

PART I

DELEGATION OF POWERS (GENERAL)

1	Name of Powers 2	To whom delegated 3	Extent 4	Remarks 5
1.	Remission of fine	i) Vice Chancellor ii) Dean of Faculty iii) Registrar iv) Treasurer	i) Full powers ii) Full powers regarding absentee fine. iii) Full powers regarding Hostel & games fine. iv) Full powers regarding late fee fine and others not covered by (ii) & (iii) above.	Applications for remission of fine shall be entertained through the Tutor concerned and the Senior Tutor.
2.	Condonation of Shortages of lectures	i) Dean ii) Directors of Advanced Studies and Research	(i) 5% in theory in each subject. (ii) 5% in practical in each subject.	
3.	Award of Scholarships	Scholarship Committee	Full Powers	The committee will comprise the Deans of Faculties and a nominee of the Registrar as Secretary.
4.	Grant of Leave			
	(i) Earned Leave	i) Vice Chancellor ii) Principal Officer iii) Heads / Chairmen of the Departments.	Full powers a) Up to 30 days at a time to class A University employees other than Head of Departments / Chairman. b) Full powers in respect of B Class employees provided a substitute is not claimed. c) Full powers in respect of C Class employees. a) Upto 15 days at a time to A Class employees working under them in the department. Provided (i) the status of the employees applying for the leave is lower than that of Heads / Chairmen of the departments. (ii) No substitute is claimed and no financial liability is involved. b) Upto 3 months at a time to B Class employees provided no substitute is claimed. c) Full powers regarding C class employees provided substitute is not claimed.	Provided no substitute is claimed. Earned Leave granted by the Principal Officers and Head / Chairman of Department shall be notified by the Registrar's office.
	(ii) Casual Leave	i) Vice Chancellor ii) Principal Officer iii) Heads / Chairmen of the Departments.	Full powers Full powers a) Up to 10 days at a time to employees of A Class. b) Full powers regarding B & C Class employees.	

1	Name of Powers 2	To whom delegated 3	Extent 4	Remarks 5
5.	Permitting to cross efficiency bar	Appointing authority	Full powers.	
6.	Powers of transfers: i) Teaching Departments ii) Administrative Officers	Vice Chancellor (i) Deans of Faculties (ii) Principal Officers	Full powers Full powers in respect of transfers within the faculty. Full powers in respect of transfers within the Department under their Administrative Control in respect of B & C Class employees. Registrar shall have the powers to approve of transfer of Non-Academic and Subordinate Academic staff below instructor's level from one Faculty or Administrative Department to another.	
7.	Sanction Traveling Allowance	i) Vice Chancellor ii) Principal Officers (Teaching Deptt.) iii) Principal Officers (other than teachers) iv) Heads / Chairmen of the departments. v) Registrar vi) Treasurer vii) Project Director viii) Controller of Examinations	a) Self Controlling Officer in respect of his own claim. b) Controlling Officers in respect of all Principal Officers. Controlling Authority in respect of Heads / Chairmen of the Departments. All employees working under their Administrative control. Controlling Authority in respect of : i) Staff working under them. ii) Principal Investigators of Research Projects run in the Department. Members of the Senate, Syndicate, Academic Council & Selection Board. Member of the Finance & Planning Committee. Member of the Campus Committee External Examinations.	
8.	Writing of Confidential Reports: (A) Teaching Deptt.: (a) Subordinate Academic and Non-Academic Staff. (b) Instructor (c) Lecturer	Head of Department shall initiate and final remarks shall be given by the Dean. The Head of Department will initiate the report, the Dean shall add his remarks and put up to Vice Chancellor. Head of the Deptt shall initiate the report provided his status is above the Lecturer; Dean will give his comments and the final remarks shall be given by the Vice Chancellor.		

1	Name of Powers 2	To whom delegated 3	Extent 4	Remarks 5
	(d) Assistant Professor / Associate Professor (e) Professor (f) Principal Officers (B) Administrative Officer (i) 'A' Class employees (ii) 'B' Class employees (iii) 'C' Class employees	Initial entries shall be those of the Chairman of the Department, if he is a Professor, otherwise by the Dean; the Vice Chancellor shall give final remarks. Initial entries will be those of the Dean and final remarks by the Vice Chancellor. The report shall be written by the Vice Chancellor. Immediate Officer next above the employees concerned shall initiate the report which will be submitted to the Principal Officer concerned for final remarks. The report will then be passed on to the Registrar for classification, record, etc. Immediate incharge shall initiate the report and submit it to the Principal Officer for final remarks through proper channel. The report will then be passed to the Registrar for classification, record etc. No Character Roll is to be maintained.	The term Principal Officer include, Deans of Faculties, Registrar, Directors, Treasurer and Head Deptt. of Library.	
9.	Forwarding application of administrative subordinate staff for appointment outside the University.	Registrar / Treasurer	Full Powers	
10	Permission to clerical staff (Senior clerks and below) and subordinate academic staff (Lab. Tech. and below) to join evening classes to improve their educational qualifications.	Principal Officers	Full Powers	Permission will be subject to the condition that the studies will not interfere with the official duties of the University employees.
11	(a) To waive the condition of notice in case of an employee of the 'C' category. (b) To exempt an employee of the said category from depositing one month's pay. (c) To dispense with the services of such an employee after giving one month's pay in lieu of the notice.	Principal Officers	Full Powers	