

MANUAL IV

NORMS SET BY THE UNIVERSITY TO DISCHARGE ITS FUNCTIONS

[SECTION 4(1)(B)(IV)]

Norms and standards for various activities of the University are those as laid down by the competent authority, such as, the **Executive Council**, the **Academic Council**, the **Finance Committee**, the Faculties. The **Annual Report** is prepared under the direction of the Executive Council & Academic Council. The Annual Report of the University alongwith **Audited Accounts** are placed on the table of both the Houses of Parliament every year.

The University is an institution of higher learning devoted to teaching and research. The Offices/ Faculties/Departments/Centres/Hostels, etc. are located on its Campus, which facilitate quick communication channels to and fro. Senior Officers meetings under the chairmanship of the Vice-Chancellor are held regularly to examine and suggest actions to be taken for quick disposal of work. The general code for discharge of its daily functions is to accomplish work on day to day basis, keeping in view the requirement and urgency of each case.

The University many function of offers Institute in the University of Academic extension and consultancy sources etc.

Project Guidelines and also manual time limit the targets take decision in annual calendar are achieved

PROCESS OF REDRESS OF GRIEVANCES

- <http://bhu.ac.in/aboutus/act.php>
- www.pgportal.gov.in/cpgoffice
- www.pgportal.gov.in/cpgoffice
- www.consumerhelpline.gov.in
- www.consumerhelpline.gov.in

GRIEVANCE REDRESSAL

STRENGTHENING OF GRIEVANCE REDRESSAL MECHANISM

The system for Redressal of Grievances in Banaras Hindu University is functional since February 1991 through Grievance Cell, which has been renamed as Grievance Redressal Cell vide notification No. R/GRC/Grievance Redressal Cell/36604 dated 22.11.2013. At present the University has under mentioned Grievance Committees/Cell headed by the Chairman of the rank of the Professor:

1. Teacher's Grievance Committee
2. Non-Teaching Staff Grievance Committee
3. Student's Grievance Committee
4. Women's Grievance Cell
5. SC/ST Grievance Cell

ON-LINE

GRIEVANCE REDRESSAL MECHANISM IN THE UNIVERSITY

www.pgportal.gov.in/cpgoffice

(On-line Public Grievance Portal under control of the Ministry of Personnel,
Public Grievances & Pensions)

NODAL OFFICER : Joint Registrar (Admin.)- GRC

www.ugc.ac.in/grievance

(On-line Students' Grievance Redressal Portal under control of the UGC)

NODAL OFFICER : Prof. Asha Ram Tripathi, F/o Commerce

www.consumerhelpline.gov.in

(Under control of the Ministry of Consumer Affairs, Food & Public Distribution)

NODAL OFFICER : Dr. M.N.Singh, Joint Registrar (Admin.-NT)

PROCESS OF REDRESS OF GRIEVANCES

(BHU Calendar Part-I, Volume-I, 1983, Page No.243-244)

TEACHERS' GRIEVANCES COMMITTEE

- The Committee shall be constituted with seven members among the teachers including three representatives of the Teachers Association.
- The Chairman to be nominated by the Vice-Chancellor.
- Deputy Registrar (Admin.)-I shall be the Secretary of the Committee.

POWERS AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as a group.
2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.
3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

NON-TEACHING STAFF GRIEVANCES COMMITTEE

- The Committee shall be constituted with eight members including Finance Officer and three representatives of the Non-Teaching Employees' Association.
- The Chairman to be nominated by the Vice-Chancellor.
- Deputy Registrar (Admin.)-II shall be the Secretary of the Committee.

POWER AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group.
2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.
3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

STUDENTS' GRIEVANCE COMMITTEE

- Chairman- To be nominated by the Vice-Chancellor.
- Members- 3 Representatives of Students' Union.
3 Persons- Nominees of the Vice-Chancellor.
Dean of Students, Member-Secretary.

POWERS AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group.
2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.
3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

WOMENS' GRIEVANCE CELL

Chairman & Members- To be nominated by the Vice-Chancellor.

POWERS AND FUNCTIONS:

1. The Cell will take all necessary measures to provide immediate relief to aggrieved women, conduct a preliminary inquiry of the incident and suggest appropriate punitive and corrective measures to be taken by the University.
2. The Cell shall *suo-moto* take cognizance of any activity that contains a potential threat to the safety, security and dignity of women and take/recommend measures to mitigate and overcome the threat.
3. The Cell shall also suggest measures to improve the safety and security measures in the University especially with respect to women employees and students.
4. The Cell shall be extended all necessary assistance and facilitation by the Chief Proctor's Office.
5. The Cell has been provided a Helpline/Mobile number **8004922000**, which may be used by the women employees and students to lodge their grievances.

GUIDELINES & ORDINANCES

S.NO	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	BHU Act and Statues	https://www.bhu.ac.in/guidelines/acts.pdf
2	Guidelines on Institutional Biosafety	https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf
3	Ordinances related to Examinations	https://www.bhu.ac.in/ordinances/566.pdf
4	Ordinances Governing Intellectual Property Policy	https://www.bhu.ac.in/ordinances/ipp.pdf
5	Internal Audit Manual	https://www.bhu.ac.in/guidelines/audit.php
6	Project Guidelines-2018	https://www.bhu.ac.in/guidelines/project.php
7	Non-NET Fellowship Guidelines	https://www.bhu.ac.in/guidelines/nonnet.php
8	Intellectual Policy Ordinances	https://www.bhu.ac.in/ordinances/intell.php
9	Office Procedure Manual	https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf
10	Executive Council Resolution (Agendas and MOMs)	https://www.bhu.ac.in/ec/
11	Annual Reports	https://www.bhu.ac.in/anualreport/
12	Academic Events	https://www.bhu.ac.in/academic_event/
13	Academic Programs	https://www.bhu.ac.in/academic/
14	BHU Act (Calendar)	https://www.bhu.ac.in/aboutus/act.php

NATURE OF FUNCTIONS/ SERVICES OFFERED

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/guidelines/audit.php>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

NORMS/ STANDARDS FOR FUNCTIONS/ SERVICE DELIVERY

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/guidelines/audit.php>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

PROCESS BY WHICH THESE SERVICES CAN BE ACCESSED

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/guidelines/audit.php>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

TIME-LIMIT FOR ACHIEVING THE TARGETS

- <https://www.bhu.ac.in/guidelines/audit.php>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

PROCESS OF REDRESS OF GRIEVANCES

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The Comptroller and Auditor General of India (CAG) widely known as the Government Auditors in the University has stipulated the audit process inclusive of the following steps :-

- Planning
- Definition of audit objectives and scope
- Evaluation of controls
- Evidence collection
- Evaluation of evidence
- Reporting and follow up

Planning

The Auditing standards of CAG of India state that:

- The auditor should plan the audit in a manner, which ensures that an audit of high quality is carried out in an economic, efficient and effective way and in a timely manner.
- The work of the audit staff at each level and audit phases should be properly supervised during the audit, and a senior member of the audit staff should review documented work.
- The auditor, in determining the extent and scope of the audit, should study and evaluate the reliability of internal control.

Perhaps the most important activity of any audit is planning. The greater the care taken in the planning, the more precise and effective will be the audit. Although concentrated at the beginning of an audit, planning is an iterative process performed throughout the audit. This is because the results of preliminary assessments provide the basis for determining the extent and type of subsequent testing. If auditors obtain evidence that specific control procedures are ineffective, they may find it necessary to reevaluate their conclusions and other planning decisions made based on those conclusions.

Understanding the Organization

The auditor has to perforce gather knowledge and inputs on the following aspects of the entity to be audited:

- Organizational function and the operating environment
- Organizational structure

- Criticality of systems
- Nature of hardware and software used
- Nature and extent of Risks affecting the systems

An understanding of the overall environment can be developed by:

- Reading background material including organization publication, annual reports and independent audit/analytical reports
- Reviewing prior reports
- Reviewing long-term strategic plans
- Interviewing key personnel to understand business issues
- Visiting key organization facilities

The extent of the knowledge of the organization and its processes required by the auditor will be determined by the nature of the organization and the level of detail at which the audit work is being performed. Knowledge of the organization should include the extent to which the organization relies on outsourcing to meet its objectives. The auditor should use this information in identifying potential problems, formulating the objectives, scope of the work and performing the work.

Organizational Environment

As part of the planning process, auditors should obtain an understanding of the overall environment of the entity. This should include a general understanding of the various business practices and functions relating to the auditee, the types of information systems supporting the activity, as well as environment it is operating in. Understanding the organization helps decide what to audit, at what frequency, when, how and to what extent.

