



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi-110078

Website: <http://ipu.ac.in>

## Office of the Registrar

F.No.GGSIPU/Registrar/Misc./2014/ 88 D

Date: 01.12.2014

### Notification

- I. Consequent upon joining of the Pro Vice Chancellor, Prof. Pushplata Tripathi, the following general principles shall be observed for handling / processing of files / cases / matters of Administrative and Academic nature by the University Schools, Directorates, Centers for Excellence and Administrative Branches.
  - a) Cases pertaining to Formulation of Policy / Regulations / Ordinances / Statutes and any exception thereof will be routed through the Registrar and the Pro-Vice Chancellor to be approved by the Hon'ble Vice Chancellor before being placed in respective Statutory Body for approval.
  - b) Any departure from past practice / policy / rule / regulation will require the approval of the Vice Chancellor and shall be routed through the Registrar and the Pro Vice Chancellor.
  - c) Constitution of committees for various matters will require to be constituted as per past practice and bears no change as effect of this notification.
  - d) All financial matters with financial implication beyond the financial powers of the Registrar and the Pro Vice Chancellor shall be referred to the office of the Vice Chancellor.
  - e) All procedural formalities / observations / clarifications, necessary for decision making, will be completed by the University Schools / Heads of branches, before forwarding the cases for approval / sanction of the authorities at sub paragraphs (a) and (b) above.
  - f) In order to avoid processing delays, the initiator of the case should route the file to the department(s) which need to scrutinize it before it is placed for approving / sanctioning authority.

Further, to streamline the file / case processing, the following shall be followed by the University Schools, Directorates, Centers for Excellence and Administrative Branches.

#### **1. Personnel Branch**

- a) All Personnel matters falling within the framework of Statutes / Ordinances / Regulations / Policy will be decided / terminated at the level of Pro-Vice Chancellor.
- b) With exception to Paragraph 1(a) above all personnel matters pertaining to :

- i) Recruitment;
- ii) Sanctioning of leave;
- iii) Transfer Postings;
- iv) Deployment / Sanctioning of Staff from outsourcing / regular / Contract or any other mode of appointment;
- v) Promotion matters;
- vi) Disciplinary matters;
- vii) Approvals for Seminar, conferences and workshops for teaching and non teaching;
- viii) NOC for different matters;
- ix) Financial assistance for academic activities not covered by existing regulation(s)

will continue to be processed as per past practice and bears no change as effect of this notification.

## **2. Examination Branch (Operations and Planning)**

- a) All Examination (operations) matters pertaining to payment of various examination centers / evaluation centers / payment for paper setters / advance(s) for CEI centers including centers outside Delhi upto financial implication of Rs.30 Lacs (Rupees Thirty lacs only) beyond the financial powers of the Registrar shall terminate at the level of the Pro Vice Chancellor. However the Administrative Approval of the same shall be sought from the office of the Vice Chancellor.
- b) All examination (operations) matters pertaining to :
  - i) Issuance of Degree or mark sheet, provisional or otherwise;
  - ii) Approval of Empanelment of examiners and paper setters;
  - iii) Student's Grievance

will continue to be processed as per past practice and bears no change as effect of this notification.

- c) All matters pertaining to processing of Ph.D cases by the Examination branch (Planning) pre and post submission of thesis shall be processed as per past practice and bears no change as effect of this notification

## **3. Admission Branch**

- a) Files for all matters pertaining to admission branch requiring the consideration of Vice Chancellor will be routed through Registrar and Pro Vice Chancellor.
- b) All matter pertaining to refund of fees and cancellation of student's admission shall terminate at the level of the Pro Vice Chancellor. Only files / cases requiring consideration / decision making / negation of any decision or any individual request not falling within the framework of Statutes / Ordinances and Regulations shall be referred to the office of the Vice Chancellor.
- c) Administrative Approval for payments towards various activities in Admission Branch including counseling shall be processed as per past practice and bears no change as effect of this notification. However, expenditure sanction shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.15lacs(Fifteen Lacs only), provided the expenditure sanction is beyond the financial powers of the Registrar.

#### **4. Academic Coordination and Student Support Branch**

- a) Students matters such as Annual Toppers Award, Security Refund, and Identity card etc. shall be routed through the Registrar and terminate at the level of the Pro Vice Chancellor.
- b) All student grievance matter will continue to be processed as per past practice and bears no change as effect of this notification.

#### **5. Planning and Policy & PIO**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

#### **6. Purchase Branch**

- a) Administrative Approval for all purchases will continue to be granted by Hon'ble Vice Chancellor. however, expenditure sanction shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.10.(Ten Laes). provided the expenditure sanction is beyond the financial powers of the Registrar.

