

## **10.1. Organization, Governance and Transparency (55)**

### **10.1.1. State the Vision and Mission of the Institute (5)**

#### **Vision Statement of the Institute**

To provide education, more education, education made perfect, which is the only “panacea for our country’s ills and evils”. DEI aims to serve as an exemplary model of education, covering the entire spectrum of knowledge and wisdom, to selflessly serve mankind by evolving a race of supermen, who possess the virtues to resolve the grave global challenges and establish a more humane and enlightened society.

#### **Mission Statement of the Institute**

The mission objective of DEI is to provide value-based, comprehensive and interdisciplinary education to evolve a ‘complete person’, i.e., a well-rounded total quality person, whose hallmarks are intellectual strength, emotional maturity, truthfulness, simple living, high moral character, scientific temper, general awareness, interdisciplinary outlook and one who discharges duties and obligations and is capable of giving a fuller response to social and environmental challenges.

### **10.1.2. Availability of the Institutional Strategic Plan and its Effective Implementation and Monitoring (25)**

DEI has formulated a comprehensive and progressive two-decade strategic plan (VISION-2031), in tune with its Vision and Mission, to become a leading teaching-cum-research Institute through an exemplary system of education, after an exhaustive self-examination by all its stakeholders, including external experts from prestigious institutes in India and abroad.

DEI has been awarded the ISO 9001:2015 certification whose scope is provision for academic administration, management and administrative support services for conducting educational programmes with the award of credits and grades. Detailed quality manuals mapping processes with key performance indicators have been prepared and deployed. Certification for ISO:2100 has already been initiated.

A desirable outcome of the strategic plan is the Infusion of ICT into all aspects of Education. DEI successfully implemented this important aspect of the Strategic Plan through the following initiatives:

1. Vidyaprasar: The DEI Open Course Portal, an on-line collaborative learning, live web cast and content management system.
2. e-DEI-de (e-DEI distance education): A non-profit modular on-line mentored programme offering a variety of short 2-4 week Certificate Courses in diverse subject areas, to provide,

- (i) opportunities for working professionals and (ii) for skill-set enhancement and live training.
3. Student Centred Online Teaching-Learning System (SCOTLS): Simultaneous online interactive teaching in diverse locations, as part of B.Ed. and M.Ed. internship programmes.
  4. SWAYAM@DEI: A Postgraduate Course in Visual Arts that includes portrait and landscape studies.
  5. Digitization of all courses by Department of Management: for professional courses such as BBA and MBA.
  6. Virtual Laboratories: Establishment of 11 remote triggered labs. in Physical and Chemical Sciences, Electrical, Mechanical and Electronics and Communication Engineering.
  7. Quantum and Nano Computing Virtual Centre: A multidisciplinary centre in partnership with IIT Kanpur, IIT Delhi and IIT Madras, besides several international collaborators that include, Univ. of Waterloo, Canada and Univ. of Maryland, College Park, USA.
  8. Educational Resource Planning (EDRP) Software for Admission, Course Registration, Examination and Result Processing, Optical Mark Recognition (OMR) Evaluation, Online Quiz and Project Planning.
  9. Library Automation and e-journal services.
  10. Dayalbagh Adivasi Education (Academics, Vocation and Entrepreneurship) at Rajaborari Tribal Area in M.P.: Established basic infrastructure, communication network to provide education and socio-economic initiatives to empower the underprivileged. Virtual classes integrated with LMS accessed by school students on mobile devices such as tablets.
  11. Information-Communication-Neuro-Cognitive-) Technologies Assisted Language Lab, (I-C-N-C-) Tall: for teaching and learning and interdisciplinary research in the realms of consciousness, literature and languages.
  12. 2G to 5G and Internet of Things Laboratories to groom graduate students in emerging technologies in communication.
  13. Hole in the Wall: To spread computer literacy among village children by providing access to multimedia computers.
  14. Telemedicine: providing expert medical opinion via e-consultation integrated with medical camps at remote locations: Rajaborari Forest Area, MP and Murar in District Buxar, Bihar.
- ICT-enabled Vocational Courses and Translation to Regional Languages: The Center for Applied Rural Technology (CART) designed and developed courses in English and translated into Hindi and Tamil.

**10.1.3. Governing body, administrative setup, functions of various bodies, service rules, procedures, recruitment and promotional policies (10)**

List the governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, in a tabular form. A few sample minutes of the meetings and action-taken reports should be annexed.

The published rules including service rules, policies and procedures; year of publication shall be listed. Also state the extent of awareness among the employees/students.