Some essential aspects to understand about the organizations are as follows:

- The organization's functions/business (what it does and how it does it) and its strategic goals and objectives
- The major types, classes and volume of transaction and assets involved in carrying out the business
- The critical organizational units or functions involved in conducting the business
- The number of operating units or locations and their geographic dispersion

- The key computer based application systems used to process and control these transactions and assets
- The types of risks faced by the transactions and assets, computer systems, organizational units, functions, projects and programs involved in the environment within which the business operates and competes
- The regulatory frame work within which the business is carried out

Organizational Structure

Organizational structure and management controls are an important area of auditor's evaluation to decide upon identification of the line of audit enquiry, determination of audit areas and audit objectives. Organization and management controls include these controls that provide protection for the actual or tangible physical environment, as well as for the staffing and operation of the information processing facility (IPF).

Criticality of IT Systems

With the increase in the investment and dependence on computerized systems by the auditee, it has become imperative for audit to change the methodology and approach to audit because of the risks to data integrity, abuse, privacy, etc. In an information technology (IT) system, especially implemented in an environment of deficient controls as compared to a manual system, an independent audit is required to provide assurance that adequate measures have been designed and are operated to minimize the exposure to various risks.

As the general audit process and its related planning activity described above are equally applicable to audit in the environment of information systems. The above needs to be kept in mind while considering the audit of Computer Centre in the University system. In this connection Organizational and management controls within the IPF encompass the following:

- Sound human resource policies and management practices
- Separation of duties between the information processing environment and other organizational environment or functions
- Separation of duties within the information processing environment
- Methods to assess effective and efficient operations

The auditor needs to obtain an understanding of the organizational hierarchy as well as the structure and hierarchy of the department. The knowledge of the organizational levels and

delineation of the responsibilities provides valuable inputs into supervisory controls and responsibility centres.

Further the major spending projects or programmes in progress or planned for computer systems and equipments needs to be understood.

For better understanding of the IT environment, IT systems can be categorized as Mission Critical Systems and Support Systems. Mission Critical Systems are those whose failure would have very serious impact on the organization. Support Systems are those that support management decision making the absence of which may not result in as serious an impact as Mission Critical Systems. For example, failure of Air traffic Control Systems or Railway Reservation System will have serious consequences that may not be the case with failure of a file management system in education department. The scope and extent of audit would be specific to each IT system. Therefore, in planning audit, the auditor needs to carefully consider the nature of the programmes or functions and the importance to the organization.

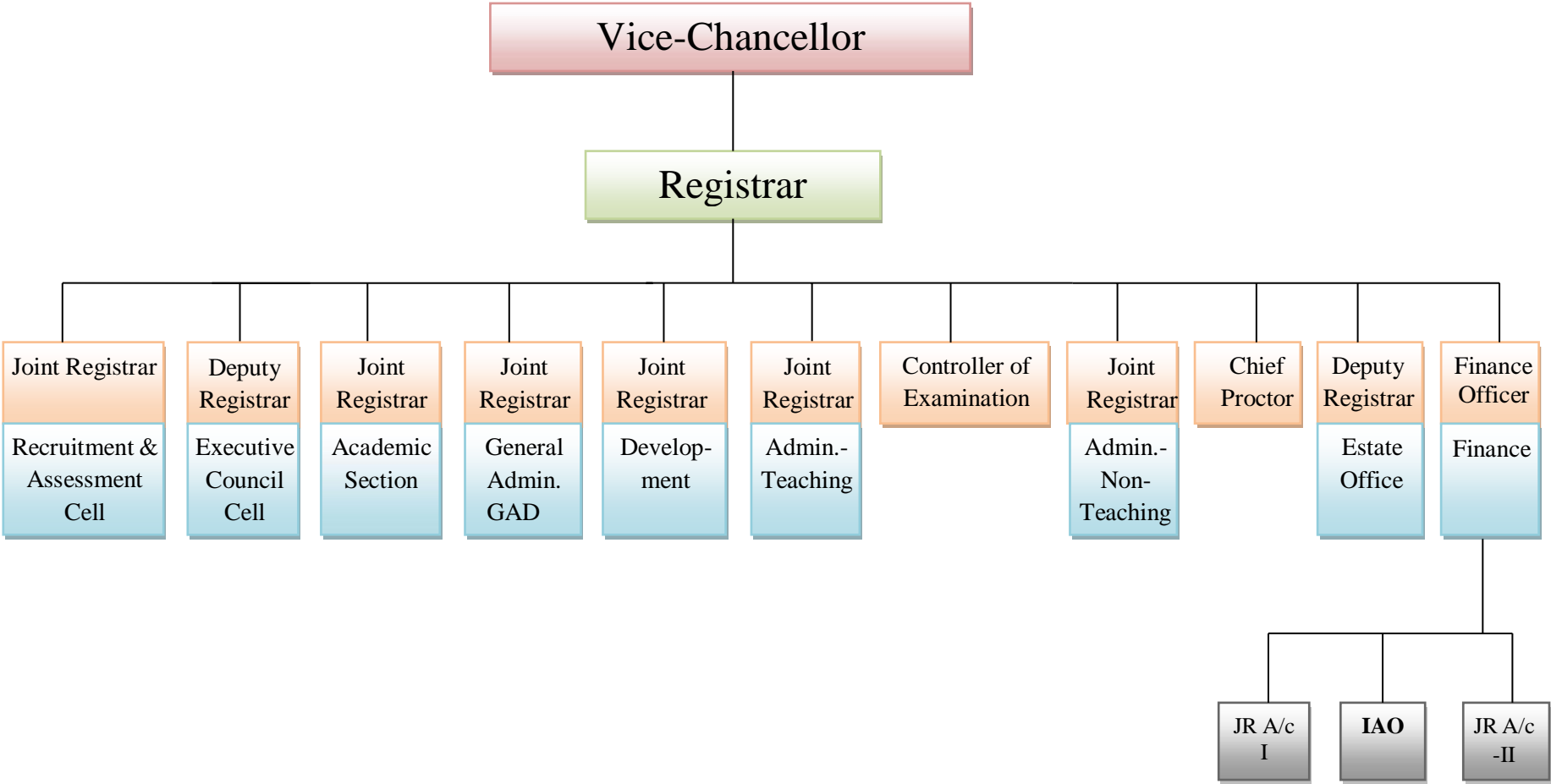
Nature of Hardware and Software Used

Understanding the hardware details of the organization in general and IT system in particular is of critical importance to the auditor. This information provides the auditor an understanding of the risks involved. Though the world is moving towards standardized hardware, differences still exist and each type of hardware comes with its own vulnerabilities that require specific controls. The auditor should also evaluate the hardware acquisition and maintenance process as a part of his/her preliminary assessment.

The auditor needs to understand the type of software used in the organization. Broadly software can be either developed in house or purchased as a commercial product off the shelf. The policy regarding decision on whether to develop software in-house or buy commercial products needs to be understood. The auditor needs to collect details of operating systems, application systems and Database Management Systems used in the organization. The auditor as a part of the preliminary information gathering exercise also needs to collect information relating to network architecture used, the technology to establish connectivity, where firewalls are placed etc. Preliminary assessment of hardware and software would enable planning the audit approach and the resources required for evidence collection.

With this backdrop the organization of Banaras Hindu University needs to be introduced to the auditor for understanding the extent and scope of internal audit to be carried out as programmed by the Internal Audit Officer (IAO). The details of the organizational activities being carried out in the respective Units, Departments, Faculties, Institutes etc., are provided in the succeeding paragraphs.

