

# **Institute of Engineering and Technology**

## **A Constituent College of Uttar Pradesh Technical University Lucknow**

### **Director/Principal**

1. The Director/Principal of the College shall be appointed by the Board with the approval of the State Government.

Provided that the first Director/Principal shall be appointed by the State Government.

2. The Director/Principal shall be the Principal academic and executive officer of the Institute/College and shall be responsible 18<sup>th</sup> the proper administration of the Institute/College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.
3. The Director/Principal shall submit annual reports and accounts to the Board.
4. Subject to the Budgetary provisions made for the specific purpose, the Director/Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
5. The Director/Principal shall have the power:
  - (i) to fix, subject to the provisions of sub-rule
  - (ii) of the rule (29), on the recommendations of the Selection Committee set up by or under the bye-laws the initial pay of 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 appointments can be made by him under the power vested in him by the Board.
  - (iii) The Director/Principal shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.
6. Without prejudice to anything contained in sub-rule (5), the Director/Principal shall exercise all powers similar to those exercised by the Head of a Government Department.

### **Head of a Department**

- (1) Each teaching department or section of the Institute/College shall be placed in the charge of the senior most teacher who shall act as Head of the Department without any additional remuneration:

Provided that in the best interest of the Institute /College the Board may nominate any person other than the senior most to act as such;

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.

- (2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Principal/Director.
- (3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the Institute/College and the Director/Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director/Principal.

### **Registrar**

(1) The Registrar shall be a whole-time officer of the Institute/College and be appointed by the Board on such terms and conditions as may be laid down in the bye-laws.

(1) The Registrar shall:

(a) be the custodian of the records and funds of the Institute/College as the Board may assign to him.

(b) act as the Secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such;

(c) be directly responsible to the Director/Principal of the College for the proper discharge of his duties and functions; and

(d) exercise such other powers and perform such other duties as may be assigned to him by the Director/Principal.

(e) be ex-officio Secretary of Selection committee for appointment of the teacher(s) of the Institute and shall be bound to place before the selection committee(s) all such information as may be necessary for transaction of their business. He shall also perform such other duties/functions as may be prescribed by the Board of Governors, Chairman/ Vice Chairman of Board of Governors from time to time.