



No. MANUU/ER-1(B)/F.318/2021-22/541

07th October, 2021

NOTIFICATION

In pursuance of the decision taken by the Executive Council at its 86th meeting held on 9th September, 2021, the Vice Chancellor is pleased to approve the delegation of academic, administrative and financial powers to the Deans of School of Studies, MANUU under the Statute-13 (2) of MANUU Act & Statutes with effect from the date of issue of this Notification.

2. All Deans of Schools of Studies, MANUU shall have the following powers and responsibilities:

ACADEMIC POWERS AND RESPONSIBILITIES:

- i) Responsible for academic planning, academic audit of the programmes and implementation of academic policies approved by the Academic Council.
- ii) Maintenance of quality education including standards of teaching, research and training of teachers with in the School.
- iii) Facilitate the creation of a learner-centric environment conducive for quality education through recommendations for infrastructural requirements.
- iv) Facilitate the organizing of workshops, training programmes and seminars etc.
- v) To ensure regular holding of School Board Meetings.
- vi) Initiate all such activities to improve the visibility of the School in terms of research, consultancy and extension output at National and International level.
- vii) Facilitate post-doctoral fellows to get attached to the School.
- viii) Ensure redressal of grievance of the Students at the School level.
- ix) Ensure the academic calendar approved by the Academic Council is being implemented.
- x) Encourage the faculty and departments to undertake collaborative research through MoUs at National and International level.

ADMINISTRATIVE POWERS AND RESPONSIBILITIES:

1. Sanction of leaves
 - a) Casual Leaves of Heads of Departments.
 - b) Special Casual Leaves of all faculty members in the School.
 - c) Duty Leaves of all faculty members in the School.
2. Constitution of Purchase Committees at the level of Schools of Studies, with the representation of the concerned Departments / Centres / CTEs / Polytechnics / ITIs and Model School, with the representation from the Finance Division and Purchase Section with the Deans as the Chairperson.

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3. Administrative approval of Educational tours / Field trips / Industrial tours if it is a part of syllabus and wherever applicable.
4. Approval of Extension / Invited lectures, Endowment lectures, discussions, FDPs Training programmes, Seminars, Conferences, Workshops and Webinars (other than International) by the Departments.
5. Approving authority for submission of research projects to different funding agencies.
6. Constitution and Chairing of Selection Committee for appointing research fellows in the projects, wherever specific directions are not prescribed by the funding agency.

FINANCIAL POWERS AND RESPONSIBILITIES:

- I. The Deans shall have powers to approve financial sanction upto Rs. 2.00 lakhs under recurring grants allocated to the School under the following heads:
 - a) Stationary, Consumables and Contingencies including imprest amount.
 - b) Conduct of Special Lectures
 - c) Conduct of Seminars, Conferences, Workshops, Webinars and any other academic activity, other than International.
 - d) Tech fests, exhibitions, debates etc.
 - e) Expenditure on conducting meetings of Board of Studies, School Board, Research Advisory Committees, Departmental Research Committee, Ethics Committee, Advisory Committees and any other committees constituted by the University Authorities at School / Department /Centre level.
 - f) Undertaking minor repairs and maintenance of equipment and laboratory equipments.
 - g) Procurement of consumables.
 - h) The expenditure should be approved only against the allocation.
 - i) The expenditure should be restricted to 25% per quarter period.
 - j) The Dean Office should obtain position of funds availability from Finance & Accounts Division where financial implication is Rs. 2.00 lakhs.
 - k) GFR should be scrupulously followed while incurring expenditure.
 - l) No Capital assets should be procured.
 - m) Budget Control Register shall be maintained by Office of the Dean for the budget allocated.
- II. **Research projects expenditure:** All expenditures are to be under the defined heads of funding agency including Capital expenditure on equipment.

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3. All the approvals of Deans of the Schools should marked to the Office of Vice-Chancellor, Registrar, Finance Officer and to the concerned Departments/Centres/Divisions/Sections for information.

Registrar/c

Copy to:

1. All Deans of the School of Studies.
2. All Heads of Teaching Departments/Directors of the Centres/Director-UGC-HRDC.
3. Director, DDE/Regional Directors/ARDs.
4. All Principals of CTEs/ASCW, Budgam/Polytechnics/Satellite Campus (Lucknow).
5. Assistant Registrar, ER-II Section.
6. Office of the VC/PVC/Registrar/FO/Librarian/CoE.
7. Director, CIT for uploading a copy of this Notification on the website.
8. Office copy.