ORGANIZATIONAL CHART - ADMINISTRATION



Recruitment and Assessment Cell (RAC)

The Mandate of Recruitment and Assessment Cell (RAC) is as under:

1. Inviting Draft Advertisement for teaching and non-teaching posts from various departments/office for advertisement.
2. Preparation of Reservation Rosters for teaching and non-teaching posts of the University.
3. Inviting online applications for recruitment of teaching and non-teaching posts through Advertisement.
4. Short-listing of candidates online by the Faculty Affairs Committee of the various Departments/Schools/Centres as per UGC guidelines, Ordinance 11.A (1) and Short-listing guidelines of the University for teaching positions.
5. Issue interview letter to the candidates through e-mail based on the recommendation of the Faculty Affairs Committee of the various Departments/Schools/Centres.
6. Holding meeting of Selection Committee as per consent of the Visitor's Nominee.
7. Place the sealed envelopes of recommendation of Selection Committee to the Executive Council for its approval and after approval of the recommendation of the Selection Committee of teaching and other academic staff, Group-A posts and School teaching post, appointment letter is prepared and sent to the selected candidates for their joining.
8. In addition to above, promotion of teachers on various stages is done under Career Advancement Scheme as per UGC guidelines, Medical Officers under DACP Scheme and promotion of Group-A Officer (SO/PS to AR & AR to DR) under CAS.
9. Date of eligibility on promotion of teachers is also decided by the concerned Head, Dean and Director of the Faculty/Institute.
10. Short-listing of candidates by the Committee constituted by the Vice-Chancellor of non-teaching posts of the various Departments/Schools/Centres as per prescribed guidelines and issue letter of written Test/Skill Test to the eligible candidates.
11. Checking of OMR Answer Sheet and declare the result strictly based on the merit list prepared based on the score obtained by the candidate for Group-B and C posts and after verification of documents, appointment letter is issued.
12. The application form as well as the copy of appointment letter is sent to the Administration Section of the University of teaching and non-teaching post for their record and further course of action like fixation of pay, confirmation etc.
13. Correspondence of various data related to teaching and non-teaching posts to the MHRD/UGC/National Commissions etc. from time to time.

Executive Council Cell

Structure and Functions of the Executive Council Cell are as under:-

Act 10 - The Executive Council:

1. The Executive Council staff, subject to the control of the Visitor, be the executive body of the University and shall have charge of the management and administration of the revenue and property of the University and the conduct of all administration affairs of the University not otherwise provided for.
2. Subject to the provisions of this Act, the Executive Council (E.C.) shall exercise such other powers and perform such other duties as may be conferred or imposed on it by the Statutes or the Ordinances.

Statute 14 - The Executive Council:

1. The Executive Council shall consist of the following members, namely :-
 - (a) The Vice-Chancellor, ex-officio Chairman
 - (b) Eight persons nominated by the Visitor
2. Five members of the Executive Council shall form the quorum.
3. The members of the Executive Council shall hold office for a term of three years.

Functions of the Executive Council:

1. Preparation of the Agenda for the meeting of the Executive Council and after that preparation of its Minutes.
2. Preparation of the Agenda for the annual meeting of the BHU Court and after that preparation of its Minutes.
3. Correspondence of RTI matters and any other work entrusted by the authority from time to time.

RO - Academic

Broad Functions of RO Academic/ Outline of procedure

RO Academic primarily functions as the Secretariat of the Academic Council (A.C.). All matters connected with powers and duties (broadly 24 distinct functions) assigned to the Academic Council under Statute 18 of the Banaras Hindu University are processed in RO Academic. The wing has six units, which perform the role of policy formulators (meeting/ Establishment-deputation/research/admission units) based on the recommendations of various Committees (as approved by the AC/EC) as also part-executors of policy (Deputation/ admission/research units/statistical/prospectus).

1. Meeting Unit-Prospectus Unit

It is processing all such academic policy matters as are provided under Statute 18 laying therein the powers and duties of the Academic Council. Some of the salient activities of the Unit are as under:

S.No.	Broad function	Broad procedure
1.	Appointment of External Members - Board of Studies (BOS)/Faculty and Academic Council	<ul style="list-style-type: none"> • Seeking approval of the Dean (in case of BOS), Vice-Chancellor/Academic Council. • Communication of appointment and seeking consent • Notification • Record Keeping for timely updating.
2.	Constitution of <i>Ad-hoc</i> Board of Studies	<ul style="list-style-type: none"> • Seeking approval of the Vice-Chancellor/Academic Council. • Notification • Record Keeping for timely updating.
3.	Processing establishment of a new Institute/Faculty/Department/Centre in the University or amalgamation/ division/ abolition of an existing unit	<ul style="list-style-type: none"> • Agenda- Minutes of AC • Agenda for EC • Processing statutory amendment • Notification (in case of Centres)
4.	Processing institution of new Courses/programmes 1.1 Organizing framing of Syllabus	<ul style="list-style-type: none"> • Organizing meeting of the Board of Studies of the Department (Notice) • Organizing meeting of the Faculty concerned (Agenda/ Minutes) • Organizing meeting of the Academic Council (Agenda/minutes) • AC agenda-minutes for consideration of

	1.2 Organizing framing of Ordinances governing the programme	<p>EC</p> <ul style="list-style-type: none"> • Communication of approvals • Organizing preparation of prospectus of studies for courses/ programmes • Record keeping of all the above
5.	<p>Processing amendment in syllabus/ ordinances of an existing Course/ programme</p> <p>Summary of revision/amendment in syllabus</p> <p>Summary of revision/amendment in Ordinances of a programme</p>	As above
6.	Amendment in existing academic ordinances (General Ordinances)	<ul style="list-style-type: none"> • Meeting of the Committees (for general Ordinances) • Obtaining inputs from the Faculty concerned • Meeting of the Academic Council (for all academic Ordinances needing approval/ratification of AC) • AC agenda-minutes for consideration of EC • Communication/notification of revised academic policies/ ordinances • Record keeping of all the above
7.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of academic ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor (V.C.) and communication of his orders thereon to the concerned.
8.	Processing representations on removal of difficulties arising out of application of any provision of an academic ordinance	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
9.	Processing all policy matters connected with the Colleges admitted to the privileges of the University	<ul style="list-style-type: none"> • Inspection; Report of the Inspection Committee for consideration of AC; • EC approval to AC recommendations; • Notifications and record keeping.
10.	Processing of all miscellaneous matters arising out of communication from UGC/ MHRD under the ambit of powers and functions of the AC	<ul style="list-style-type: none"> • Issues connected with existing policies are appropriately processed and responded. • Issues necessitating formulation of new policy/ amendment in existing policies are processed as detailed at Para 4 above.

11.	Organizing Convocation	Through Registrar/Controller of Examination (C.E.)/VC
12.	Matter connected with Constitution of Students' Council	Through Registrar-Vice-Chancellor
13.	Handling RTI/VIP Reference/Parliament Questions matters	

2. Establishment - Deputation Unit

S.No.	Broad function	Broad procedure
1.	All establishment related matter of the Officials posted in R.O. (Academic)	
2.	Maintenance of Equipment of R.O. (Academic)	Through Registrar/ Finance Officer (F.O.)
3.	All Financial matter including maintenance of stores of R.O. (Academic)	Through Registrar/FO
4.	Implementation of Guidelines of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	Through Registrar/VC
5.	Revision of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC) Guidelines	<ul style="list-style-type: none"> Organizing Committee meetings, minuting the recommendations and seeking the approval of the Vice-Chancellor/Academic Council/ Executive Council for implementation.
6.	Organizing meetings of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	<ul style="list-style-type: none"> Agenda, Minutes, Vice-Chancellor's approval and communication to the Faculty members/employees. Control of expenditure within the budgeted amount.
7.	Processing the cases of Teachers/Employees of the University seeking funding from external agencies for foreign deputation.	Through Registrar's/Vice-Chancellor's approval.

3. Research Unit

S.No.	Broad function	Broad procedure
1.	Review of entire Ph.D. Ordinances through Committee constituted by the Vice-Chancellor from time to time.	Holding meetings, minuting the recommendations and obtaining the approval of the competent body thereon. Drafting Ordinances and notifying them.
2.	Amendment in certain existing provisions of the Ordinances as warranted from time to time.	As above.
3.	Preparation of Research Entrance Test (RET) Information Bulletin	Calling for inputs for change in the eligibility conditions, allied disciplines, intake and any other procedure from the Departments/ Faculties. Processing for University Admission Coordination Board (UACB) recommendations Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/Academic Council approval.
4.	Processing isolated requests from the Departmental Research Committee (DRC) / Faculties regarding change in eligibility conditions, allied disciplines, non-degree awarding institutions etc. for University Admission Coordination Board (UACB)/Academic Council approval.	As detailed above.
5.	Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of Research Entrance Test (RET).	Through University Admission Coordination Board (UACB)/ Registrar/VC
6.	Framing counseling policies and procedures and deadlines through University Admission Coordination Board (UACB) up to admission of	Through University Admission Coordination Board (UACB)/ Registrar/VC

	candidate in the Ph.D. Programme.	
7.	Creation of files in respect of each admitted candidate, based on the admission records furnished by the Admission Committee/Head of the Department	At unit level
8.	Administration of all matters of Research Scholars as per provisions contained in the Ph.D. Ordinances such as monitoring of progress reports, appointment/change of Supervisor/Co-Supervisor/External Supervisor, title of research, synopsis, extension of residency period, cancellation of Ph.D., permission to work outside, submission of thesis evaluation, Research Degree Committee of the University (RDCU), communication to Controller of Examination regarding Research Degree Committee of the University (RDCU) approval and other miscellaneous matters.	Processed for approval of Registrar/VC and communicated thereafter.
9.	Processing requests received from the Departments/ Faculties/ Institutes regarding application or interpretation of Ph.D. ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.
10.	Processing representations on removal of difficulties arising out of application of any provision of the Ph.D. ordinances.	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
11.	Maintenance of records of research scholars	
12.	Processing cases of Plagiarism by Research Scholars/Faculty Members	Standing Committee of Plagiarism-Registrar-Vice-Chancellor
13.	Handling RTI/VIP Reference/Parliament Questions.	

