

MANUAL 2

Power and duties of Departments Officers and Employees

The powers and duties of the Officers as provided in the bye law of the institute are given below.

OFFICERS OF THE INSTITUTE

Following shall be the officers of the institute :

- (i) The President of the Governing body
- (ii) Director
- (iii) Deputy Director
- (iv) Accounts Officer
- (v) Such other officer (s) as may be declared by the resolutions adopted in Governing body.

<i>Officer</i>	DUTY, POWER AND FUNCTIONS
1) The President	<p>The President of the Governing Body is the Secretary of Ministry of water Resources, Government of India who shall continue to hold the office till dissolution of the Society as provided in Art. 15 of the Articles of Association.</p> <p>He may nominate suitable officers in the committees constituted by the Director for smooth administration of matters.</p>
2) The Director	<ul style="list-style-type: none">➤ The Director shall be the whole time officer of the Institute. He shall be the Chief Executive and Academic Officer of the Institute and shall convene all meetings of the Governing Body and NERIWALM Society as Member- Secretary in consultation with the President of the Governing Body and NERIWALM Society respectively.➤ It shall be the duty of the Director to see that the provision of these bye-laws, the rules and regulations and decisions of Governing Body and NERIWALM Society are faithfully observed/carried out and shall have all power necessary for this purpose.➤ It shall be the duty of the Director to co-ordinate and exercise general supervision over all activities of the institute.

	<ul style="list-style-type: none"> ➤ In any emergency, which, in the opinion of the Director, requires that immediate action be taken, he shall take action as he deems necessary and shall at the earliest opportunity, thereafter, report his action to the President of the Governing Body. ➤ The Director shall be the Drawing and Disbursing Officer and shall sanction payments of traveling allowances, bills, pay bills and any other claims of officers and staff as per entitlement under Government of India rules or rules approved by the Governing Body therefore. ➤ The Director shall have the power to constitute the following Committees with prior approval of the President, Governing Body for smooth functioning of the Institute from time to time. The Members of the Committees will be judiciously selected by him to meet the requirement of the objectives for which the Committee is constituted. The terms and tenure of the Committee shall be clearly notified by him. <ul style="list-style-type: none"> (i) Selection Committee – for teaching and non-teaching staff. (ii) Purchase Committee – for all purchase beyond Rs.5000/- or more as may be determined by the Governing Body from time to time. (iii) Construction Monitoring Committee – to monitor and review the new building constructions and examine the tenders and to recommend the allotment of works. (iv) Tender Committee – to examine the tenders and recommend allotment of works for campus maintenance / development. (v) Library Committee – for selection and purchase of books/journals etc., to lay down procedures for procurement of books/journals and maintenance and proper functioning of library. (vi) Boards of studies for each faculty – to initiate proposals for course of Studies regarding changes in course to advise on any matter referred to it by the Management Council/Governing Council. The Board of Studies may have joint meeting with the members of the faculty, if decided by the Director. ➤ The Director may constitute any other Committee, like
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	<p>Finance Committee etc. if he deems fit and proper in addition to the above (i - vi).</p> <ul style="list-style-type: none"> ➤ Notwithstanding the specific provisions contained in the bye-laws, the Director shall enjoy such financial and administrative powers under the various codes and manuals such as Fundamental Rules and Supplementary Rules, General Financial Rules, CPWD Accounts and other codes, etc. as may be decided by the Governing Body in the form of a scheme of delegation of such powers, from time to time. ➤ Any faculty nominated by Director shall be the Chairman of the Committees so constituted and the concern branch/head/in-charge of works shall be the Member Secretary. ➤ The Director may appoint staff upto the category of Assistant Professor in any consultancy/sponsored research / Institute's research project approved by the Governing Body on the recommendation of Technical Advisory Committee on contract basis for a period not exceeding the project period but not more than four years. Such appointment shall be made by following the approved recruitment procedure.
3) Deputy Director	<ul style="list-style-type: none"> ➤ In the absence of Director, Dy. Director, if approved by the President, Governing Body shall look after the day to day affairs of the Institute. ➤ The Dy. Director shall be the Administrative Officer of the Institute. <ul style="list-style-type: none"> ➤ The Dy. Director shall deal all works related to administration, Governing Body/ NERIWALM Society, correspondence, establishment matters, reimbursement of claims for various agencies etc. He will be assisted by the Accounts Branch, stores-in-charge and other staff as determined by the authority from time to time depending on recommendation of the Director. He shall prepare annual report of the Institute under the guidance of the Director for placing before the Management Council Meeting. He shall be fully responsible for all administrative matters as allotted to him by the Director and shall be fully under the control and supervision of the Director. ➤ He shall be responsible for the maintenance of discipline and decorum in the Institute and in the Institute's campus.

<p>4) THE ACCOUNTS OFFICER</p>	<ul style="list-style-type: none"> ➤ The Accounts Officer shall be in-charge of the Accounts Section of the Institute but shall work under the supervision and control of the Director. He shall maintain proper liaison with the Administrative Officer for smooth functioning. ➤ The Accounts Officer shall act as Financial Adviser of the Institute and shall have access to all records of the Institute pertaining to financial/accounts matters and shall be responsible to the Director for all the financial transactions. ➤ The Accounts Officer shall have the power to examine /scrutinize all bills/financial deals of the Institute and record his comments, if any, before passing by the Director. He shall be fully responsible for all financial deals executed after his scrutiny and comments. In the process, no deadlock shall be created in the smooth functioning of Institute. The Accounts Officer shall have the full power to point out the rules in regard to any action of the Director in financial matters.
<p>5) The faculty</p>	<ul style="list-style-type: none"> ➤ The faculty is responsible for training, preparation of detailed syllabus of training courses, preparing time tables, imparting training, conducting examinations and arranging all practical and field exercises under the guidance of Director or a faculty. ➤ The faculty is also responsible for conducting the action research studies, assigned by the Institute and for submitting the completion report at the end of the study. ➤ The faculty is also responsible to carry out any other work assigned by the Director in fulfilling the mandate of the Institute.