

TEZPUR UNIVERSITY

**MINUTES OF THE 70th MEETING OF THE BOARD OF MANAGEMENT
(B. 70/2013/3) HELD ON 08-10-2013 (Tuesday) AT TEZPUR UNIVERSITY**

Members Present:

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| 1. Prof. Mihir K. Chaudhuri, Vice-chancellor | : Chairman |
| 2. Prof. A. Choudhury | : Member |
| 3. Prof. Partha S. Ghosh | : Member |
| 4. Prof. Iftekhar Ahmed | : Member |
| 5. Dr. (Mrs.) L. Goswami | : Member |
| 6. Prof. Sunil K. Dutta | : Member |
| 7. Prof. S.K. Dolui | : Member |
| 8. Dr. P. Anbarasan | : Member |
| 9. Shri Sadhan Mahapatra | : Member |
| 10. Shri Bani Pathak, Finance Officer | : Special Invitee |
| 11. Prof. Ashok Kumar, Controller Examinations i/c. | : Special Invitee |
| 12. Shri R.R. Bora, Adviser (Finance) | : Special Invitee |
| 13. Dr. Biren Das, Registrar | : Secretary |

Prof. Birendranath Datta and Dr. Dévi Singh, members of the Board of Management, were granted leave of absence as they could not attend the meeting because of other commitments.

Prof. Mihir K. Chaudhuri, Chairman extended warm welcome to the members especially the external members and called the meeting to order. The Chairman then called upon the Secretary, BoM, Dr. Biren Das, Registrar to present the items. The Secretary then presented the agenda items accordingly.

Routine Items (B.70/2013/3/1)

Item No.	Agenda
B.70/2013/3/1.1	Confirmation of the minutes of the 68th and 69th (emergency) meetings of the Board of Management held on 23-05-2013 and 14-06-2013 respectively.
Note	<p>The minutes of the 68th meeting of the Board of Management held on 23-05-2013 and the minutes of 69th (emergency) meeting of the Board of Management held on 14-06-2013 have been circulated to all members for perusal and comments. No comments were received from any of the members.</p> <p>The minutes may be considered for confirmation.</p> <p style="text-align: right;"><i>(Appendix-I&II)</i></p>

B.70/2013/3/3.40**Delegation of powers to the Officers of the University.**

Note

Subject to ratification by the Board of Management, the following responsibilities have been delegated to the officers of the University as specified below with immediate effect.

Sl No.	Responsibilities	Delegated to
01.	i) Signing and forwarding of all Project Proposals. ii) Appointments/Release of staff under various projects. iii) Issue of identity card of Project staff. iv) Issue of all Fellowship orders excluding the Institutional Fellowship.	Dean, Research and Development.
02.	i) To act as the Secretary, Academic Council. ii) Issue of various certificates to the students (other than statutory ones).	Controller of Examinations.

03.	i) All training and Placement related matters. ii) Co-ordination with PSUs on collaborative works. iii) Co-ordination with various agencies/officers on Jonai Campus matters.	Dr. R.K. Doley, Deputy Director (Training & Placement)
04.	i) Issue of Tenders/Quotation notices other than construction works. ii) Issue of purchase orders/work orders upto work value of Rs. Two (02) Lakhs. iii) Custom clearance. iv) Counter signature of all bills related to purchase orders for any extent. v) Maintenance of vehicles for any extent. vi) Maintenance of Hostels/Guest House for any extent. vii) issue of orders to clearing/security/catering services. viii) Sanction of leave (casual leave to full extent and earned leave upto 30 days) for MTS and group C staff. ix) Arrangement for road permits.	Mr. H. Saikia, Deputy Registrar (GA)
05.	i) Short listing of applications, call for interview and appointment. ii) Placement of substitute for MTS and office staff. iii) Additional works time to time assigned by the Vice Chancellor.	Ms. Anamika Pegu, Assistant Registrar (Establishment)

Placed before the Board for consideration of ratification.

Decision

Ratified with the note that in respect of 4(ii), the Deputy Registrar will issue office order for work value up to Rs.5.00 lakh.