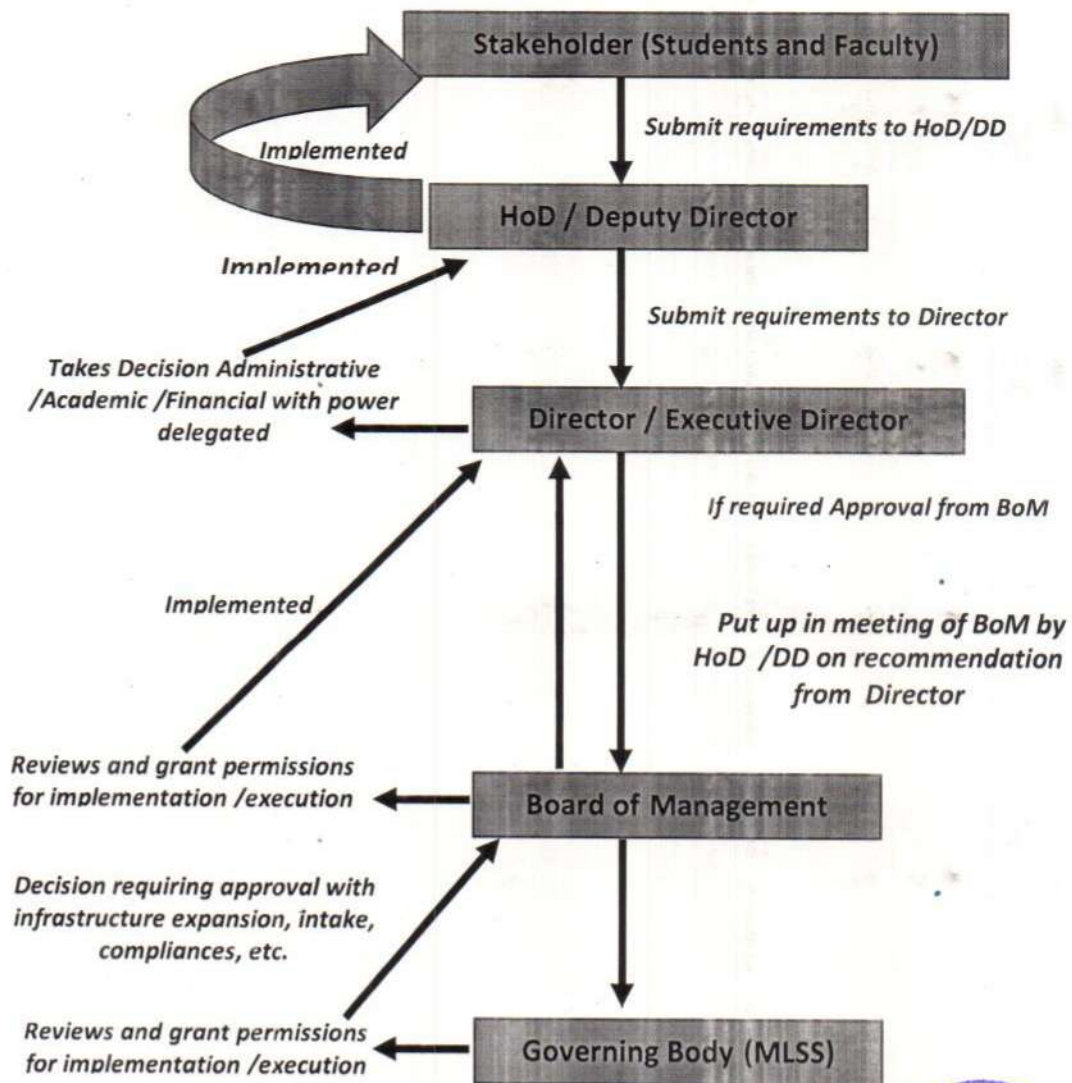


Decentralization, Delegation of Power

IITM encourages a culture of participative management by involving faculty and staff members in a number of administrative roles. The institute promotes a culture of participative management at all levels of Institute operations and managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and students as well. The Institute has created a decentralized structure for decision making.



Administrative powers

Administrative powers delegated to the **Director, Deputy Director, HOD and Mentor**. The responsibility and authority includes the following.

Responsibility and Authority

Director- Prof. (Dr.) Rachita Rana

Appointment: Every Director shall be appointed by the duly constituted selection committee.

Hierarchy: Director appointed shall be next in the hierarchy of the in the Institute, to the Vice Chairman and Chairman

General Responsibilities: Directors shall have Representation on Statutory .Representation on Other Boards, Committees and Panels:

- i. The Directors shall be the member of the Selection Committees of the respective departments for new appointments of teaching and non-teaching staff (as per nomination exercised by the Competent Authority).
- ii. Directors shall also be the member of the Evaluation Committee / DPC constituted for confirming the faculty of departments.
- iii. As provided in the University's Ordinance 11, the Directors may be nominated to represent their respective institute on any of the Boards/ Committees constituted by the Vice-Chancellor for carrying out any academic activity of the University such as Academic Programme Committee, Programme Coordination Committee and Students Grievance Committee.
- iv. Director/s may also be nominated to a Committee constituted by any outside academic/ administrative institution for representing the Institute.



