



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Bijni Complex, Laitumkrah, Shillong-793003

Ph. 0364-2501294, FAX 0364-2501113

### POWER & DUTIES OF THE OFFICIALS

**Director:** The Director is the Executive Head and responsible for proper administration of the Institute imparting instructions and maintenance of discipline.

- Drawing and disbursing authority is vested with the Director. He has power to incur expenditure in accordance with the procedure laid down by the Board of Governors from time to time.
- The Director exercises such other powers and performs such other duties as assigned to him by MoA and Rules and Regulations of the Institute.
- He has power to employ technician on short term contract basis within the overall budgetary allocation of the Institute with approval of the Finance Committee.
- The Director, at his discretion, can constitute appropriate committees.

**Registrar:** The Registrar is responsible to the Director for the proper discharge of his function.

- He is the custodian of record and the common seal of the Institute and such other Property of the Institute as the Board of Governors commit to his charge.
- He deals with legal matters pertaining to administration.
- He is the Chief Administrative Officer of the Institute and Reporting Officer to all the Administrative officials.

**Assistant Registrar (Establishment):** To deal with all the matters pertaining to personal management/establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement.

- Maintain record of every individual on the strength of the institute, whether permanent or temporary.
- Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, Leave Travel Concession, Police Verification, deputation of staff on official duties, preparation of salary bills, pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the subordinates working under her, in performance of their duties.

**Assistant Registrar (Academic):**

- Deals with all academic matters such as admission (UG, PG and Ph. D), enrolment etc.
- Issuing of Identity Cards, maintaining personal records of students admitted.
- Assisting in preparation and maintenance of Academic calendar, conducting examination.
- Conduct of examinations, conduct of convocation, award of degrees, awards, medals.
- Issuing transfer certificate, migration certificate, bonafied certificate, Grade cards, degrees, and maintaining the record of legal cases arising out of academic matters.

#### **Assistant Registrar (Finance & Accounts):**

- Assisting in preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, pension, scholarships, remunerations, contractual amounts, payment against bills.
- Liaisoning with banks having Institute accounts, and coordination with the office of the Comptroller and Accountant General maintaining financial record and to carry out any other duties assigned by the Registrar.
- The Assistant Registrar is also carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.

**Executive Engineer:** Head of the Section on Implementation & monitoring of construction projects, operation and maintenance and annual repair etc.

- Executive Engineer generally supervises the work of engineers and assistant engineers and guides them whenever necessary.
- Manage budget of the project and submit it to the management and accounts department.

**Librarian:** He shall maintain the record of the books and journals available in the library and extend the book facilities to staff and students.

- He shall maintain the record of books under different heads and procure the books as per the requisitions received from the staff and Institute authorities.
- He shall provide the reading room facility to the staff and students and shall be responsible for security of the books and other material. He shall provide the facilities approved by the Government / Board of Governors such as Social Welfare Book Bank, books from Students' Aid Fund etc. to the needy students.
- He shall update the library as per requirement. He shall supervise the circulation/ transaction through Assistant Librarian and other staff.
- He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.

#### **Procedure followed in decision making**

The Institute has a Chairman, Board of Governors, Director and Chairpersons for each Academic Programme and Centres, who carry out the various functions of the Institute as per procedures laid down in the Rules of the Institute. The decision is communicated to public by announcements, advertisements and through website. The final authority to the decision is the Director, Chairman, Board of Governors. The Institute takes decision regarding academic matters, students' affairs, staff affairs, finance, facilities of the Institute and infrastructure in consultation with Board of Governors, Finance Committee and the Senate.