#### **7. General Administration**

- a) Files for all matters pertaining to General Administration Branch requiring consideration of the Hon'ble Vice Chancellor shall be routed through the Registrar and the Pro Vice Chancellor.
- b) All Administrative Approvals for tendering process / activities including tender document with respect to AMC, Sanitation, Rate Contract, Transport etc. will continue to be processed as per past practice and bears no change as effect of this notification.
- c) The Expenditure Sanction for all monthly payments arising out of such annual contracts shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.30 laes(Thirty Laes Only), provided the expenditure sanction is beyond the financial powers of the Registrar.
- d) All matters pertaining to adhoc repair and maintenance the administrative approval with financial implication shall be sought from the office of the Vice Chancellor. however the expenditure sanction shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.5 laes (Five Laes only). provided the expenditure sanction is beyond the financial powers of the Registrar.

#### **8. Affiliation Branch**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

#### **9. Coordination Branch**

- a) All file(s) processing pertaining to all matters concerned with the meetings of different Statutory Bodies shall now require to be routed through the Registrar and the Pro Vice Chancellor.
- b) All file(s) / case(s) processing pertaining to matter(s) other than that mentioned at paragraph 9(a) shall be processed as per past practice and bears no change as effect of this notification.

#### **10. Estate and Security Branch**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

#### **11. University Works Division**

- a) All matters requiring any alteration in the University campus will require the Administrative Approval alongwith financial implication from the Vice Chancellor as per past practice and bears no change as effect of this notification.
- b) Expenditure Sanction for all such cases shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.20 lacs (Twenty Laes only), provided the expenditure sanction is beyond the financial powers of the Registrar.
- c) All Administrative Approvals for tendering process / activities including tender document with respect to various AMC(S), Rate Contract, etc. will continue to be processed as per past practice and bears no change as effect of this notification.
- d) The Expenditure Sanction for all monthly payments arising out of such annual contracts shall be granted / accorded by the Pro Vice Chancellor with financial implication upto Rs.10 lacs (Ten Laes only), provided the expenditure sanction is beyond the financial powers of the Registrar.
- e) In regard of all matters pertaining to adhoc repair and maintenance the administrative approval with financial implication shall be sought from the office of the Vice Chancellor, however the expenditure sanction shall be granted / accorded by the Pro-Vice Chancellor with financial implication upto Rs.10.(Ten Laes), provided the expenditure sanction is beyond the financial powers of the Registrar.

#### **12. All Directorates / Centers of Excellence**

- a) All matters pertaining to University Directorates / Centers of Excellence will now require to be routed through the Pro Vice Chancellor in conjunction to earlier route.

#### **13. Finance**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

#### **14. University Schools**

- a) All files pertaining to University Schools, Academic and Administrative will have to be routed through the Pro Vice Chancellor.
- b) There shall be no change for seeking semester wise administrative approval alongwith financial implication for appointing the faculty for weekend courses. However, the expenditure sanction upto Rs.10 lacs (Ten lacs only) shall be granted by the Pro Vice Chancellor. In case(s) where the financial expenditure for payment towards weekend program exceeds 30% of the revenue from weekend

course the matter shall be referred to the Hon'ble Vice Chancellor for consideration.

**15. Library**

- a) Files for all matters pertaining to Library requiring consideration of the Vice Chancellor shall be routed through the Registrar and the Pro Vice Chancellor.

**16. Office of the Proctor**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

**17. Office of the Chief Warden**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

**18. Public Relations Office**

- a) All matters will continue to be processed as per past practice and bears no change as effect of this notification.

II. Any Department. Procedure, file or case processing not contained or covered by this notification shall continue to function as per past practice and bears no change as effect of this notification.

III. All financial powers so granted through this notification are in pursuance of the recommendations of the 40<sup>th</sup> Finance Committee and approved by Board of Management in its 59<sup>th</sup> meeting which authorized the Hon'ble Vice Chancellor to delegate such financial powers to Pro Vice Chancellor as may be necessary in discharging the assigned function / duty.

IV. Notwithstanding anything in this notification, for any unforeseen issues arising, and not covered by this notification, or in the event of difference of interpretation, the Vice Chancellor shall take a decision and the decision of the Vice Chancellor shall be final.

This issues with the Approval of the Competent Authority.

  
(Rajiv Kale)  
Registrar

Date: 01.12.2014

F.No.GGSIPU/Registrar/Misc./2014/

**Copy forwarded to the following for information and necessary action:**

1. Pro Vice Chancellor, GGSIPU
2. Registrar, GGSIPU
3. All Deans, USS, Faculty Incharge (USE), GGS Indraprastha University
4. COF, GGSIPU
5. COE(O), GGSIPU

6. COE (P), GGSIPU
7. All Directors, GGSIPU
8. Proctor, GGSIPU
9. Chief Warden, GGSIPU
10. Superintending Engineer, UWD, GGSIPU
11. All Branch In-charges/ Jt. Registrars/Dy. Registrar/ Asstt. Registrars/ PRO/ Medical Officer/ Section Heads, GGSIPU
12. Head, UITS with the request to upload the order on the University's Website
13. Notice Board
14. Guard File