

**THE POWERS OF DIRECTOR AS PER CLAUSE 17 OF THE FIRST STATUTES FOR SCHOOLS OF PLANNING AND ARCHITECTURE UNDER SPA ACT, 2014:-**

- (1) The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the School and the Director as specified in Schedule-A.
- (2) In case the post of Director of a School of Planning and Architecture is vacant, the Central Government may assign temporary charge to the senior most Professor of the School of Planning and Architecture concerned, or to the regular director of another School of Planning and Architecture or Head of any other institute under the Ministry of Human Resource Development till such a time a regular Director is appointed.
- (3) Subject to the budget provisions made for the specific purpose and with the approval of the different statutory bodies of the School, the Director shall have the power to incur expenditure in accordance with the procedure and instructions as laid down from time to time by the Central Government as well as subject to the provisions of General Financial Rules (G.F.R).
- (4) The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:  
    Provided further that every such not involve any increase in the budget and any liability in future years:  
    Provided further that every such appropriation shall, as soon as possible, be reported to the Board for its ratification
- (5) The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear of obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.
- (6) The Director shall have the power to donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the School up to such limits as may be decided by the Board from time to time.
- (7) The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the Selection Committee and reasons to be recorded in writing, the initial pay of an incumbent at one stage higher than the minimum of the scale, in respect of posts to which appointment can be made by him under the powers vested in him by provision of the Act or these Statutes.
- (8) The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical instructors and Skilled Workmen, paid from contingencies from time to time, based on the actual requirement, for not more than one year on such remuneration as may be decided by the Board.
- (9) The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the Ordinances.

- (10) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (11) If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may assign to any faculty member or member of the staff of the School, any of the functions of the Registrar as he deem fit:

Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to assign the function of the Registrar, for a period exceeding one month.

- (12) All contracts for and on behalf of the School except the one between the School and the Director shall when authorized by a resolution of the Board passed in that-behalf be in writing and be expressed to be made in the name of the School and every such contract shall be executed on behalf of the School by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- (13) The Director may, during his absence from headquarters, specifically authorize in writing, senior most Dena or the senior most Professor present to execute the day to day functioning of the Director including sanctioning of the advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.
- (14) The Director may, at his discretion, constitute such committees, as he may consider appropriate for smooth functioning of the School.
- (15) The Director may, with the approval of the Board, delegate any of his powers, authority or responsibilities vested in him by virtue of the Act and Statutes to one or more members of the Academic or Administrative Staff of the School.

**THE FOLLOWING DUTIES AND RESPONSIBILITIES HAVE BEEN ENTRUSTED TO THE DEAN (ACADEMIC), AS PER SCHEDULE 'B' OF FIRST STATUTES OF THE SPAS ACT., 2014**

**1. Dean (Academic)**

He or she will advise the Director in the following:

- (a) Admission and enrolment of students;
- (b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work;
- (c) Conduct of class tests and co-coordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-to-date academic records of all categories of students;
- (e) Publication and distribution of the syllabi;
- (f) Organizing meeting of all the School level academic bodies;
- (g) Arranging the issue of all academic certificates, medals and prizes to the students;
- (h) To arrange for conduct of examinations which are to be conducted by the school as stipulated in the school regulations.
- (i) To execute the policy of the Senate in the conduct of Post Graduate, Ph.D. and other research programmes including the examination of the thesis.
- (j) To co-ordinate for the conduct of convocation.
- (k) All proposals to modify the teaching programmes will be considered first by all the Deans of the School, and if approved will be sent to Senate for formal approval.
- (l) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (m) To take suitable steps from time to time to strive for the high academic standards.

## **2. Dean (Planning and Development):**

He or she will advise the Director in the following:

- (a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan and estimates related to civil, electrical, works, sanitary, network system, etc.
- (b) He or she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones etc.
- (c) Maintenance of all necessary statistical data regarding plan and projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.
- (d) Monitoring the physical targets and utilization of funds in respect of Projects and Consultancy and in the preparation of relevant papers for submission of progress reports.
- (e) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- (f) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of School and to ensure submission of progress reports.
- (g) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- (h) To prepare the agenda and holding of the meeting for procurement of equipments related to projects, testing and consultancy etc.
- (i) Providing necessary inputs for preparing the budget estimates and revise estimates and other requisite plans to the Secretary of Building and Works Committee.

## **3. Dean (Students Affairs)**

He or she will advise the Director in the following:

- (a) Advise the Director in organizing the students' counseling.
- (b) Responsible for the publication of students' Magazines, News Bulletin, Newsletters, etc.
- (c) Advise the Director in matters related to the students' discipline and welfare.
- (d) Assist the Director in matters related to the Students Union or Association or Council, as the case may be.

- (e) Co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- (f) Keep a record of Alumni and correspond with them.
- (g) Conduct the enquiries of students indulged in indiscipline.
- (h) Correspond with Parents or Guardians of Students about their progress and individual problems and welfare.

#### **4. Dean (Faculty Welfare)**

He or she will advise the Director in matters related to:

- (a) Deputation of faculty to various institutions under Quality Improvement Programmes (QIP) as per rules applicable to them.
- (b) Advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching, training assignments etc.
- (c) Chair the committee meetings of the evaluation of papers submitted or to be submitted to the conference/seminar by the faculty members.
- (d) Assist the Director in organizing training programmes for faculty;
- (e) Assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (f) Assist the Director in maintaining the high academic standards and achieving academic excellence in the School.
- (g) Supervision over faculty discipline, integrity and commitment.

#### **5. Dean (Research)**

He or she will advise the Director in matters related to:

- (a) Framing of rules of industrial Sponsored research and consultancy.
- (b) Create and maintain database regarding faculty expertise.
- (c) Facilitate faculty in procuring equipments necessary of conduct research or consultancy work, recruitment of project staff.
- (d) Coordinate co-curricular activities (technical festivals, quizzes, etc.) for the students.
- (e) Providing guidance for submitting proposals to funding agencies.
- (f) Formulating policies for the conduct of research and steps to maintain suitable standards by implementing the Board of Governors or Senate decision.

**THE POWERS OF REGISTRAR AS PER CLAUSE 20 OF SCHOOLS OF PLANNING AND ARCHITECTURE UNDER SPA ACT, 2014:-**

- (1) The Registrar of every School shall be appointed on such terms and conditions as may be laid down by the Statutes and shall be the custodian of records, the common seal, the funds of the School and such other property of the School as the Board shall commit to his charge.
- (2) The Registrar shall act as the Secretary of the Board, Senate and such committees as may be prescribed by the Statutes.
- (3) The Registrar shall be responsible to the Director for the proper discharge of his functions.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director.