Academic Responsibilities & Authorities:

- i. Directors shall be responsible for implementing the Vision and Mission of the Institute
- ii. Directors shall be the Principal Academic Executive Officer and shall exercise supervision and control over the affairs of implementing the decisions taken by the different Statutory Bodies and GGSIPU University.
- iii. Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Directors shall be responsible for the maintenance of standards of education and examinations.
- iv. Directors shall also be responsible for the proper constitution of the Statutory Bodies that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity.
- v. The Directors shall be responsible for an overall academic adherence to curriculums of GGSIPU for the programmes conducted, determination of an appropriate mix of pedagogies, research activities, interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services) disciplinary action/s, etc.
- vi. Directors shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from chairman so that their recruitment /



appointments are finalized vii. Directors shall ensure that duly approved lists of examiners and academic experts are provided to the examinations branches

Administrative Responsibilities:

- i. The entire teaching and non-teaching staff, irrespective of their designation, shall be under the direct administrative control of the Director so far as conduct of academic programme/s and coordination in departments is concerned.
- ii. Directors shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 06 days for attending any seminar / workshop/ conference, etc., for all teaching and non-teaching staff as per rules of MLSS ; they shall, however, act as recommending authority for the grant of all other kinds of leaves..
- iii. Directors should provide necessary guidance to the concerned faculty for filling up of the formats prescribed for Faculty Appraisal and Development System / CAS.
- iv. Directors shall have the authority to grant approval to the faculty for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer / winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the chairman shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.
- v. All correspondence concerning with grant of leave and other personnel matters including complaints that may be initiated by any faculty and staff, shall be routed through the Office of the Director. vi. Directors shall act as the Custodian of the records.



Financial Responsibilities:

- i. Preparing the Budget with HODS; these Estimates should cover both Plan and Non-plan Expenditures
- ii. Exercise such financial powers as approved by the Board of Management.
- iii. Making disbursement of honorarium to the Guest Faculty, in principle and the disbursement shall be made only after proper verification by Executive Director and Head Accounts
- iv. Proper accounting, documentation and utilization of the funds allocated

Facilities and other Additional entitlements to be accorded to the Directors will be as per approval of the Chairman.

Head of the Department (MBA) -Dr. Deepika Arora

An Institute is headed by a Director who acts as the administrative head of the Departments on all matters of policy and administration within the Departments. The work in a Department is divided with a HOD in charge of each Department.

Authorities and Responsibilities of the Head of Department

Academic Delegate responsibilities and monitor load allocation of the faculty and staff for the proper conduction of the academic process.

1. Review the performance of faculty. Recommend suitable actions to the director.
2. Recommend/ Forward the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
3. Approve the academic requests of students such as leaves, participation, and organization of events, the requirement of resources, etc.



4. Review and approve the performance of students such as consideration of term work, marks given, detention of students, etc.
5. Conduct an inspection of the conduction of classes / Laboratory in progress.
6. For most of the activities coordinate with the Director, Academic Coordinator, Faculty, Lab-in-charge, Programme Coordinator, administrative staff, Technical Assistant, Lab. Assistant, Lab. Attendant, Peon, Students, and Parents appropriately.
 - i. To support the Director of the institute in the smooth implementation of processes and policies.
 - ii. To appraise and consult the director about the planning, functioning, and performance of the academic processes of the department.
 - iii. To conduct meetings with stake holders and ensure the design, development, and implementation of vision, mission, goals, and outcomes.
 - iv. To review and ensure the performance of students such as attendance, term work, detention, and achievements.
 - v. To ensure academic proper conduct and unfolding of the curriculum through observation, review, and monitoring activities.
 - vi. To ensure the availability of academic support units such as library, computer center etc. for students and faculty.

Administrative

1. To propose a department budget and ensure the creation, utilization, and maintenance of the department infrastructure.
2. To plan, execute, and monitor the curricular, co-curricular and extracurricular activities within the department.
3. To propose the requirement of faculty and staff and conduct the selection process in collaboration with the ADMIN department.



4. To ensure the information generation and submission to the standardization and approving authorities like AICTE, DTE, NBA, NAAC, ISO etc.
5. Propose new academic programs and the expansion of the department.
6. To execute the entire academic process of the department as per the academic calendar and interact with stakeholders.
 - a. Ensure the execution of responsibilities assigned by the University / Institute from time to time.
 - b. Coordinate with other stakeholders like parents, employers, research organizations, experts etc., to strengthen the academics of the program
 - c. Counsel students, faculty, and staff for the improvement of the academic process

Financial

- i. Preparing the Budget for the department; these Estimates should cover both Plan and Non-plan Expenditures
- ii. Exercise such financial powers as approved by the Board of Management.
- iii. Recommending the disbursement of payments ; honorarium to the Guest Faculty/ programs /trainings/conferences to be conducted, etc. , in principle and the disbursement shall be made only after proper verification by Director and Approval by Executive Director

Facilities and other Additional entitlements to be accorded to the HOD shall be with recommendation of Director and will be as per approval of the Chairman.