DEI has a well-defined organizational structure to ensure efficient governance and management through effective decision making. The main bodies that have been constituted under its Memorandum of Association to formulate and execute policies and strategic plans based on its Vision and Mission and manage all activities of the Institute are the following:

1. *The Primary Body*
2. *The General Body*
3. *Board of Management (Governing Body)*
4. *The Holding Trustees*
5. *Planning & Monitoring Board*
6. *The Academic Council*
7. *The Faculty Boards*
8. *The Finance Committee*
9. *The Managing Council for Technical Educational Institutions*
10. *The Managing Council for General Educational Institutions*

The Institute MoA and Bye-Laws provide policy framework and direction for the functioning of the Institute. The roles and responsibilities of various bodies are also clearly defined to ensure transparency and accountability to achieve its objectives. Details are presented in *Annexure - Members of committees*

### **1. Planning & Review**

- *Institute IQAC*
- *Planning & Monitoring Board*
- *Finance Committee*
- *Building Committee*
- *AAAC*

### **2. Admission**

- *Prospectus Committee*
- *Central Admissions Committee*
- *Arbitration Committee*

### **3. Course Curriculum Development**

- *Department Board of Studies (BoS)*
- *Faculty Board of Studies*
- *Academic Council*
- *Standing Committee of Academic Council*

#### **4. Examinations**

- *Panel of Examiners*
- *Institute and Faculty Examination Committees*
- *Results Committee*
- *Grade Moderation Committee*

#### **5. Research**

- *Department Research Advisory Committee (RAC)*
- *Research Degree Committee*
- *Institute R & D Committee*

#### **6. Awards and Scholarship**

- *Distinguished Alumni Award Committee*
- *Founder's Medal Committee*

#### **7. Placement**

- *Training and Placement Cell*
- *Faculty Placement Cell*
- *Alumni Placement Assistance Cell*

#### **8. Finance**

- *University IQAC*
- *Finance Committee*
- *Executive Committee*

#### **9. Discipline**

- *Anti-Ragging Committee*
- *Faculty Discipline Committee*
- *Faculty Proctorial Committee*
- *Proctorial Board*
- *Institute Discipline Committee*

#### **10. Grievance**

- *Grievance Redressal Committee*
- *Harassment of Women at Workplace Committee*

### **11. Cultural Activities**

- *Faculty and Institute Cultural Committees*

### **12. Sports**

- *Faculty and Institute Sports Committees*

### **13. Core Course Advisory Committee**

### **14. NSS**

- *Faculty and Institute NSS Committees*
- *Scouting and Guiding Committee*

### **15. Library Committee**

- *Institute and Faculty Library Committees*

In addition, each Faculty has a number of sub-committees and groups including students and staff members for carrying out various activities to ensure efficient functioning through decentralized management. External expert members are part of all-important bodies to provide an unbiased broader perspective, transparency and experience. DEI follows all rules and regulations concerning service, career advancement, research promotion, staff welfare and grievance redressal as laid down by various statutory regulatory authorities, such as, MHRD, UGC, AICTE, CoA and NCTE. The Institute accords due recognition to the achievements of staff and students with suitable incentives.

DEI is an inclusive organization that accepts diversity and inclusion as a way of life. Students and staff represent varied cultures, traditions, beliefs, languages, and lifestyles and work in harmony. The healthy work culture, extensive involvement of its members in various activities and organizational setup ensures timely redressal of grievances if any, at an early stage itself.

It is a matter of great pride that in its 37 years of existence, the Institute has been successful in this endeavour, has a very high retention of staff members and has had no disruptions in its academic calendar. The General Body and Planning and Monitoring Board meet at least once a year, but more often as and when required, Finance Committee twice a year, Governing Body Meetings are held more than six times a year and the Academic Council, and Board of Studies at least three times a year for taking important academic decisions. A sample minutes of meetings are attached in *Annexure - Minutes of Meetings*

The dates of various Governing Body Meetings of the Institute held is given below:

2014	2015	2016	2017	2018	2019
8.3.2014	30.3.2015	5.3.2016	11.1.2017	27.1.2018	10.1.2019
3.5.2014	25.5.2015	20.5.2016	4.3.2017	19.3.2018	
23.8.2014	22.8.2015	30.7.2016	29.3.2017	20.4.2018	
1.11.2014	26.9.2015	19.9.2016	15.5.2017	31.7.2018	
27.12.2014	27.11.2015	25.10.2016	29.6.2017	10.11.2018	
			20.7.2017 (by Circ.)		
			16.9.2017		
			2.11.2017		

#### **10.1.4. Decentralization in working and grievance redressal mechanism (5)**

List the names of the faculty members who have been delegated powers for taking administrative decisions. Mention details in respect of decentralization in working. Specify the mechanism and composition of grievance redressal cell including Anti Ragging Committee & Sexual Harassment Committee.

