 i) Sanction : Director  
 ii) Adjustment and Payment Order : DDO/ D. R. (F&A) \*

**2.8 Provident Fund/ Gratuity/ Pension/ Leave Salary Encashment**

- a) Final payment of Provident Fund, Gratuity, Commutation of pension and Leave Salary  
 i) Sanction : Director  
 ii) Signing of bills and cheques : Registrar & ACF&A-I / D. R. (F&A) \*
- b) Temporary advance and withdrawals from Provident Fund  
 i) Sanction : Registrar  
 ii) Signing of bills and cheques : Registrar & ACF&A-I / D. R. (F&A) \*
- c) Monthly pension after sanction of Commutation  
 i) Signing of bills and Payment Order : Registrar  
 ii) Signing of Cheques : Registrar & ACF&A-I / D. R. (F&A) \*

**2.9 Sanction of purchase indents and orders**

- a) All Purchase Indents within allocated budget of the Dept./ Section : Head of Dept./ Section
- b) Purchase orders for consumable supplies up to Rs.10,000/- and non consumable equipment up to Rs.50,000/- within the allocated budget of the Dept./ Section : Head of Dept./ Section
- c) Purchase orders for consumable supplies up to Rs.50,000/- and non-consumable equipment up to Rs.3,00,000/- within the budget provisions : Deputy Director
- d) Purchase indents and orders for all Furniture and office equipment : Deputy Director
- e) Purchase of stationary items within budget limits:  
 Up to Rs. 1000/- : HOD  
 Above Rs. 1000/- : Deputy Director
- f) Purchase of Books and Journals  
 up to Rs. 10000/- : Sr. Librarian  
 Above Rs. 10000/- : Deputy Director
- g) Recurring Office Expenditure including Elec., Water & Telephone Bills  
 Up to Rs. 1000/- : DDO/ D. R. (F&A) \*  
 Above Rs. 1000/- : Deputy Director
- h) All cases not covered above : Director

**2.10 Payment of purchase and contingent bills**

- a) Passing of all Bills : Registrar & DDO/  
 D. R. (F&A)

\* After the positions are filled

- b) Recording of payment orders and signing of cheques : Registrar & DDO/  
D. R. (F&A)
- 2.11 **Sanction of Medical Advances/ Claims**
- a) For outstation Hospitalization : Director  
b) For local Hospitalization : Deputy Director
- 2.12 **Miscellaneous Sanctions**
- a) Remuneration for thesis evaluation & Viva voce honorarium : HOD Concerned  
b) Thesis, book and contingency grants : Dean Academic Affairs  
c) P.G. Scholarships : Dean Academic Affairs  
d) Refund of students' security : Dean Academic Affairs  
e) Reimbursement of book grant and membership fee to faculty members : Deputy Director  
f) Expenditure from Student's Fund : DSW  
g) Freeship Concession on Tuition fee to students : DSW  
h) All other cases not covered above  
Up to Rs. 20000/- : Deputy director  
Above Rs. 20000/- : Director
- 2.13 **Payment of personal claims**
- a) TA claims for candidates : Registrar & DDO/  
D. R. (F&A)\*  
(M. Tech/ Ph.D./Advertised positions)  
b) Advances for LTC/ TA : Registrar & DDO/  
D. R. (F&A) \*  
(for travel within India)  
c) Advances for travel outside India : Registrar & DDO/  
D. R. (F&A) \*  
d) Advance from gratuity on the death : Registrar & DDO/  
D. R. (F&A) \*  
e) All claims under item 2.12 : Registrar & DDO/  
D. R. (F&A) \*  
f) All medical advances : Registrar & DDO/  
D. R. (F&A) \*  
g) All Medical bills up to Rs.1000/- : Registrar & DDO/  
D. R. (F&A) \*  
i) Medical bills above Rs.1000/- : Registrar & DDO/  
D. R. (F&A) \*  
i) Adjustment of medical advances : Registrar & DDO/  
D. R. (F&A) \*
- 2.14 **Power to grant honorarium to an employee holding charge of another post in addition to his own duties** : Director