4. Admission Unit

S.No.	Broad Function	Broad Procedure
1.	Secretariat of University Admission Coordination Board constituted by the Vice-Chancellor from time to time	All matters connected with formulation of admission policies related to various courses in the University (through UET/PET)/Diploma-Certificate/VIP Reference/ Parliament Questions)
2.	Preparation of UET/PET/ Diploma - Certificate RTI/VIP Reference/ Parliament Questions / Information Bulletin	<p>Calling for inputs for change in the eligibility conditions, intake and any other procedure from the Departments/ Faculties.</p> <p>Processing for University Admission Coordination Board (UACB) recommendations</p> <p>Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/ Academic Council approval.</p>
3.	Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of UET/PET.	Through University Admission Coordination Board (UACB)/ Registrar/VC
4.	Appointment of Medical Board for Physically Challenged candidates for admission to various courses	Through Director, IMS
5.	Framing counseling policies, procedures, Academic Calendar, Admission Call Letters, Dossier forms, Option forms for paid seat, Employee ward forms and its distribution in connection with their admission and deadlines through University Admission Coordination Board (UACB) up to admission of candidates in various programmes.	Through University Admission Coordination Board (UACB)/ Registrar/VC
6.	To deal with the grievances of students related to admission/examination.	Through University Admission Coordination Board (UACB)/ Registrar/VC

7.	All matters related to Admission/ Re-admission to all courses	Through University Admission Coordination Board (UACB)/ Registrar/VC
8.	Appointment of the Visiting Professor/ Fellow/ Honorary Professor/ Adjunct Faculty member/ foreign language teachers/ Course Coordinators for Special Courses/ contractual staff under Special Courses/ internal Guest Faculty members/Ph.D. Scholars for taking classes on honorarium basis	Through Registrar/VC
10.	Matter related to selection of teachers in Affiliated Colleges	Through Registrar/VC
11.	Matters related to the approval of courses from statutory bodies (for B.Ed/M.Ed, B.P.Ed/M.P.Ed courses from NCTE)	Through Registrar/VC
12.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of the concerned ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.
13.	Processing representations on removal of difficulties arising out of application of provision of admission as per the existing ordinance.	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
14.	Processing cases related to disciplinary action on students	Enquiry Committee/Registrar/Vice-Chancellor
15.	Processing decisions of the Anti-Ragging Committee (ARC) of the University	Anti-Ragging Committee (ARC) -Registrar
16.	Matter related to RTI/VIP Reference/ Parliament Questions	

5. Statistical Unit

S.No.	Broad Function	Broad Procedure
1.	Compilation of student's data of the University	Information are sought from various depts. /faculties regarding enrolment in various

		courses and compilation is done in this unit.
2.	Furnishing report to the MHRD/UGC/ Other agencies based on compiled student's data	As and when the information is sought.
3.	Parliament questions	Responded under approval of Registrar/VC.
4.	Compilation of Annual Report	Inputs called from various units. Compiled in the Unit.
5.	Finalization of Annual Report	Editing, proof reading of the compiled annual report by the Editorial Committee, placing before the Court/EC for approval.
6.	Printing of Annual Report	Annual Report is sent for printing after approval of Court/EC
7.	Submission of Annual Report to the MHRD/UGC	Time bound submission of the Annual Report for laying on the table of the two Houses of Parliament before 31st December of each year.

General Administration

The works related to General Administration are as under:-

1. Reimbursement of medical expenses on outside treatment including condonation of delay in submission of the claims for reimbursement.
2. Constitution of Committee, issuance of notification and holding of meetings as well as preparation of Minutes, obtaining approval of the participant and implementation of the decisions taken in the meetings/committees.
3. Appointment of Head & Dean/Chief Proctor/Proctorial Board/Dean of Students/ Coordinators of various Institutes/Faculty/Department & Centres.
4. Handling of various types of miscellaneous files/correspondence, administrative approval & notification, from time to time.
5. Finalization and notification of the list of University holidays.
6. Processing of HBL/Vehicle/Festival advances of University employees.
7. Disposal of RTI matters related to G.A.D.
8. Amendment of Act & Statutes, Ordinances and Correspondences with UGC/MHRD.
9. The Correspondence/Meeting related to Vishwa Panchang publication.

10. Monitoring of care taking work of Central Registry building.
11. Monitoring, control and management of Telecommunication system of University.
12. Distribution of various types of Dakas through Central Despatch Unit of Central Registry.
(Notifications/Invitations of Convocations & other major events)
13. Monitoring of/Correspondence and Meetings etc. on major ongoing projects in the campus like Wi-Fi, GAIL, Digitization, Solar Power etc.
14. Other Misc. work allotted from time to time by the authority in regard to P.M.O./UGC/MHRD related major events (like S.B.M. (Swachh Bharat Mission)/ U.B.A. (Unnat Bharat Abhiyan)/ I.D.Y. (International Yoga Diwas)/ Ambedkar Jayanti/ Video Conferencing of President/ Prime Minister)
15. All the work related to allotment of Election Duty by local administration, during the Lok Sabha/ Vidhan Sabha Elections

Grants Unit – Development Section (R.O. - Finance)

The Grants Unit of R.O. (Development) is entrusted with the following:-

- Overall Supervision of the Grants
- Preparation of Utilization Certificate of various funding agencies
- Compliance of audit objections
- Correspondence with Coordinator of Schemes and funding agencies for demand of Grants, such as ICAR, IMS etc.
- Accounting of receipt and payment related with development account
- Dealing with Five year plans

Scholarship Unit – Development Section (R.O. - Finance)

The working process of R.O. (Development)-Scholarship Unit in terms of Sub-Sections is as under:-

Sub-Section - 1

The file No. is allotted under various schemes of the funding agencies on receipt of award letter and joining report of the Research Scholar and Post Doctoral Fellow.

Scrutiny of the following documents submitted by Research Scholars and Post Doctoral Fellows (PDF) is done for signature of the Registrar for award of Fellowships under various schemes i.e. Maulana Azad National Fellowship (MANF), UGC Research Fellowships in Sciences for Meritorious students, Dr. D.S. Kothari P.D.F., P.D.F. for Women, P.D.F. for SC/ST, Dr. S. Radhakrishnan P.D.F. and Post Graduate Scholarship for Professional Course for SC/ST students before submission to UGC and Canara Bank for payment of fellowship etc. to Research Scholars and Post Doctoral Fellows through Bank :

- Joining Report
- Continuation Certificate
- HRA Certificate
- Half Yearly Progress Report/Yearly Progress Report
- Accounts of Contingency grants & Utilization Certificate
- Three Members' Assessment Committee Report for upgradation from Junior Research Fellow to Senior Research Fellow under MANF & Basic Science Research (BSR) Fellowship Scheme
- No Objection Certificate
- Departmental Research Committee Report
- Verification proforma

Scrutiny of following documents submitted by Research Scholar is done for signature of Joint Registrar (Dev.) and Finance Officer before submission to Department of Biotechnology (DBT), New Delhi for releasing next year grant:

1. Utilization Certificate
2. Statement of Expenditure
3. Grant-in-aid Bill

4. NEFT/RTGS Electronic Fund Transfer Mandate Form for DBT-JRF Fellowship (the signature of Registrar is also required on this form)

Scrutiny of following documents submitted by Research Scholar is done for submission to DBT, New Delhi:

1. Joining Report
2. DBT-JRF Data Sheet
3. Annual Progress Report
4. Three Members' Assessment Committee Report for upgradation from Junior Research Fellow (JRF) to Senior Research Fellow (SRF) and extension of SRF

Scrutiny of following documents submitted by Research Scholar is done for submission to Council for Scientific and Industrial Research (CSIR), New Delhi:

1. Joining Report
2. Annual Progress Report
3. Three Members' Assessment Committee Report for upgradation from JRF to SRF and extension of SRF

Scrutiny of monthly Grant-in-aid claim bills (Part B) received from various departments in respect of CSIR Fellows is done for signature of the Registrar before submission of hard copy through speed post and soft copy through e-mail to the CSIR, New Delhi so that CSIR is enabled to release fellowship and HRA grant to the CSIR Fellowship through Bank.