##### **Grievance Committee**

The Grievance Committee of the Institute shall comprise the following Members with immediate effect:-

1. Dean, Faculty of Arts
2. Dean, Faculty of Commerce
3. Dean, Faculty of Education
4. Dean, Faculty of Engineering
5. Dean, Faculty of Science
6. Dean, Faculty of Social Sciences
7. Principal, DEI Technical College
8. Principal, DEI PV Girls' Intermediate College
9. Principal, REI Intermediate College
10. Prof. K. Shanti Swarup, Dean of Student Affairs--- Convener

Students and staff members of the Institute who feel aggrieved on any account may address their grievances either through the concerned Head of the Department/Dean/Principal or directly to the Convener of the Grievance Committee. The Committee will send its recommendations to the Institute (Registrar) for appropriate action.

The institution has a Grievance committee for timely redressal of the student grievances relating to infrastructural facilities, academics and all other needs. The Dean of Student

Affairs is the Nodal Officer for the Grievance Committee. At the Department level the student grievances are sorted out in an informal way by the involvement of the faculty and the student representatives. The Students committee elected every year takes part in Redressal of student issues. The Dean, Student affairs works closely with the Student Council members on such situations to guide them. The Appeals Committee in the Examination Section looks into the appeals made by the students about aspects related to examination and evaluation. Issues related to hostel accommodation and related aspects are addressed by the student elect of the hostel in coordination with the warden. Transparency and smooth functioning of the system nullifies situations of complaints. If ever they occur, they are addressed immediately. Periodical Tutor – ward meeting ensures problem solving at immediate student level.

‘SC/ST complaints’ portal in the Institution website specially caters to the grievance of reserved community. Online students’ grievance cell has been created so that students can directly send their grievances online to the Nodal Officer. There are no grievance cases registered during this assessment period.

The Grievance Committee of the Faculty is given below:-

1. Dean Engineering
2. Head Mechanical Engineering
3. Head Electrical Engineering
4. Head Civil Engineering
5. Head Footwear Technology
6. Coordinator BVoc RE
7. Coordinator B. Voc Water and Sanitation
8. Coordinator B. Voc. Digital Manufacturing
9. Coordinator B.Voc AI and Robotics
10. Coordinator B.Voc. Automobile
11. Coordinator PG Mechanical
12. Coordinator PG Electrical
13. Warden Girls Hostel I
14. Warden Girls Hostel II
15. Faculty Proctor

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#### **10.1.5. Delegation of financial powers (5)**

Institution should explicitly mention financial powers delegated to the Principal, Heads of Departments and relevant in-charges. Demonstrate the utilization of financial powers for each of the assessment years.

The institute has well established Financial Rules in accordance with GFR-2017 and are given below:

##### **(i) General**

- a. These rules cover all matters relating to the finances of the Institute including Non-University Educational Institutions, other than financial matters already covered by existing bye-laws, viz. bye-law No. 12 (Procedure for writing off of the unserviceable/obsolete articles) and No. 18 (Provident Fund).
- b. These rules should be read subject to the provisions of the Memorandum of Association and the Rules of the Institute, the directions of the Governing Body, and the administrative instructions issued by the authorities of the Institute from time to time.
- c. Unless otherwise provided, the powers delegated to the various authorities and functionaries in Appendix-I shall not be delegated further without the express authority of the Governing Body.
- d. The exercise of financial powers by the various functionaries of Faculties and Non-university educational institutions shall be subject to the budgetary allocations made under the relevant heads of expenditure and no expenditure in excess of such allocations shall be incurred without prior sanction of the Director within the limits laid down in Clause (viii)(b).
- e. All expenditure under the various grants is subject to the guidelines and other directions received from the grant-giving agencies.
- f. The powers delegated to a lower authority/functionary shall be automatically

exercisable by the higher authority/ functionary.

- g. No powers of expenditure delegated to any functionary shall be exercised by it in its own favour.

**(ii) Funds**

The funds of the Institute shall consist of:

- a. grants received from the University Grants Commission and Central and State Governments,
- b. fees from students,
- c. subscriptions and donations from individuals, trusts, societies and other bodies,
- d. income from investments,
- e. miscellaneous income and receipts, and
- f. borrowings and loans.

**(iii) Receipts**

- a. All amounts due to the Institute shall be received by the staff of the Accounts Department as authorised by the Treasurer.
- b. Cheques, Demand Drafts and Postal Orders etc., received shall be examined by the Assistant Registrar (Accounts)/ Internal Auditor, before being lodged with the bank, to see that they are in order in all respects.
- c. All amounts received shall be deposited in the bank without delay the same day or latest by the next working day.
- d. Pay-in-slips for monies, cheques, etc., to be deposited in the bank shall be prepared by the Accounts Department staff and entered on the receipt side of the Cash Book. The entry shall be attested by the Assistant Registrar (Accounts) by reference to the counterfoil returned by the bank duly stamped, and the credit in the bank account watched through the bank statement. Delay in collection of over 3 days in respect of local cheques, demand drafts etc., and over a fortnight in respect of outstation cheques, demand drafts, etc., shall be immediately enquired into.
- e. Official receipts for amounts above Rs. 1,000/- shall be signed by the Treasurer/Registrar. Receipts for amounts not exceeding Rs. 1,000/- may be signed by the Assistant Registrar (Accounts) and those for amount not exceeding Rs.100/= may be signed by the Accounts Department staff as authorised by the Treasurer.

