



National Institute of Pharmaceutical Education and Research (NIPER)

(Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)

(Mentor Institute: CSIR – Indian Institute of Chemical Technology)

POWERS, DUTIES AND FUNCTIONS OF THE DIRECTOR, DEAN, HEAD OF DEPARTMENT AND REGISTRAR OF NIPER Hyderabad

The powers, duties and functions of the Director, Dean, Head of Department and Registrar, are given hereunder:

Director (presently Project Director has assumed the charge)

- i) To incur expenditure in accordance with the procedure as may be laid down by the Board from time to time
- ii) To fix, on the recommendations of the Selection Committee, the initial pay an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointment can be made by him under the powers vested in him by the provisions of the Act.
- iii) In exceptional cases and subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the Chairman for not more than two years duration on approved scales of pay and report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created.
- iv) To appoint the Dean from amongst the Professors of the Institute.
- v) To designate from amongst the Professors of a department as head of the Department. If there is no Professor in a department the Director at his discretion may designate an Associate/Assistant Professor of that department as Head of the Department for interim period.
- vi) To appoint Warden(s) from amongst the Professor/Associate Professors/Assistant Professors of the Institute.
- vii) To appoint such persons as the Director may feel deem fit to perform the duties of the Registrar when the Office of the Registrar is Vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his Office.
- viii) The power of a Head of Department for purposes of rules in the Accounts Code, the Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.
- ix) All contracts for and on behalf of the Institute, except the one between the Institute and the Director, shall when authorised by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute by the Director or Registrar, but the Director/Registrar shall not be personally liable in respect of anything under such contract.
- x) To convene or cause to be convened meetings of the Board, the Senate, Academic Planning and Committee, Finance Committee and Laboratory Services, Building and works Committee.
- xi) To invite persons from outside the Institute as Visiting faculty or consultants in areas where adequate expertise is not available in the institute on terms to be decided by him on the recommendation of the Academic Planning and Development Committee.

- xii) To waive recovery of over-payment, to write off irrecoverable losses and of irrecoverable value of stores lost or rendered unserviceable due to fair war and tear up to an amount to be decided by the Board in any individual case subject to such stipulations as may be made by the board from time to time.
- xiii) To appoint such person as he may deem fit to perform the duties of the Office when the Office of the Director is vacant or when the Director is, by reason of illness, absence, or any other cause, unable to perform the duties of his Office, provided however, such arrangements shall not exceed 30 days. The current charge arrangements for the post of Director, beyond 30 days should have the approval of the Board of Governors.
- xiv) May, with the approval of the Board, delegate any of his powers, responsibilities and authorities vested in him by the Act and the Statutes to one or more members of academic or administrative staff of the Institute.
- xv) In the absence of the Chairman to be *ex-Officio* Chairman of the Board and in the absence of the Chairman to preside at the convocations of the Institute for conferring degrees and be entitled to be present at, and to address, any meeting of any authority or other body of the Institute, but shall not be entitled to vote there unless he is a member of such authority or body.
- xvi) To see that the Act, the Statutes, Ordinances and the Regulations are duly observed, and shall have all powers necessary to ensure such observance.
- xvii) To take disciplinary action against the employees, and to suspend them pending inquiry to administer warnings to them or to impose any penalty in accordance with the rules.

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of being heard and showing cause against the action proposed to be taken in regard to him.
- xviii) An appeal shall lie to the Chairman against any order of the Director imposing any of the penalties.
- xix) Shall hold Office for a term of five years from the date on which he enters upon his Office and shall be eligible for reappointment.
Provided that Visitor may direct that a Director, whose term of Office has expired, shall continue in Office for such period, not exceeding a total period of one year, as may be specified in the direction.
- xx) Notwithstanding anything contained, in clause (r) above a person appointed as Director shall, if he completes the age of sixty five years during the term of his Office or any extension thereof, shall retire from Office.

Dean

- i) To assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research and also with industrial undertaking and other employees.
- ii) Shall hold Office for a period of three years and be eligible for reappointment for one more term provided the upper age limit does not go beyond 62 years.

Head of Department -- Registrar

- i) To invite bodies entitled to nominate representatives of the Board to do so within a reasonable time not ordinarily exceeding four weeks from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies of the Board.
- ii) To be *ex-Officio* Secretary of the Board, the Senate, the Finance Committee, Laboratory Services, Building and Works Committee but shall not be deemed to be a member of any of these authorities unless otherwise specified.
- iii) To be the custodian of the records, the common seal and such other property of the Institute as the Board shall commit to his charge.
- iv) To issue all notices convening meetings of the Board, the Senate, the Board of Studies and of any committees appointed by the authorities of the Institute.
- v) To keep the minutes of all the meetings of the Board, the Senate, and of any other committees appointed by the authorities of the Institute.
- vi) To conduct the Official correspondence of the Board, the Senate and the various committees.
- vii) To arrange for and superintend the examinations of the Institute in accordance with the manner prescribed by the Ordinances.

Subject to the control of the Board the Registrar shall:

- ✓ Exercise general supervision over the funds of the Institute and shall advise it regarding the financial matters of the Institute.
- ✓ Perform such other financial functions as may be assigned to him by the Director or as may be prescribed by the Statutes or the Ordinances.
Provided that the Registrar shall not incur any expenditure or make any investment without the previous approval of the Director.
- ✓ Hold and manage the property and investments of the Institute including trust and endowed property.
- ✓ Ensure that the limits fixed by the Board for recurring and non-recurring expenditure for a year are not exceeded and that the moneys are utilised on the purposes for which they are granted or allotted.
- ✓ Be responsible for the preparation of annual accounts and the budget of the institute and for their presentation to the Board.
- ✓ Keep a constant watch on the state of the cash and bank balances and on the state of investments.
- ✓ Watch the progress of the collection of revenue and advise on the methods of collection employed.
- ✓ Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all Offices, Departments, Centres and Laboratories of the Institute.

- ✓ Call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault.
- ✓ Call for from any Office, Department, Centre and Laboratory maintained by the Institute any information or returns that he may consider necessary for the performance of his duties.
- ✓ The receipt of the Registrar or of the person or persons duly authorised in this behalf by the Director for any money payable to the Institute shall be sufficient discharge for payment of such money.
- ✓ To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and verify pleading or depute his representative for the purpose.
- ✓ To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Board or the Director.

DECISION-MAKING PROCESS

The procedure being followed for taking a decision on various issues is in accordance with the rules and regulations governing the subject matter. While the NIPER, Hyderabad is presently functioning in a Project Mode and is under the Mentorship of the CSIR-IICT, Hyderabad, more or less all the decisions are taken as per the procedures which are being followed by the Mentor Institute.

By virtue of its functioning in a Project Mode, the NIPER, Hyderabad and its staff members are on contractual terms and they do not enjoy the benefits which may accrue to the staff of Govt. Departments/Ministries/Autonomous Bodies, and the like, that is to say that the staff members do not have time-scales, increments, leave, leave travel concession, medical facilities, etc. As such, the rules pertaining to Central Civil Services are not made applicable.

Nevertheless, the functioning of the NIPER, Hyderabad is largely on the lines of a Central Autonomous Body, such as CSIR and its constituent Labs./Instts.

The Project Director is guided in terms of teaching, research and training activities by the recommendations/decisions made by its Steering Committee and the Academic Standards Committee and the Department of Pharmaceuticals, Govt. of India.

The Project Director is supported by a Dean, Registrar, Course Coordinators, Controller of Examinations, Faculty and the Administrative and Technical staff in his day-to-day functioning.