Preparation of the yearly claim is done for release of Contingency grant from CSIR to the University for the respective financial year in respect of CSIR Fellows, who are availing fellowship under CSIR scheme.

Preparation of Challan is made for sanction of the grant which is released by various funding agencies towards payment of Fellowship, HRA etc. in respect of Research Scholars and Post Doctoral Fellows. After receipt of credit advice from Public Financial Management System (PFMS) Unit of the Finance Section, the same is deposited to Bank through PFMS Unit and after the fund is credited, the acknowledgement is sent to the concerned funding agency and department.

Audit Utilization Certificate to the Funding Agency: -

The Audit Utilization Certificate is prepared by the Chartered Accountant at the end of the financial year and after signature of the Finance Officer and Registrar, it is sent to the funding agency.

Sub-Section - 2

1. Uploading online of the details of the following Fellowship/Scholarship.
 - UGC - National Eligibility Test (NET) - JRF
 - Dr. D.S. Kothari (PDF)
 - Post Doctoral Fellowship for Women (PDF)
 - UGC Research Fellowships in Science for Meritorious students allocated to identified Special Assistance Programme (SAP) departments
 - Post Doctoral Fellowship for SC/ST
 - Dr. S. Radhakrishnan Post Doctoral Fellowship
 - Maulana Azad National Fellowship for minority student
 - CSIR Fellowship
 - Rajiv Gandhi National Fellowship for SC/ST
 - UGC PG Merit & Single Girls Child Scholarship
 - Vivekanand Girls Scholarship
 - Post Graduate Scholarship for Professional Course for SC/ST Student.
2. Typing works of the Scholarship Section
3. Preparation of the Claim of fellowship (CSIR) on data base
4. Allotment of File No.
 - (i) On receipt of award letter and Joining Report from Research Scholar, file No. is allotted under National Fellowship for Students of Other Backward Classes (OBC) Fellowship.
 - (ii) Scrutiny of the following documents submitted by Research Scholars is done before signature of the Registrar for submission to UGC and Canara Bank towards payment of fellowship etc., to the Research Scholars through Bank :
 - ❖ Joining Report
 - ❖ Continuation Certificate
 - ❖ HRA Certificate
 - ❖ Half Yearly Progress Report/ Yearly Progress Report
 - ❖ Accounts of Contingency grants & Utilization Certificate
 - ❖ Three Members'' Assessment Committee Report for upgradation of JRF to SRF
 - ❖ No Objection Certificate
 - ❖ DRC Report
 - ❖ Verification proforma

Particulars of Fellowship handled :

1. ICSSR Fellowship
2. DST-INSPIRE Fellowship
3. SERB Fellowship
4. NBHM Fellowship
5. SVDV Fellowship
6. ICMR Fellowship
7. ICHR Fellowship
8. ICPR Fellowship
9. CAS Fellowship Zoology, Botany, IMS

Description of Fellowship :

ICSSR (Code no. S-09), DST-INSPIRE (Code no. S-11), NPDF SERB & NBHM Fellowship (Code no. S-20), ICMR (Code no. S-31) :- After receiving the letter regarding fellowship, there is provision to enter details of letter in register for future consideration and further queries and thereafter process the letter, in addition to the following tasks :-

1. Preparation of Challan after receipt of funds from the funding agency in respect of above fellowships
2. Mentioning Challan details on register
3. Preparation of Acknowledgement
4. Documents are sent (Grant-in-Aid bill, Progress Report, Thesis, Abstract, C.D., Utilization Certificates, Bank Details) to the funding agency.

Payment of professional fee for preparation of utilization certificate

Process of payment:

1. Preparation of Office Note
2. After receipt of the office order, letter is prepared
3. Preparation of A.R. 37 bill for payment of Chartered Accountant

CAS ("R" Account) Fellowship Zoology, Botany, IMS, SVDV & Nepal Studies Centre Fellowship "R" Account :

1. To check CAS position as and when the award is received by the concerned department

2. Preparation of office notes and Letter of Award

Sub-Section - 4

1. U.G.C. JRF Research Fellowship –

- Checking the compliance of Rules in the form forwarded by Departmental Research Committee
- Returning the wrongly filled forms to the concerned departments for rectification
- Taking necessary action after receipt of rectified forms
- Making an office note and submitting it for approval
- Forwarding of Joining letter for signature
- Uploading data related to joining card on UGC PFMS portal
- Noting the forwarded file in the register
- Preparation and submission of office note for approval
- Entering the Oracle Portal
- Movement Slip
- After making the file order, making letter, checking and attachment of engagement report and sending it to the concerned department
- After uploading the joining letter, uploading continuity letter and House Rent Allowance portal every three months
- Uploading on the portal after signing half yearly progress report every six months
- Upon completion of one year, the students will be able to sign the Continuity and upload it to the portal

2. Work related to U.P. Scholarship & scholarship of all the States –

- Updating the entire scholarship portal, giving complete details regarding the organization, uploading the relevant documents
- Mapping of Course/ Fees on the respective portal
- Circulating the Time tables for Institutions/ Faculties/ Departments at the commencement of scholarship
- The scholarship form duly filled by the students and sent by the department is received by the Development section for verification and forwarding to Authority
- After collection of the data on the social welfare, it is forwarded to the Social Welfare Department after correction of the mistakes, if any.
- Taking action against students' grievances and forward them to the concerned office
- Resolving any kind of problem related to scholarship/ fellowship
- Understanding and resolving problems of students

3. Work related to other State – Regarding scholarship of students from other states, invoices are prepared for scholarship and checking of the receipts through RTGS/ NFT is done. Then they are sent to the concerned department of the students
4. Various types of Official Work –
 - Filing, numbering and then putting in a proper place
 - Providing information sought by the financial institution and preparing reports from time to time

Sub-Section - 5

1. Gold Medal is given on the basis of the donation of Rs.50,000/- received by the University. The donated amount is deposited in the Special Fund through invoice. For giving the Gold Medal to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
2. Scholarship – The undergraduate and postgraduate students are given 12 month scholarship against the donation amount of Rs.200000/- received by the University, which is deposited in Special Fund through challan. For giving the Scholarship to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
3. Cash Reward – Minimum amount of cash award of Rs.150000/- is received from donor, which is deposited in the Special Fund by the challan. For giving the Cash Reward to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
4. Indira Gandhi Single Pursuit Scholarship – This scholarship is given by the UGC and the 2 years scholarship is given to postgraduate students.

Sub-Section - 6

1. Leave - After Earned leave is registered in the section after signature by the Officer, it is sent to the Administration (Non-Teaching). Similarly, the application of Casual leave is registered after signature by the Officer and kept in the section
2. Salary – After receipt of the details of salary of all the employees of development section from the Electronic Data (E.D.) Cell, it is checked and after signature of the Officer, it is sent to the salary section

3. Telephone bills and other bills are made in AR37 and sent to the Trade Bill section for clearance
4. Purchase – The required items are ordered as per the index of the purchase section. After receipt of the same, it is entered in the Stock and Purchase Register and distributed to the concerned sections as per requirement.

Section Officer, Scholarship Unit, R.O. (Development)

The following jobs are done by the above official supervising the above described sub-sections:-

1. Posting of applications filled online by UG/ PG students and students studying in the University, is done on the website of the respective States by scholarship department.
2. Forwarding of online joining reports is done through the portal of related agencies etc. of all research students.
3. After the receipt of research students' three-month continuity certificate from the department, it is submitted for forwarding by the Registrar.
4. Disposal of RTI applications related to scholarship is done.
5. Posting of office comments and their disposal after orders are done.
6. The unit tries to settle any issue within 3 days of receiving the paper related to all the above mentioned tasks.