**(iv) Payments**

- a. No payment shall be made unless-
  - (1) there is a budget provision or a grant has been received for meeting the expenditure, and
  - (2) the expenditure has been authorised by the proper authority as per

statement of Delegation of Financial Powers (Appendix I).

- b. Bills and other vouchers presented for payment shall be examined by the Assistant Registrar (Accounts)/Internal Auditor to see that these have pay order mentioning the amount in words and figures, and are otherwise in order in all respects.
- c. All payments other than those made out of imprest money shall normally be made by crossed 'account payee' cheques/bank drafts after the relative bills, vouchers have been pre-checked by the Assistant Registrar (Accounts)/ Internal Auditor. Normally all salaries shall be paid by bank transfer to the accounts of the payees.
- d. Each cheque issued shall be entered in the Cash Book on payment side and signed as per details given under clause (vi) Banking Operations.
- e. Each voucher shall be stamped "paid by cheque no. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_" and shall be passed by one of the officers signing the cheques.
- f. Each voucher shall be given a serial number with an identifying code. All vouchers shall be filed along with their receipts in chronological order.
- g. All entries on the payment side of the Cash Book shall be attested by the Assistant Registrar (Accounts) on the day of issue of the cheques and all cheques issued shall be accounted for in the Cash Book at the end of the day.
- h. The Assistant Registrar (Accounts) shall on each day of transaction verify the entries in the Cash Books and check their totals.
- i. The Treasurer shall verify the Cash Book balances as at the end of each month by reference to the Bank reconciliation statement.

**(v) Accounts Books**

- a. Proper books of accounts shall be kept with respect to:
  - (1) all sums of money received and expenditure incurred, and
  - (2) the assets and liabilities of the Institute.
- b. The books/registers to be maintained are listed in Appendix- II.
- c. All Cash Book entries and/or totals shall be posted in the Ledger under the appropriate heads at the end of each month.
- d. All credit and adjustment transactions shall be posted in the Cash Book on the day of the transactions.
- e. At the end of each month, the following statements shall be prepared by the Accounts Department staff, checked by the Assistant Registrar (Accounts) and submitted to the Treasurer:
  - (1) Statements of staff salaries and Provident Fund deductions to be sent to the bank.

- (2) Statement of staff premiums to be sent to Life Insurance Corporation.
- (3) Statement of staff 'Cumulative Time Deposits' to be sent to the Post Office.
- (4) Monthly return of TDS from staff salaries to be submitted to Income Tax Officer.
- (5) Bank reconciliation statement.
- (6) Trial Balance and a progressive statement of income and expenditure.
- f. The books of accounts shall be closed at the end of each financial year, that is 31st March.

**(vi) Banking operations**

- a. Bank accounts shall be opened under the authority of the Governing Body, which will also prescribe the procedure for the operations thereon.
- b. All bank accounts of the Institute shall be operated by the Treasurer, (or the Assistant Registrar (Accounts) for amounts not exceeding Rs. 1,000/-) jointly with the Registrar (or the Assistant Registrar (Administration) for amounts not exceeding Rs. 1,000/-) or the Director. (GBR-14 dated 1.11.2014).
- c. Signature of any one of the authorised persons shall be sufficient for the purpose of endorsement of negotiable instruments paid into the bank account of the Institute, including non-university educational institutions, for collection or discount or negotiation by the bank.

**(vii) Annual Accounts and Budget Estimates**

- a. The Treasurer will be responsible for the preparation of the Institute's annual accounts and budget estimates and for their presentation to the Governing Body after these have been considered by the Finance Committee. In the case of non-university educational institutions, the annual accounts and the budget estimates will first be considered by the respective Managing Council before submission to the Finance Committee.
- b. The following budget calendar shall be followed:
  - (1) Deans/Principals shall prepare and submit to the Treasurer by the end of August each year the revised estimates for the year and budget estimates for the following year for their respective Faculties/ Institutions in the form prescribed by the Treasurer.
  - (2) Estimates to be placed before Finance Committee by 30th September.
  - (3) Estimates to be placed before Governing body by 15th October.
  - (4) Estimates to be submitted to Government/U.G.C. by 31st October.
- c. No expenditure, other than that provided in the budget, shall be incurred by the Institute without the prior approval of the Finance Committee.

- d. The budget is not to be taken as any sanction or authority in the matter of seniority, pay and allowances or in any matter requiring separate administrative and/or financial sanction.
- e. If during a financial year any scheme not included in the budget is sanctioned by the Government or University Grants Commission, it shall be reported to the Finance Committee and Governing Body at their next meeting.
- f. The Finance Committee shall fix the limits of the total recurring and the total non-recurring expenditure for the year, based on the income and resources of the Institute including those of non-university educational institutions. No expenditure shall be incurred by the Institute in excess of the limits so fixed, without the prior approval of the Finance Committee and the Governing Body.