\* After the positions are filled

### 3. ADMINISTRATIVE MATTERS

3.1	Crossing of ACP for all Staff Members and confirmation of all Staff members who are BOG appointee	:	Director
3.2	Approval of Promotion Orders of Group 'A','B','C' and 'D' Staff	:	Director
3.3	Sanction of increment for additional qualification for all categories of Staff, as per rules approved by the BOG	:	Director
3.4	Permission for Foreign Travel	:	Director
3.5	Issue of Appointment Letters	:	
	i) All Group 'A' Staff	:	Director
	ii) All Group 'B', 'C' and 'D' Staff	:	Registrar
3.6	Deputation of non-academic staff for training and courses in India	:	Deputy Director
3.7	Sanction of Overtime payment	:	Deputy Director
3.8	Sanction for employment of daily wage workers	:	Deputy Director
3.9	Forwarding of applications for outside employment as per rules	:	
	i) All Group 'A' Staff	:	Deputy Director(For faculty) & Registrar for others
	ii) All other Staff	:	Registrar
3.10	Forwarding of applications for Higher Studies as per rules	:	
	i) All Group 'A' Staff	:	Deputy Director (For faculty) & Registrar for others
	ii) All other Staff	:	Registrar
3.11	Issue of No Objection Certificate for Passport	:	
	i) All Group 'A' Staff	:	Deputy Director(For faculty) & Registrar for others
	ii) All other Staff	:	Registrar
3.11	Issue of Service Certificate	:	
	i) All Group 'A' Staff	:	Deputy Director(For faculty) & Registrar for others
	ii) All other Staff	:	Registrar
3.12	Signing of contracts for contractual Appointments	:	
	i) All Group 'A' Staff	:	Deputy Director(For faculty) & Registrar for others
	ii) All other Staff	:	Registrar
3.13	Signing of other contracts:	:	
	i) Mortgage against House Building Advance	:	Registrar
	ii) Motor Vehicle Advance	:	DDO
	iii) Allotment of institute premises for commercial use	:	Registrar

\* After the positions are filled

3.14	Waiver of late registration fine and re-admission fee	:	Dean Academic Affairs
3.15	Power to appoint an employee to officiate in a vacant post	:	Director
3.16	Power to define the scope of duties of an employee	:	Director
3.17	Power to dispense with the production of a medical certificate of fitness	:	Director
3.18	Power to appoint an employee to hold charge of another post in addition to his own duties	:	Director
3.19	Power to sanction the taking of consultancy cases against fee	:	DPR&D
3.20	Power to grant extension of joining time	:	Director
3.21	Power to sanction re-employment	:	Director
3.22	Power to certify that the air travel is urgent and necessary in the public interest	:	Director
3.23	Power to permit an employee to draw the actual cost of hiring a conveyance on a journey for which no TA is admissible	:	Director
3.24	Power to sanction TA to an employee for journey to attend conference while on leave	:	Director

\* After the positions are filled

**DELEGATION OF POWERS, RESPONSIBILITIES AND AUTHORITIES  
FOR PROJECT MANAGEMENT AND OTHER AGENCY GRANTS LIKE  
AICTE,CSIR,DST ETC.)**

**I. FINANCIAL MATTERS**

**1. SANCTIONING POWERS DELEGATED TO THE DEANP,R&D FOR PAYMENTS OUT OF PROEJCT FUNDS.**

- i) Overtime and Honorarium Payments
- ii) Disbursement of Consultancy and Testing Fees
- iii) Travel within India including special cases
- iv) Travel advances for all types of travel
- v) Leave Travel Concession (LTC) and LTC Advance to Project employees
- vi) Leave salary and Medical Advance to project employees
- vii) Medical Reimbursement, LTC claims and other personal claims of project employees
- viii) Encashment of Leave salary for Project employees
- ix) Refund of caution Money to project employees
- x) Refund of unused funds to Sponsoring Agencies
- xi) Fellowship Advance against sanctioned projects
- xii) Permanent Imprest up to Rs.5,000/- (including recoupment and adjustment)
- xiii) Temporary Contingent advance up to Rs.20,000/- (including adjustment)
- xiv) Purchase Indents
- xv) Purchase orders for consumable supplies up to Rs.50,000/-
- xvi) Purchase orders for Non-consumable items up to Rs.3,00,000/-

**2. PROVIDENT FUND/ GRATUITY/ PENSION**

- i) Sanction of Final Payments : Director
- ii) Sanction of Monthly Pension : Registrar  
after sanction of Commutation
- iii) Sanction of Temporary Advances : Registrar  
and withdrawals from Provident Fund