Full form of Abbreviations given above is detailed below:-

1. ICSSR Fellowship - Indian Council of Social Science Research
2. DST-INSPIRE Fellowship - Department of Science & Technology / INSPIRE
3. SERB Fellowship - Science and Engineering Research Board
4. NBHM Fellowship - National Board for Higher Mathematics
5. SVDV Fellowship - Sanskrit Vidya Dharm Vigyan Faculty Acharya & Shastri Fellowship
6. ICMR Fellowship - Indian Council of Medical Research
7. ICHR Fellowship - Indian Council of Historical Research
8. ICPR Fellowship - Indian Council of Philosophical Research
9. CAS Fellowship - Centre of Advanced Study
10. NPDF - National Post Doctoral Fellowship
11. BSR - Basic Science Research
12. MANF - Maulana Azad National Fellowship

Miscellaneous Unit – Development Section (R.O. - Finance)

The Miscellaneous Unit of R.O. (Development) is entrusted with the following tasks:-

- Project sanction & release of the Grant-in-aid Receipt
- Selection & Joining of Project Staff
- Seminar/ Symposium/ Workshop/ Additional Programme
- Utilization Certificate
- Statement of Expenditure
- Fellowships
- Audit Utilization Certificate
- Overhead deduction and sanction
- Submission of Final Technical Report
- Issuance of No Dues certificate
- Disposal of applications under Right to Information Act (RTI)

Necessary orders are obtained through „Office Note & Order Sheet“ before communication of directions of Authorities in all matters

Plan Unit – Development Section (R.O. - Finance)

(A) Functions of Plan Unit of Development Section :

1. Forwarding of various proposals to the various funding agencies viz., UGC, MHRD, DST, DBT, Ministry of Health & Family Welfare, Ministry of Culture etc. for sanction of financial assistance duly recommended by the Policy and Planning Committee (PPC) of the concerned Deptt. of the Institute/ Faculty.
2. As and when the sanction/ release of grant is received from the funding agency scheme number is allotted individually for each sanction and the details thereof are noted in a proper register showing the date of sanction letter as well as sanctioned amount under the head „Non-Recurring and Recurring“.
3. Approval/ sanction letter received from the funding agency is forwarded to the concerned Coordinator/ P.I. of the Scheme/ Project.

(B) Procedure for disposal of letters/ files in Plan Unit of the Development Section:

1. The diarized letters received from the Diary Unit on daily basis are marked to the concerned dealing Assistant.
2. The dealing Assistant thoroughly examines the letter (s) & if there is any short-fall/discrepancy in the letter, then the letter (s) is/are returned immediately in original to the concerned Head/ Coordinator/P.I.
3. Letter (s) not related to any section, is/are forwarded in original to the concerned.
4. Letter (s) related to the concerned section is/are being dealt with the concerned file & sent for orders from the competent Authorities.
5. The Diarist before sending the files to the competent Authorities records the movement of the files in the File Movement Register.
6. Besides above, internal file movement register is also maintained in the Unit.
7. The files with the reference numbers are kept in the cabinets, showing the identity of the files.
8. As and when the files are received from the competent Authorities, action is being taken immediately for compliance of the orders passed on the files.

Project Unit - Development Section (R.O. - Finance)

Check List for services rendered

Sl. No.	Details of the Services	Requirements from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1.	Submission of Research Proposals to funding Agency/Research start-up-grant	Proposal should be in the prescribed proforma of the funding agency and request letter from the concerned Faculty	1) Forwarding by Head/Dean/Director 2) Project Screening Committee minutes 3) Ethical Committee (in case animal/human studies involved) 4) Budget and inclusion of Project Overhead (minimum 10%) in the budget 5) Bio-data of the P.I.	Day to Day	S.O. (Development) Project/Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)

2.	Receipt of 1 st instalment of the Grant	Sanction letter and Unique Transaction Reference (UTR) no.	1) Title of the Project 2) Name and Department of the P.I. if the Proposal is not routed through Dev. Then documents mentioned as in Sl.No.1	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
3.	Break of fund and loading on computer	Break-up including institutional charges (OH)	1) Forwarding of Head/Dean/Director 2) Acknowledgment letter	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
4.	Appointment of Staff/JRF/SRF in the project	Proposal in the prescribed proforma (as per Revised Project Guidelines)	1) Copy of Advertisement in news paper 2) Copy of full advertisement placed on BHU website 3) Minutes of the Selection Committee 4) Precis 5) Copies of certificates of selected candidate(s) 6) Medical Certificate	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
5.	Sanction of Daily wage workers (First time)	Prescribed proforma on daily wage/contractual staff (Annexure-II as per Revised Project guideline) duly forwarded by Head / Dean/Director	1) Forwarding of Head/Dean/Director 2) Eligibility of position as per revised project guideline 3) Enclosed certificates 4) Certificates of candidate 5) Photocopy of Bank passbook 6) Aadhar/PAN details	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
6.	Re-engagement of Daily wage workers	Prescribed proforma of daily wage/contractual staff duly forwarded by Head / Dean/Director	Forwarding of Head/Dean/Director	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.)

					Asstt. Registrar (Dev.)
7.	Inclusion of Seminar/ Conference / Workshop in the list of Seminar/ Conference etc.	Proposal from the Organising Secretary duly forwarded by Head/Dean/Director	1) Forwarding of Head/Dean/ Director 2) Resolution of the PPC	2 days	S.O. (Development), Miscellaneous Unit OR Joint Registrar (Dev.) Asstt.Registrar(Dev.)
8.	Sanction of Air fare (by private Airlines)	Prescribed proforma of travel by Airline as per Government of India (GOI) rules duly forwarded by Head/Dean	1) Forwarding of proforma by Head/Dean 2) Invitation letter for attending the programme 3) For private Airline, proof regarding non availability of seat in Air India as per GOI Guidelines	3 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
9.	Pooling of Overhead Grant	Sanction of letter of Funding agency/P.I.s distribution/ established rules	1) Sanction of Overhead Grant 2) Release of Overhead Grant	After receipt of availability of fund	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
10.	Sanction of fund out of Overhead Grant	Request letter forwarded by Head/Dean (as per RP guideline)	1) Forwarding of Head/Dean/ Director 2) Quotation of requirement 3) Requirements as per revised project guidelines	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
11.	Progress Report	1) Six Monthly (if required by the Funding agency) 2) Annual Progress report for onward transmission to Funding Agency (FA) 3) Consolidated Final Technical report (FTR)	1) Sanction no. and project code no.	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
12.	Settlement of Accounts	1) Requesting letter for refund of	1) Request letter for refund of the	2 days & total	S.O. (Development)

		unspent grant either from the Principal Investigator (P.I.) or Funding agency concerned	unspent grant. 2)Submission of FTR/Statement of Expenditure (SoE) 3)Preparation of Final/ consolidated Audit Utilisation Certificate (AUC) and record of the Finance section	task one month	Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
13	Utilization Certificate and SoE	Prescribed proforma of the funding agency (if required)	1) Forwarding of Head/Dean/ Director 2) Proforma as per funding agency	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
14	Audit Utilization Certificate (AUC)	Desired documents, if requirement of Auditor (Chartered Accountant)	1) AUC signed by P.I. and Chartered Accountant	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
15	Memorandum of Understanding/ Agreement	Letter from P.I. duly forwarded by the Head/Dean/Director	1) Minutes of PPC of the Department/ Faculty 2) In case of international collaboration it should be routed through international cell	15 days to 1 month	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
16	Establishment of Chair	Proposal from the Department duly forwarded by Dean/ Director	1) Forwarding of Proposal by Head/ Dean/Director 2) PPC resolution (Deptt./Faculty)	3 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
17	Funding for Conference/ Seminar	Proposal from Organizing Secretary on prescribed proforma of funding agency duly forwarded by Head/Dean/Director	1) Forwarding of Head/Dean/ Director 2) Whether Grant in favour of Registrar-BHU	2 days	S.O. (Development), Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)

CHAPTER 15

DELEGATION OF POWERS UNDER STATUTES 15 (XVIII)

Delegation of Powers under statutes 15 (XVIII)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
1	Permanent appointment and confirmation of all Class III Staff (non-technical) and Class III Technical Staff	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
2	Permanent appointment and confirmation of all Class II Staff (Technical and Non-technical) with maximum of the grade upto Rs.1200/-	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
3	Permanent appointment and confirmation of Teaching Staff, administrative staff of the grades Rs.700-1300 and above and other technical staff of the grades Rs.700-1300 and above	Executive Council	Full Powers