**(viii) Appropriation and Re-appropriation**

- a. Based on the experience of last five years, amounts should be so appropriated to the various heads in the budget that there may not normally be any need for re-appropriation (i.e. transfer of funds from one head of expenditure to another) beyond 10 percent.
- b. Re-appropriation of funds from one head to another to the extent of 10% or Rs. 10,000/- (GBR-8 dated 6.4.90) whichever is more, may be sanctioned by the Director on the recommendation of the Treasurer. Re-appropriation of funds beyond this limit shall require the approval of the Governing Body.
- c. Re-appropriation of funds for expenditure on any new item shall require the prior sanction of the Governing Body.
- d. A statement showing the original allotments under the various heads of expenditure in the budget, as modified subsequently by re-appropriations sanctioned by the competent authority, actual expenditure up to January 31 and estimates for the remaining months of the financial year, shall be submitted to the Governing Body in February/March each year.

**(ix) Audit of Accounts**

Arrangements shall be made by the Institute for the yearly audit of the accounts of the Institute including non-university educational institutions by a Chartered Accountant.

**(x) Investments**

- a. All investments shall be held in the name of the Institute and relative receipts, documents, etc. kept in the custody of the Treasurer/Assistant Registrar (Accounts).
- b. Funds not required for immediate disbursement shall be deposited in short-term deposits/saving bank accounts. Interest earned thereon shall be credited to revenue of the Institute.

**(xi) Borrowings**

- a. The Institute shall not borrow any money without the prior sanction of the Governing Body.
- b. Temporary overdrafts from the bank or transfers of funds from one account to the other for payment of salaries or making urgent payments may be authorised by the Director on the recommendation of the Treasurer. Such overdrafts and transfers shall be reported to the Governing Body at its next meeting and adjusted as early as possible .

**(xii) Custody and Accounts of Stocks/Stores**

- a. Stocks/Stores shall be kept in the custody of officials duly authorised by the Dean/Principal/Registrar in the case of C.A.O. In addition, a permanent register will be maintained at the Central Administrative Office for non-consumable items costing Rs. 1,000/- or more.
- b. Proper accounts of Stocks/Stores shall be maintained to prevent losses through theft, fraud or otherwise and to make it possible at any time to check the actual balance with the book balance.
- c. Separate accounts shall be kept for:
  - (1) consumable stores
  - (2) other assets like buildings, plant, machinery, equipment, furniture, fixtures, etc.
- d. Receipts and issues of stores shall be entered in the Stock Register without delay, both quantities and values shall be shown in the accounts, and a balance struck immediately.
- e. Stores shall not be held in excess of the requirements of a reasonable period.
- f. Stores shall be inspected atleast once a month by an official authorised by the Registrar, the Dean or the Principal, as the case may be.
- g. Physical verification of Stocks/Stores shall be made at least once in a year latest by 31 August. The verification shall be conducted by a responsible official conversant with the classification, nomenclature etc. of the particular class of stocks/stores to be verified, to be nominated by the Director, the Dean or the Principal, as the case may be. The verifying officer shall submit his report to the Director within fifteen days after completion of the verification.
- h. Losses due to theft and fraud, and damage due to neglect or any other causes shall be immediately reported by the concerned official and/or the verifying official to the Director, the Dean, or the Principal, as the case may be.
- i. The previous sanction of the competent authority shall be obtained before writing of the losses stated in (h) above.

**(xiii) Miscellaneous**

- a. Payment of salaries to staff shall not be made earlier than the last working day of the month, except on special occasions with the written permission of the Director.
- b. Members of staff handling cash/stores/other valuables shall be covered by a fidelity guarantee policy taken out by the Institute in their names.

**STATEMENT OF DELEGATION OF FINANCIAL POWERS**

Item No.	Nature of powers	Authority empowered	Extent of Delegation
<b>I. CIVIL WORKS</b>			
<b>A. Civil Works- Major (above Rs.1,00,000/-)</b>			
1.	Administrative approval of all new civil works or major additions to existing ones; setting of financial limits for all such works.	Governing Body	Full powers
2.	Sanction of excess expenditure over estimates beyond 25% (GBR-7/7.8.2010) of approved civil works or major additions to the existing ones.	-do-	-do-
3.	Technical sanction of the detailed plans and estimates of new building; unless decided otherwise by the Building Committee, the schedule of rates as prescribed by the CPWD for the time in force shall be followed in preparing the estimates for the Institute's work, and where the schedule does not make any mention of rates, the Building Committee shall fix them.	Building Committee	-do-
4.	Approval of the construction of new buildings and alterations to existing buildings and inviting and approval of tenders for the purpose.	-do-	-do-
5.	Recommending to the Governing Body for sanction of expenditure incidental to the execution of each work, subject to the allotment made for it by the Governing Body.	-do-	-do-
6.	Sanction of day to day expenditure incidental to the execution of each work.	Director	-do-
<b>B. CIVIL WORKS – MINOR (Upto Rs.1,00,000/-)</b>			
7.	Administrative, technical and financial approval of all minor works and repairs to buildings, roads, paths etc. and sanction of day-to-day expenditure.	Director	Upto Rs.1,00,000 /-
<b>C. CIVIL WORKS – MINOR</b>			

