



TEZPUR UNIVERSITY
OFFICE OF THE REGISTRAR
(A Central University established by an Act of Parliament) •
NAPAAM :: TEZPUR - 784 028 :: ASSAM

NOTIFICATION
F. 13-1/97 (GA-I)
DATED 12.09.12

Extended Autonomy to the Deans and the Heads of the Departments of Tezpur University

Preamble:

The University recognizes the importance of increased Autonomy to the Deans and the Heads of the Departments for enhancing the smooth functioning of its various activities with well defined Duties, Responsibilities and Accountabilities.

The Duties and the Responsibilities of the Deans and the Heads of the Departments of the University as enshrined in the Act, Statutes and Ordinances of the University shall henceforth include the following as measures towards extension of Autonomy.

1. Appointment of Teaching Assistants (TA):

Panel of Teaching Assistants shall be prepared by the DAC from amongst the Full Time Research Scholars availing scholarships. The Dean shall select the TAs from the panel. Proportion of the TA in relation to faculty members in the Department shall not exceed the ratio 5:1, subject to a maximum of 5.

2. Visiting Fellows:

The DAC will prepare a panel for appointing Visiting Fellows based on (i) the eligibility criteria prepared by the UGC and the specific requirements of the Department and (ii) consistent academic track record of the Visiting Fellow. The Dean shall make the final selection after obtaining necessary financial concurrence from the Finance Section.

3. Selection of Interns:

The applications for the internship programme shall be considered in the DAC. The Head of the Department shall make the final selection as per the Rules of the University based on the recommendation of the DAC.

4. Casual Leave:

The Sanctioning authority of Casual Leave (CL) of the Faculty members and the non-teaching employees of the Department shall be the Head of the Department. However, applications of the Deans for CL shall be sanctioned by the Vice Chancellor.

5. Duty Leave:

The Head of the Department may sanction Duty Leave (DL) to the Faculty members of the Department under intimation to the Registrar. Duty leave for the Head will be sanctioned by the Dean under intimation to the Vice Chancellor, and that of the Dean shall be sanctioned by the Vice Chancellor.

6. Special Casual Leave:

The Head of the Department may sanction Special Casual Leave to Faculty members of the Department under intimation to the Registrar. Special Casual Leave for the Head shall be sanctioned by the Dean under intimation to the Vice Chancellor and that of the Dean shall be sanctioned by the Vice Chancellor.

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Conference within India:

Permission to attend Conference within India may be accorded by the Dean of the concerned School on recommendation of the DAC subject to concurrence from the Finance Section.

8. Field visit of Faculty members:

Faculty members may be permitted to undertake Field Visits for research by the Dean, Research & Development for a period not exceeding 5 days per academic year.

9. Permission for Academic Excursion:

Permission for Academic Excursion may be accorded by the Dean of the concerned School on recommendation of such proposal by the Head of the Department, subject to financial concurrence and as per the Rules of the University governing excursion.

10. Financial Autonomy:

The Head of the Department shall be entitled to spend, on the recommendation of DAC, an amount not exceeding Rs. 2,00,000/- (Rupees Two Lakh) at a time within the allocated amount for the Department in purchase of recurring items such as consumables, accessories and other contingency expenditures, including those related to the conduct of examinations. Deans on the recommendation of the School Board, may spend an amount not exceeding Rs. 5,00,000/- (Rupees Five Lakh) at a time, within the allocated amount on recurring and contingency items including those related to the conduct of examinations.

11. Financial Autonomy:

The Heads of the Departments shall prepare a Budget for the financial year for the Department and shall forward it through the Dean to the Finance Section for finalization of the University Budget.

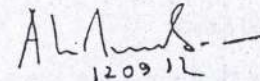
The aforesaid measures shall remain in force for one year with effect from the date of notification, after which these will be reviewed. Relevant suggestions regarding the extended Autonomy measures may be sent to the Pro Vice Chancellor for necessary action, wherever felt necessary.

Sd/-
(A. K. Buragohain)
Registrar

Date: 12.09.12

Memo No. F. 13-1/97 (GA-1)/ 2714-A
Copy for information and necessary action to:

1. Pro Vice Chancellor.
2. All Deans.
3. Heads of all Teaching Departments.
4. Heads of the Centres.
5. OSD (Finance).
6. Controller of Examinations.
7. All Deputy Registrars.
8. Secretary to the Vice Chancellor for kind perusal of the Vice Chancellor.
9. Librarian.
10. Chief Medical Officer.
11. Executive Engineer.
12. Assistant Director of Sports.
13. Education Officer, Equal Opportunity Cell.
14. Assistant Registrar (Estt)/ Section Officer (Estt.).
15. Concerned file.


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Registrar