

**To write APAR**

**TEZPUR UNIVERSITY**  
**MINUTES OF THE 73<sup>rd</sup> MEETING OF THE BOARD OF MANAGEMENT**  
**(B.73/2014/2) HELD ON 21-06-2014 AT TEZPUR UNIVERSITY**

**Members Present:**

- |   |                   |
|---|-------------------|
| 1. Prof. Mihir K. Chaudhuri                     | : Chairman        |
| 2. Prof. A. Choudhury                           | : Member          |
| 3. Prof. Devi Singh                             | : Member          |
| 4. Prof. Parth S. Ghosh                         | : Member          |
| 5. Prof. Iftekar Ahmed                          | : Member          |
| 6. Dr. (Mrs.) Lakshmi Goswami                   | : Member          |
| 7. Prof. S.S. Sarkar                            | : Member          |
| 8. Prof. S.K. Dolui                             | : Member          |
| 9. Mr. Sadhan Mahapatra                         | : Member          |
| 10. Dr. Biren Das                               | : Secretary       |
| 11. Mr. Bani Pathak, Finance Officer            | : Special Invitee |
| 12. Dr. L. Boral, Controller of Examinations    | : Special Invitee |
| 13. Mr. R.R. Borah, Advisor Finance             | : Special Invitee |
| 14. Mr. Kumarjit Dutta, Dy. Registrar (Finance) | : Special Invitee |
| 15. Mr. Anjan Barman, Student Nominee           | : Special Invitee |
| 16. Ms. Kalyani Kaushik, Student Nominee        | : Special Invitee |

Prof. Birendranath Datta and Dr. P. Anbarasan, members of the Board of Management, were granted leave of absence.

Prof. Mihir K. Chaudhuri, Chairman extended warm welcome to the members and informed that as cleared by the Hon'ble President of India, the 12<sup>th</sup> Convocation of the University will be held on 20<sup>th</sup> November, 2014 and that the President will attend the Convocation as the Chief Guest. The Chairman then called upon the Secretary, Dr. Biren Das, to present the agenda and the Secretary presented the items accordingly.

B. 73/2014/2/3.24	Amendment in the delegation of powers to write APAR/ SAR (ACR/SAR)																																								
<b>Note</b>	<p>Subject to approval of the Board of Management, the following amendments of the delegation of powers to write APAR/ SAR (ACR/SAR) earlier approved by the Board of Management vide Resolution No. B. 43/ 2005/1/3.14 and notified vide Notification dated 27.04.2005 has been made.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">SN.</th> <th style="width: 35%;">Category of employees</th> <th style="width: 15%;">Reporting authority</th> <th style="width: 15%;">Reviewing authority</th> <th style="width: 30%;">Accepting authority</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Deans of Schools</td> <td>Self</td> <td>Pro-VC/Vice Chancellor</td> <td>Vice Chancellor</td> </tr> <tr> <td>2</td> <td>Faculty members including HoDs (other than Deans of Schools )</td> <td>Self</td> <td>Concerned Dean of School</td> <td>Vice Chancellor</td> </tr> <tr> <td>3</td> <td>Statutory Officers/ Director and equivalent</td> <td>Pro-VC/Vice Chancellor</td> <td>Nil</td> <td>Vice Chancellor</td> </tr> <tr> <td>4</td> <td>Group-A (attached to academic Departments/ Centre/ Cell)</td> <td>Concerned HoD/ Controlling Officer</td> <td>Concerned Dean of School/ Registrar</td> <td>Vice Chancellor</td> </tr> <tr> <td>5</td> <td>Group-A (i) AR and equivalent (ii) DR and equivalent (attached to administrative office/ Section/ Cell)</td> <td>Concerned (i) DR and equivalent (ii) Registrar and equivalent</td> <td>Registrar</td> <td>Vice Chancellor</td> </tr> <tr> <td>6</td> <td>Group-B, Group-C and Group-D (attached to academic departments/ centre/ cell)</td> <td>Concerned HoD/ Controlling Officer</td> <td>Concerned Dean of School/ Deputy Registrar</td> <td>Registrar</td> </tr> <tr> <td>7</td> <td>Group-B, Group-c and Group-D (attached to administrative office/ section/ cell)</td> <td>Concerned AR /DR and equivalent / Warden</td> <td>Registrar</td> <td>Registrar</td> </tr> </tbody> </table> <p>Placed before the Board for consideration of ratification.</p>	SN.	Category of employees	Reporting authority	Reviewing authority	Accepting authority	1	Deans of Schools	Self	Pro-VC/Vice Chancellor	Vice Chancellor	2	Faculty members including HoDs (other than Deans of Schools )	Self	Concerned Dean of School	Vice Chancellor	3	Statutory Officers/ Director and equivalent	Pro-VC/Vice Chancellor	Nil	Vice Chancellor	4	Group-A (attached to academic Departments/ Centre/ Cell)	Concerned HoD/ Controlling Officer	Concerned Dean of School/ Registrar	Vice Chancellor	5	Group-A (i) AR and equivalent (ii) DR and equivalent (attached to administrative office/ Section/ Cell)	Concerned (i) DR and equivalent (ii) Registrar and equivalent	Registrar	Vice Chancellor	6	Group-B, Group-C and Group-D (attached to academic departments/ centre/ cell)	Concerned HoD/ Controlling Officer	Concerned Dean of School/ Deputy Registrar	Registrar	7	Group-B, Group-c and Group-D (attached to administrative office/ section/ cell)	Concerned AR /DR and equivalent / Warden	Registrar	Registrar
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