	8.	Repairs and maintenance of buildings, roads, paths etc. including sanitary and electrical works.	Dean/ Principal/ Registrar Head of Dept./ Incharge of Centre	Upto Rs.5000/-  Upto Rs.2,500/-
D.	<u>CIVIL WORKS – GENERAL</u>			
	9.	Repayment of security deposits and earnest money of contractors.	Director	Full Powers

## II. PURCHASES

Every authority delegated powers for purchasing/procurement of goods shall have the responsibility and accountability to bring efficiency, economy, transparency in matters of purchase and for fair and equitable treatment of suppliers. The person authorised to purchase goods should satisfy himself that the price is reasonable and consistent with the quality required.

### **Procedure for Purchase of Goods**

#### (i) Purchase of goods without quotation:

Purchase of goods upto the value of Rs.15,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the following format:-

“I..... am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

#### (ii) Purchase of goods by a Purchase Committee:-

Purchase of goods costing above **Rs.15,000/-** and upto **Rs.1.00 lac** only on each occasion may be made on the recommendations of the Purchase Committee/Equipment Committee which will ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Quotations should be obtained from firms which are registered with Trade Tax Department and under no circumstances from general order supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

“Certified that we ....., the members of Purchase Committee/Equipment Committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

(iii) For purchase of goods costing more than **Rs.1.00 lac** and upto**Rs.25.00 lacs** Limited Tender (direct invitation to a limited number of firms) method is to be followed.

Limited Tender Enquiry should be issued to past successful suppliers plus all other known manufacturers, sole selling agent, authorised dealers whose details should be ascertained from Trade Directories, Internet, etc. Copies of enquiry should be sent directly by speed post/registered post/courier/e-mail to firms. Tenders shall be opened in the presence of equipment/purchase committee.

(iv) For Purchase of goods costing **Rs.25.00 lacs** and above:-

Advertised Tender Enquiry should be used for procurement of goods. It may also be notified on the web site. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice. Where bids are also obtained from abroad, the minimum period should be kept as four weeks for both domestic & foreign bidders. Advertisement should be given in atleast one national daily having wide circulation.

Provided that purchase through Limited Tender Enquiry may be adopted even where the estimated value of the goods to be purchased is more than Rs.25.00 lacs in the following circumstances:-

(a) The Director certifies that the demand is urgent and the purchase not through Advertised Tender Enquiry is justified in view of urgency. The nature of urgency and reasons as to why the procurement could not be anticipated should be recorded.

(b) There are sufficient reasons, to be recorded in writing by the Director indicating that it will not be in the interest of the Institute to procure the goods through Advertised Tender Enquiry.

(c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.

#### 10. Purchase/hire of Equipment, Furniture and Fixtures:-

Equipment/ Purchase Committee	Full powers provided that in the case of a single item costing above Rs.30,000/- the prior approval of the Governing Body would be necessary.
Director	A single item costing up to Rs.20,000/- and single order not exceeding Rs.1,00,000/-
Dean/ Treasurer/ Registrar	A single item costing up to Rs.12,000/- and single order not exceeding Rs.25,000/-
Head of the Department/	A single item costing up to Rs.8,000/- and single order not exceeding Rs.15,000/-

11. Purchase of office stationery and consumable items including purchase of building materials for works they are competent to sanction under Item-I Civil Works of Appendix-I above Purchase/hire of Equipment, Furniture and Fixtures:-

	Purchase Committee	Full powers
	Director	One time order upto Rs.1,00,000/-
	Dean/ Principal/ Treasurer/ Registrar	One time order upto Rs.25,000/-
	Head of Department / Asstt. Registrar/ Incharge of Centres	One time order upto Rs.8,000/-,
<b><u>Composition of Purchase Committee</u></b>		
For Faculties, Central Library, Centres and Non-Univ. Edu. Institutions:		For Central Administrative Office:
1. Director or his nominee 2. Treasurer or his nominee 3. Dean of the concerned faculty/ Principal concerned/ Registrar in all other cases 4. Head of the Department/Chairman, Lib.Committee / I/c Centres		1. Director or his nominee 2. Treasurer or his nominee 3. Registrar
<b><u>Note:-</u></b>		
1.	In case the Director's nominee chairs the meeting on behalf of the Director, the minutes of the meeting shall be submitted to the Director for his approval before implementation.	
2.	The various offices listed above shall exercise the above powers of purchases within the allocated budget and subject to availability of grant.	
12.	Purchase of books, journals & periodicals including newspapers in the faculties/non-university educational institutions	
Departmental Library Committee consisting of concerned Dean/ Principal, concerned Head / Seniormost teacher of the Department, and Assistant University Librarian/ Faculty Librarian		Upto Rs.20,000/- per order (GBR-7/7.8.2010)
Library Committee or its Working Committee as mentioned in Bye-law No.30 (GBR-7/7.8.2010)		Full Powers
13.	Purchase of books and periodicals including news-papers at the Central Administrative Office and other Centres/Sections	
Registrar/ Treasurer/ Head of the Centre/ Section and Assistant Registrar (Academic)/ Assistant Registrar (Accounts)/ next senior most officer in the Centre/ Section		Full powers, subject to the approval of the Director.