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
4	Appointment and confirmation of of Class IV staff (against clear permanent vacancies duly certified by administration - Registrar's Office)	(i) Directors of the Institutes in respect of Class IV staff of the Institute	Based on ECR No. 180 dated 13.12.1975

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note : In regard to appointment of Class IV employees, the Central Directives including reservation percentages for Scheduled Castes / Scheduled Tribes candidates and that the Heads of the Departments will follow the prescribed selection procedure. Further they will have the powers of making appointments subject to the approval of the Registrar (ECR 249 (B) (i) of the 5th / 6th January, 1981).</p>	<ul style="list-style-type: none"> (ii) Deans of Faculties (except the Deans of the Institutes in respect of Class IV Staff of the Faculties (iii) Principal, Mahila Mahavidyalaya in respect of Class IV Staff of Mahila Mahavidyalaya (iv) Principal, Evening College - in respect of Class IV Staff of Evening College (v) Registrar - in respect of Class IV Staff of the Central Registry including Finance Wing, Vice Chancellor's Office, Examination, Estate Office, University Works Department, Telephone Exchange (P.A.B.X.), Shree Vishwanath Temple, Town Committee, Students' Union, BHU Press, Electric & Water Supply Service, Horticulture Unit, LD Guest House and University Guest House 	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Superintendent, SS Hospital - in respect of Class IV Staff of the Hospital	
		(vii) Dean of Students - in respect of Class IV staff of the Hostels, International House and its Annexe and City Delegacy	
		(viii) Chief, University Employment & Information Bureau in respect of Class IV staff of his office	
		(ix) Director, Bharat Kala Bhavan in respect of Class IV staff of his office	
		(x) Chief Medical Officer - in respect of Class IV staff of the Dispensaries under his charge	
		(xi) Secretary, School Board - in respect of Class IV staff of Ranvir Sanskrit Pathshala, Central Hindu Boys' School and Central Hindu Girls' School	
		(xii) Librarian, Central Library in respect of Class IV staff of Central Library	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Chief Proctor - in respect of Class IV staff of Chief Proctor's Office	
		(xiv) Director, Physical Education - respect of Class IV staff of his office	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
5.	<p>(a) Sanction of annual increment to all the members of staff of the Department / Offices (Note 2)</p> <p>(b) Temporary appointment of Class III staff Ministerial (from the approved panel of candidates maintained in the Registry) and Class III staff Technical (through Internal Selection Committees) for his Department / Office</p> <p>(c) Permission to leave the Station on duty (Note 3)</p>	<p>(i) Director, Institute of Technology in respect of the staff of his Institute including Workshop</p> <p>(ii) Director, Institute of Medical Sciences in respect of the staff of his Institute</p> <p>(iii) Director, Institute of Agricultural Sciences, in respect of the staff of his Institute</p> <p>(iv) Deans of the Faculties (excluding Dean of the Faculty of Technology, Dean of the Faculty of Medical Sciences and Dean of the Faculty of Agricultural Sciences) for their Faculty offices including offices of Students' Adviser, attached hostels Faculty Athletic Associations and Faculty Common Room</p> <p>(v) Registrar for the Office of the Registrar including Controller of Examinations, Development Section, Estate Office, Public Relations Office, Telephone Exchange (PABX) Shree Vishwanath Temple, Town Committee, Students' Union, Banaras Hindu University Press, Electric and Water Supply Unit</p>	<p>ECR No. 15 dated 6.5.1972</p>

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Finance Officer for Finance Office including Internal Audit Office and Central Purchase Organization	
		(vii) Heads of Teaching Departments for their Departments and Units attached to their Departments	
		(viii) Heads of Institutions other than those specifically provided elsewhere in the Delegation order for their institutions	
		(ix) Superintendent, SS Hospital for Hospital staff working under him	
		(x) University Engineer for Public Works Department	
		(xi) Dean of Students for his office including International House and its Annexe and City Delegacy	
		(xii) Chief, University Employment and Informaiton Guidance Bureau for his office	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Director, Bharat Kala Bhavan for his organization	
		(xiv) Chief Medical Officer for Dispensaries under his charge	
		(xv) Secretary, School Board for Ranvir Sanskrit Pathshala	
		(xvi) Principal / Special Officer, Central Hindu Boys' School for the Central Hindu Boys' School	
		(xvii) Principal, Central Hindu Girls' School for the Central Hindu Girls' School	
		(xviii) Librarian for the Library	
		(xix) Chief Proctor for his office	
		(xx) Director, Physical Education for University Athletic Association and Swimming Pool	
		(xxi) Investigator Incharge of Scheme for the staff under the scheme subject to the University Rules and Instructions issued from time to time	
		(xxii) Controller of Examinations for Examination Section	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xxiii) Principal, Mahila Mahavidyalaya all Class IV staff within Mahila Mahavidyalaya	
		(xxiv) Principal, Evening College - all Class IV staff within Evening Col- lege	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note 1 : Nothing in this delegation order will prevent the Officers to whom powers have been delegated from further delegating those powers consistent with the provisions and scheme of this order <i>subject to the specific provisions of this delegation order</i></p> <p>Note 2 :</p> <p>(a) The Vice Chancellor will sanction the annual increment to the following :-</p> <p style="padding-left: 40px;">(i) Director, Institute of Technology</p> <p style="padding-left: 40px;">(ii) Director, Institute of Medical Sciences</p> <p style="padding-left: 40px;">(iii) Director, Institute of Agricultural Sciences</p> <p style="padding-left: 40px;">(iv) Dean of Faculties</p> <p style="padding-left: 40px;">(v) Registrar</p> <p style="padding-left: 40px;">(vi) Finance Officer</p> <p style="padding-left: 40px;">(vii) Heads of the Teaching Departments and all Professors (except the heads of Departments and Professors in the Institute of Technology, Institute of Medical Sciences and Institute of Agricultural Sciences)</p> <p style="padding-left: 40px;">(viii) Heads of Institutions mentioned in No. 5 (viii) above in the delegation order</p>		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(ix) Director, Bharat Kala Bhavan		
	(x) Librarian		
	(xi) Chief Proctor		
	(xii) Dean of Students		
	(xiii) Principal, Mahila Mahavidyalaya		
	(b) The Director, Institute of Technology will sanction the annual increments except to cross Efficiency Bar stages, where such stages exist, of all the Heads of Teaching Departments, and the non-teaching staff employed in the Institute		
	(c) The Director, Institute of Medical Sciences will sanction the annual increments, except to cross Efficiency bar stages, where such stages exist, of all Heads of the Teaching Departments, and the non-teaching staff of the Institute including the Superintendent, SS Hospital		
	(d) The Director, Institute of Agricultural Sciences, will sanction the annual increments, except to cross Efficiency Bar stages, where such stages exist, of all the Heads of the Teaching Departments, and the non-teaching staff employed in the Institute		
	(e) The Registrar will sanction the annual increments of the following :-		
	(i) University Engineer		
	(ii) Chief Medical Officer for Dispensaries		
	(iii) Principal / Special Officer, Central Hindu Boys' School		
	(iv) Principal, Central Hindu Girls' School		
	(v) Director, Physical Education		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	Note (3) :		
	(a) The Vice Chancellor will grant permission to leave the station to the following :-		
	(i) Director, Institute of Technology		
	(ii) Director, Institute of Medical Sciences		
	(iii) Director, Institute of Agricultural Sciences		
	(iv) Dean of Faculties		
	(v) Registrar		
	(vi) Finance Officer		
	(vii) Director, Bharat Kala Bhavan		
	(viii) Librarian		
	(ix) Chief Proctor		
	(x) Dean of Students		
	(xi) Principal, Mahila Mahavidyalaya		
	(b) The Director, Institute of Technology, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Technology		
	(c) The Director, Institute of Medical Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and the non-teaching staff in the Institute of Medical Sciences including the Superintendent, SSHospital		
	(d) The Director, Institute of Agricultural Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Agricultural Sciences		
	(e) The Dean of Faculties (excluding the Dean of the Faculty of Technology, the Dean of the Faculty of Medical Sciences and the Dean of the Faculty of Agricultural Sciences) will grant permission to leave the station to all the Heads of the Teaching Departments		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(f) The Registrar will grant permission to leave the station to the following :-		
	(i) University Engineer		
	(ii) Chief Medical Officer for Dispensaries		
	(iii) Principal / Special Officer, Central Hindu Boys' Sschool		
	(iv) Principal; Central Hindu Girls' School		
	(v) Director, Physical Education		
6	GRANT OF LEAVE		
	A. Teaching Staff:		
	(i) Earned Leave		Annexure - I to Leave Rules of Teaching staff approved by the Executive Council vide ECR No. 258 dated 19th/20th December, 1981.
	(ii) Half Pay Leave		
	(iii) Commuted Leave		
	(iv) Maternity Leave	Registrar	
	(v) Quarantine Leave	Full power	
	(vi) Compensation Leave		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(vii) Extra-ordinary leave		
	(viii) Leave not due		
	(ix) Study Leave	Vice-Chancellor	Full powers. To be reported to the Executive Council
	(x) Sabbatical Leave		
	(xi) Special Leave		
(xii)	Casual Leave		
	Duty Leave		
	(xiii) Casual Leave	(i) Registrar - in respect of Directors / Deans Heads of Departments / Principals of Colleges (ii) Heads of Departments / Principals of Colleges in respect of other Teachers of the Departments / Colleges	