**ALL PAYMENTS AND ADJUSTMENTS UNDER HEADS 1 AND 2 ABOVE.**

- i) Payment Orders, signing of bills : Registrar & DDO/  
and signing of cheques D. R. (F&A) \*
- ii) Signing of Bills and cheques : Registrar & DDO/  
for temporary advances and withdrawals D. R. (F&A) \*  
from Provident Fund
- iii) Signing of Bills and cheques for Monthly : Registrar & DDO/  
Pension D. R. (F&A) \*
- iii) Signing of Bills and cheques for Final : Registrar & DDO/  
Payment of PF/Gratuity/Commutation D. R. (F&A) \*  
of Pension

\* After the positions are filled

## II. ADMINISTRATIVE MATTERS

1. SANCTION OF LEAVE TO PROJECT EMPLOYEES
  - a) Casual Leave : Project Coordinator
  - b) All other Leaves : DPR&D
  
2. ADMINISTRATIVE POWERS AND AUTHORITIES DELEGATED TO THE DPR&D FOR PROJECT EMPLOYEES
  - a) Issue of appointment and extension letters
  - b) Forwarding of applications as per rules
  - c) Deputation for training and courses in India
  - d) Permission for foreign travel
  - e) Approval of crossing of efficiency bar
  - f) Disciplinary actions leading to minor penalties
  - g) Issue of Service Certificates
  - h) Issue of No Objection Certificates
  - i) Acceptance of Resignations
  - j) Signing of contractual appointments out of Project Funds

## III. OTHER MATTERS

1. Issue of Statement of Accounts and utilization Certificates for projects : DPR&D
2. Issue of contingent bill for Project Funds : DPR&D

\* After the positions are filled

## HEADS OF VARIOUS DEPARTMENTS/ SECTIONS AND THEIR NEXT SUPERIOR OFFICERS

Department/ Section	Head	Next superior Officer
Academic	A.R.(Acad.)	D.A.A.
Research & Development	DPR&D	Director
QIP Section	DPR&D	Director
Central labs	Coordinator	Director
Administration & Establishment	Section In charge/ A.R. (Personnel)	Registrar
Teaching Departments	Head	Director
Physical Education & Sports	Chairman(Sports)	Director
Interdisciplinary Programmes/Centers	Programme Head	HOD
Computer Center	Head	DD
Central Library	Head Librarian	DD
Finance & Accounts Section	ACF&A/AR (Audit & Accounts)*	Registrar/ DR(F&A)*
Audit & PF Section	ACF&A/AR (Audit & Accounts)*	Registrar/ DR(F&A)*
Store Purchase Section	ACF&A/AR (Purchase)*	DR(F&A)*
Student Welfare	DSW	Director
Training & Placement Section	T&PO	Director
NSS	Coordinator	DSW
NCC	Coordinator	DSW
Hostels	Warden	DSW
Institute Auditorium	DSW	DD
Institute Dispensary	Medical Officer	DSW
Civil works and Maintenance	O/I Buildings	DD
Electrical Installations	O/I Elec.	DD
Water supply	O/I	DD
Sewage disposal	O/I	DD
Refrigeration & Air-conditioning	O/I	DD
Workshops	Workshop Supdt.	DD
Telephone Service	O/I Telephones	DD
Horticulture Unit	Estate Officer	Registrar
Institute Estate	Estate Officer	Registrar
Sanitation Section	Estate Officer	Registrar
Health Service	Estate Officer	Registrar
Security Service	Estate Officer	Registrar
Guest House	Estate Officer	Registrar
Public Relations	PRO	Registrar
Routine Maintenance and record of Residences	Estate Officer	Registrar
Student Canteen, Shopping Center	Estate Officer	Registrar

\* After the positions are filled

## ANNEXURE II

### Selections for the Posts of Professors in Various Departments

S.No.	Department	Date	Name	Remarks
1.	Computer Science.& Engg.	21.01.2006	Dr. S.K. Sofat Dr. Lalit Kr.Awasthi	CAS Direct
2.	Metallurgical. Engg.	28.01.2006	Dr. Malay Banerjee Dr. Uma Batra	Direct CAS
3.	Production Engg.	18.02.2006	Dr. Praveen Kalra	CAS
4.	Applied Science	15.04.2006 15.04.2006 27.05.2006	Dr. R. Sehmi (Maths) Dr. Ashwani Kumar (Physics) Dr. M.L. Gupta (Humanities)	CAS CAS CAS
5.	Civil Engg.	13.05.2006	Dr. Siby John	Direct