<b>III.</b>	<b><u>SIGNING OF CONTRACTS, AGREEMENTS AND DOCUMENTS</u></b>
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14.	Execution of documents relating to contracts	Director	Full powers
15.	Execution of service agreements of staff	Registrar	Full powers
16.	Signing of documents relating to sale/transfer of securities, provided the sale/transfer has been approved by the Governing Body.	Director/ Treasurer	Full powers
	All actions taken under item 17 shall be reported to the Governing Body.		
<b>IV.</b>	<b><u>SANCTION OF IMPREST CASH &amp; TEMPORARY ADVANCES</u></b>		
18.	Sanction of limits for imprest money (within the limits prescribed by the Governing Body)	Director on the recommendation of the Treasurer	Full powers
		Treasurer, on the recommendation of the Dean/ Principal/ Registrar in the case of Central Admn. Office.	Upto Rs.1000/-
19.	Sanction of temporary advances for the Institute's work.	Director, on the recommendations of the Treasurer	Full powers.
<b>V.</b>	<b><u>MISCELLANEOUS</u></b>		
20.	Expenditure on publications and Printing	Director	Full powers
21.	Expenditure on Advertisements	Director	Full powers
22.	Expenditure on Law suits and other legal matters	Director	Full powers
		Registrar	Upto Rs.500/- per law suit.
23.	Awarding of Fellowships (Visiting	Director on the recommendations	Full powers.

	& Research Fellows)	of the Standing Committee of the Academic Council	
24.	Sanction to staff from the un-assigned grant	-do-	Full powers within the UGC guidelines.
25.	Awarding of medals, prizes and other awards etc, for academic achievements.	Governing Body on the recommendations of the Academic Council	Full powers
26.	Payment of honorarium	Director	Full powers
27.	Granting of free ships, stipends and scholarships and aid from poor aid fund to students	Director on the recommendation of the Dean/ Principal	Full powers
28.	Refund of Caution Money	Treasurer	Full powers
29.	Sumptuary expenses: Abolished vide Director's order dt. 14.11.1991.		
30.	Sanction of expenditure on Institutional Hospitality	Director	Full powers
		Treasurer/ Registrar	Upto Rs.25/- per head subject to a maximum of Rs.250/- per meeting and Rs.3000/- per year.(GBR:7/7.8.2010)
		Deans/ Principals	Upto Rs.15/- per head subject to a maximum of Rs.150/- per meeting and Rs.1500/- per year.
		Asstt. Registrar/ Heads of Depts.	Upto Rs.10/- per head subject to a maximum of Rs.100/- per meeting and Rs.600/- per year.
31.	Expenditure on maintenance of Guest House	Director	Full powers
32.	Hiring of motor vehicles, furniture, fixtures and miscellaneous items (GBR-7/7.8.2010)	Director	Full powers

33.	T.A. & D.A. Bills :-		
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(i)	Bills conforming to T.A./D.A. rules -		
	(a) At CAO	Treasurer/ Registrar	Full powers
	(b) At faculties/Non. Univ. educational institutions	Dean/ Principal	Full powers
(ii)	Bills not conforming to TA/ DA rules, like travel by a class higher than the admissible class etc.	Director, subject to report to the Governing Body	Full powers.
34.	Sports (GBR-15 dated 21.10.92) :-		
(i)	Power to sanction expenditure on sports activities for all types of items e.g. refreshments, contingencies etc.	Sports Officer	Upto Rs.200/-
(ii)	Power to sanction purchase of sports material where required for emergent use	Sports Officer	Upto Rs.500/-
(iii)	Power to sanction expenditure on sports activities for which prior administrative sanction of the Director has been obtained	Sports Officer	Upto Rs.1000/-
35.	Repair of equipment, furniture, vehicles and appliances based on approval of necessary estimates (GBR-48 dated 22.3.95)		
	Administrative and Financial Powers	Head of the Department/ Chairman, Library Committee/ Incharges, Centres (GBR-7/7.8.2010)	Upto Rs.5000/-
	-do-	Dean/ Principal/ Treasurer/ Registrar	Upto Rs.10,000/- (GBR-7/7.8.2010)
	-do-	Director	Upto Rs.20,000/- (GBR-7/7.8.2010)
	-do-	Repair Committee (constitution same as of Equipment Committee: Bye- law No.11)	Upto Rs.50,000/- (GBR-7/7.8.2010)
	-do-	Governing Body	Full powers