B. Non-Teaching Staff :

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(a) Sanction of Leave of all kinds to – (i) Registrar (ii) Controller of Examinations (iii) Finance Officer, and (iv) Librarian, Central Library	Vice-Chancellor	Full Powers
	(b) Sanction of Leave of all kinds (except Study Leave and Casual Leave) to – (i) Deputy Registrar (ii) Assistant Registrar (iii) Finance Officer, and (iv) Internal Audit Officer and other officers of the equivalent grades	Registrar	Full Powers. ECR No. 45 dated 15.7.1978
	(c) Study Leave	Vice Chancellor on the recommendation of the Study Leave Committee	Full Powers. Para 15.4 of Study Leave Rules (Group F of Chapter IV; Calendar Part I, Volume-I)

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(d) Class II and Class III staff (Technical and Non-Technical)	Concerned Deputy Registrar (Administration) of the Central Registry on the Recommendation of the Head of the Department under whom they work	Full powers as per present practice
	(e) Sanction of Leave of all kinds except 'Study Leave' and Casual Leave - Class IV Staff	Authorities mentioned against item - 4 (Page - 108)	ECR No. 180 dated 13.12.1975
	(f) Casual Leave	(a) Vice Chancellor	Full powers - for (i) Registrar (ii) Finance Officer (iii) Controller of Examinations (iv) Librarian, Central Library (v) Dean of Students (vi) Director, Bharat Kala Bhavan (vii) Chief Proctor & (viii) Heads of Institutions mentioned in 5 (viii)

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(b) Directors of Institutes	Full powers - in respect of non-teaching staff working in the Director's Office including Workshops
		(c) Deans of Faculties	Full powers - in respect of Non-teaching staff working in the Faculty Office
		(d) Heads of Departments	Full powers - in respect of non-teaching staff working in the Departments
		(e) Principals of Colleges	Full powers - in respect of non-teaching staff working in the Colleges

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(f) Registrar	Full powers - in respect of Deputy Registrars, Assistant Registrars, and equivalent of the Central Registry (excluding Examinaiton, and Finance Wing), Estate Office and Auxiliary Units of the University, viz. University Works Department, Electric & Water Supply Department, Horticulture Unit, Public Relations Office, Town Committee, BHU Press, etc.

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(g) Controller of Examinations	Full powers - in respect of officers of the rank of Deputy Registrars and Assistant Registrars of the Examination
		(h) Finance Officer	Full powers - in respect of the officers of the rank of Deputy Registrars, Assistant Registrars and equivalent of the Finance wing including I.A.O.'s office
		(i) Librarian, Central Library	Full powers - in respect of Deputy Librarian and Assistant Librarian
		(j) Head of Offices	Full powers — in respect of staff working under them

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(k) Dean of Students (l) Director, Bharat Kala Bhavan (m) Chief Proctor and Head of Institutions mentioned in 5 (viii) - (Page - 112)	Full powers — in respect of staff working under them
7	Controlling Officer - for purposes of TA		
	(i) Members of the Executive Council and Finance Committee	Vice Chancellor	Rule - 46 of the TA & DA Rules
	(ii) Rector (iii) Directors (iv) Deans (v) Principals of Colleges (vi) Registrar (vii) Professors and (viii) Librarian	Vice Chancellor	
	(ix) Teaching staff including Professors and non-teaching staff in the respective Colleges / Faculties / Institutes	Directors of Institutes / Deans of Faculties / Principals of Colleges	
	(x) In all other cases	Registrar	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	Note 1.The Vice Chancellor shall be his own Controlling Officer		
	Note 2.The duties of the Controlling Officer have been prescribed in rule 46 of the T.A. and D.A. Rules (item No. 4 of Chapter - VIII of Calendar Part - I, Volume-I)		
8	Transfer of all non-teaching staff within the Insittute / Faculty	Directors / Deans in case of Institutes / Faculties (excluding the Deans ofFaculties of Institute of Technology, Institute of Medical Sciences, Institute of Agricultural Sciences)	Authrotiy : ECR No. 15 dated May 6, 1972
9	Appointment of Research Fellows, Research Assistants and Research officers under Schemes like PL 480 etc.	Investigator Incharge, subject to the University Rules and instruction issued from time to time	Authroity : eCR No. 15 dated May 6, 1972
10	Temporary appointment not exceeding a period of six months to teaching and Administrative posts	Vice Chancellor	
11	Resignation of staff - Non-teaching staff upto the level of Assistant Registrars and Teaching staff upto the level of Lecturers	Registrar	Other cases of resignation would be submitted to the Vice Chancellor

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
12	Permission to cross Efficiency Bar	Appointing authority	Efficiency Br is allowed to be crossed only after the Departmental Promotion Committee has reviewed the work and Confidential Character Roll critically; Efficiency Bar is not to be allowed to cross as a matter of course
13	Forwarding of applications for outside employment	Registrar	Two applications are allowed to be forwarded in a Calendar year
14	Creation of temporary posts for a period not exceeding six months	Vice Chancellor	
15	Permission for sending University vehicle outside Corporation limits	Registrar	Subject to the conditions mentioned in the "Rules & Regulations for maintenance and use of staff Car"

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
16	Allotment of residential accommodation on the recommendation of the Committee	Finance Officer	The allotment of residential accommodation is made on the recommendations of the Committee which are subject to the rules or allotment. These rules do not fetter the hands of the Vice Chancellor in extending out-of-turn priority for cogent reasons
17	Payment of scholarships against scheme in anticipation of funds	Finance Officer	On the recommendations of the concerned Dean / Director and Officer-incharge of the Section dealing with the subject matter in the Registry

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
18	Matters concerning award of Research Scholarships and Fellowships	Vice Chancellor	Vice Chancellor presides over meetings for the initial award of Research Scholarships / Fellowships
19	Extension and renewal of Research Scholarships / Fellowships	Registrar	On the basis of progress reports received from the departments
20	Admission of foreign students	Dean of the Faculty concerned	On the specific recommendations of the concerned Dean / Director and the Registrar
21	Advance payment of scholarships to foreign students	Finance Officer	
22	Change of names	Registrar	After verification from the Finance Section that the fees had actually been realised
23	Refund of fees	Registrar	
24	Reappropriation of funds upto Rs.25,000/-	Finance Officer	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
25	Sanction relating to students Aid Fund (on the advice of dean of Students and the concerned Committee)	Vice Chancellor	
26	Disposal of Pension and Gratuity cases	Finance Officer	
27	Investment as proposed by Finance Officer upto Rs. 1 lakh	Vice Chancellor	
28	Sanction for actual Taxi / Air fare - TA/DA	Vice Chancellor	
29	Signing all financial papers relating to investment etc.	Finance Officer	
30	Reimbursement of medical charges	Registrar	
31	Will preside over the following Committees		
	(a) Tender Committee / Technical Sub Committee, now called Building Committee	Vice Chancellor	
	(b) Purchase Committee	Vice Chancellor or his nominee	the present composition of the Committee may continue
	(c) Central Hindu School Board	Vice Chancellor may nominate a Chairman	
	(d) Kendriya Vidyalaya Management	Vice Chancellor	
	(e) Temple Committee		
	(f) Gita Samiti		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(g) Bharat Kala Bhavan		
	(h) Bharat Kala Bhavan Purchase Committee	Vice Chancellor or his nominee	
32	Controlling Officer for Guest Hosue	Registrar	University Guest House
33	Press and Publication	Registrar	
34	Preside over the Committee for grant to Cultural Association	Vice Chancellor	
35	Controlling Officer for Public Relations Office	Registrar	Authority for items 10 to 35 - 45 ECR dated July 15, 1978