

Supporting Documents
Criteria: 6.1.2



Narula Institute of Technology

81, Nilgunj Road, Agarpara, Kolkata-700109

THE DEGREE AND EXTENT OF POWERS ARE SUMMARIZED IN THE TABLE BELOW AS PART OF THE CASE STUDY

AUTHORITIES DELEGATED BY THE BOARD OF GOVERNORS (BOG):

ITEM OF DELEGATION	EXTENT OF POWER DELEGATED	LEVELS			
		Principal	HOD	Registrar	Faculty Members
Purchase	a) Sanctioning authority for purchase of capital items/equipment against recommendation of purchase committee.	Upto Rs. 10,00,000 per purchase	Upto Rs. 10000 per purchase	Upto Rs. 10000 per purchase	Upto Rs. 1500 per purchase
	b) Sanctioning authority for purchase of Revenue items against purchase committee recommendation.	Upto Rs. 50,000 per purchase	Upto Rs. 10000 per purchase	Upto Rs. 10000 per purchase	Upto Rs. 1500 per purchase
	c) Sanctioning authority for repair and maintenance of equipment and buildings.	Upto Rs. 50,000 per contract	Upto Rs. 5000 Per contract	Upto Rs. 5000 per contract	Upto Rs. 1000 per contract
Administration	a) Sanction for installation of Telephone/ FAX etc	Rs. 50,000 per order	-	-	-
	b) Execution of tenancy agreement for hired facilities, Annual Maintenance Contract for Utilities etc.	Rs. 50,000 per contract	-	Rs. 20000 per contract	-
	c) Hiring transport for Institute duty	Rs. 20,000 per order	Rs. 2,000 per order	Rs. 10,000 per order	Rs. 1000 per order
	d) Disciplinary action with suspension	Up to 6 weeks ad hoc. Till final decision of disciplinary committee	Up to two weeks with immediate effect, till higher authorities decision comes in force	-	-


Principal
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Item Of Delegation	EXTENT OF POWER DELEGATED	LEVELS			Faculty Members
		Principal	HOD	Registrar	
Personnel	a) Recruitment of faculty and officers against recommendation of Selection Committee	As per approved strength	-	-	-
	b) Recruitment of Technical / Laboratory/Workshop Assistants	As per approved strength	-	-	-
	c) Granting of normal salary increments against performance appraisal	√	-	-	-
	d) Granting promotion and performance rewards	√	-	-	-
	e) Hiring contractual employee on per day basis up to a period of 6 months	√	-	-	-
	f) Granting permission to attend seminar / workshop	√	√	-	-

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