Narula Institute of Technology

Delegation of Power

Narula Institute of Technology follows a structured system of delegation of powers, as approved by the Board of Governors (BOG), to ensure effective institutional governance, decentralisation of responsibilities, operational efficiency and accountability.

The Institute has established a defined framework under which administrative, financial and personnel-related powers are delegated to designated authorities at different levels. The delegation is exercised in accordance with applicable statutory provisions, regulatory requirements and institutional rules and procedures.

Authorities Exercising Delegated Powers

The Board of Governors delegates powers and responsibilities to the following institutional authorities:

- Principal / Principal-in-Charge
- Heads of Departments (HODs)
- Registrar
- Faculty Members

The respective authorities exercise their delegated powers within the scope of their assigned responsibilities and institutional requirements.

Areas of Delegation

The delegation of powers at Narula Institute of Technology broadly covers the following areas:

Financial and Purchase Matters

- Sanctioning of purchases of capital items and equipment based on the recommendations of the Purchase Committee.
- Sanctioning of purchases of revenue items based on the recommendations of the Purchase Committee.
- Approval of repair and maintenance works relating to equipment and institutional buildings.

Administrative Matters

- Sanctioning of installation of communication facilities and related infrastructure.
- Execution of tenancy agreements for hired facilities and Annual Maintenance Contracts for utilities and other services.
- Hiring of transportation facilities for institutional duties.

- Taking disciplinary action, including suspension, in accordance with the prescribed institutional procedures and consultation with the concerned authorities.

Personnel and Human Resource Matters

- Recruitment of faculty members and officers against approved institutional strength, following the recommendations of the Selection Committee and applicable approval procedures.
- Recruitment of technical, laboratory and workshop support personnel in consultation with the concerned Heads of Departments.
- Granting of normal salary increments based on performance appraisal.
- Granting of promotions and performance-related rewards.
- Engagement of contractual employees in accordance with prescribed approval and clearance procedures.
- Granting permission to faculty members to attend seminars, workshops and other professional development programmes.

Governance, Monitoring and Review

The delegation of powers is implemented through a clearly defined allocation of authority and responsibility among the designated institutional functionaries. The exercise of delegated powers is subject to applicable rules, prescribed procedures, recommendations and consultations wherever required.

The delegation framework is approved by the Board of Governors. Any changes, additions or modifications to the existing delegation of powers are placed before the Board of Governors for consideration and approval from time to time, as per institutional requirements.

The Institute maintains appropriate records of approvals and decisions to ensure transparency, accountability and compliance with the approved governance framework.

Narula Institute of Technology is committed to maintaining an effective and transparent system of institutional governance through structured delegation of powers. The framework facilitates decentralised decision-making, clearly defined responsibilities and efficient administration across academic, financial, administrative and personnel-related functions.

The periodic review and approval of modifications by the Board of Governors ensure that the delegation framework remains aligned with statutory requirements and the evolving operational needs of the Institute.