#### **10.1.6. Transparency and availability of correct/unambiguous information in public domain (5)**

(Information on policies, rules, processes and dissemination of this information to stakeholders is to be made available on the web site)

The institute is having a web-committee which will be scrutinizing the program/ institute specific information before uploading on to the web. Because of this mechanism, the ambiguity will be avoided. However, if somebody is in need of further clarification, the same will be addressed by the concerned department/ section. The Institute has a well-established Right to Information cell headed by the information officer Sh. H.K.Khanna. All the relevant information are available on the institute website apart from are included in the institute prospectus. However, the documents are also available at the relevant offices for the stake holders.

YES. All the information are available on Institutes website. DEI maintains complete transparency in its financial, academic, administrative and auxiliary functions by clearly defining its vision, mission, objectives and procedures and disseminating them at all levels.

Proper procedures are strictly followed according to Govt. norms. The annual academic plan, is prepared in advance, communicated and displayed by the respective bodies. The details of various activities are regularly reported to concerned bodies and committees and records and minutes of the meetings maintained meticulously.

### **Transparency in Academic Functioning**

DEI strictly adheres to the academic calendar that details the various activities in advance. Admission notifications are made through newspapers and on its website. Admission forms are processed online, with all the relevant details explained in the prospectus and also on the website.

The entire academic plan is clearly explained to all students in a compulsory orientation programme on admission, addressed by the Director, Deans and senior faculty.

The elaborate system of various committees and bodies coupled with a strong multiple-level feedback mechanism from all stakeholders, also ensures the dynamism required to keep pace with the changing educational environment.

The credits of each programme and outcomes are clearly specified.

The internal assessment, comprising various components, ensures that students receive their evaluated answer sheets and monitor their progress, performance and fairness in the evaluation. There is provision for re-evaluation, remedial examinations and grievance redressal system.

The fee is minimal, online and withdrawal and refund as per UGC norms.

DEI allows all applicants to appear for the admission process and selects candidates strictly on merit. It deals directly with students and even helps with filling up forms through help-desks.

### **Transparency in Administrative Functioning**

Recruitments and Staff Promotions are also undertaken with utmost transparency. All posts are advertised online and list of candidates screened and called for interview are displayed on the DEI website. Employees can readily discuss and access their records in the various sections of the central administrative office. RTI applications are received and processed promptly. Notices are promptly shared on emails, salary statements sent electronically. Govt. regulations and amendments are promptly placed before the concerned bodies, circulated, displayed on DEI website. Major issues are decided through consensus, for instance, the Institution of Eminence, Vision-2031 strategic Plan and white papers were finalized through involvement and feedback of all stakeholders.

### **Transparency in Financial Functioning**

DEI strictly follows all the rules and regulations of the Government of India. It has adopted General Financial rules, 2017. All expenditure proposals undergo strict financial scrutiny at various levels including Finance Committee and Governing Body. All its purchases are made in a transparent manner strictly as per GFR. Its fee collections and staff and vendor payments are through online mode. Its Annual Budget and Annual Accounts are prepared as per MHRD norms and are placed before the Finance Committee and Governing Body. Propriety is ensured at all levels with regular audits by internal auditor, Chartered Accountant, State Government (Through Local Fund Audit) and Central Govt. (through CAG via AG, U.P.). No draft para has ever been issued against the Institute.

### **10.2. Budget Allocation, Utilization, and Public Accounting at Institute level (15)**

Summary of current financial year's budget and actual expenditure incurred (for the institution exclusively) in the three previous financial years.

#### **Total Income at Institute level: For CFY, CFYm1, CFYm2 & CFYm3**

##### **For 2018-19(Rs. In Lakhs)**

Total Income in 2018-19				Actual expenditure in 2018-19 till 31.12.2018			Total No. of students in 2018-19 =7665
Fee	Govt.	Grant(s)	Other Sources (specify)	Recurring including Salaries	Non-recurring	Special Projects/Any other, specify	Expenditure per student
240	461.70	6864.51	428.37	6063.95	157.04	238.59	0.79 (till now)

##### **For 2017-18(Rs. In Lakhs)**

Total Income in 2017-18	Actual expenditure in 2017-18	Total No. of students in 2017-18 6641
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Fee	Govt.	Grant(s)	Other Sources (specify)	Recurring including Salaries	Non-recurring	Special Projects/Any other, specify	Expenditure per student
495.80	226.50	6689.42	1201.01	6895.27	462.73	429.71	0.95

**For 2016-17 (Rs. In Lakhs)**

Total Income in 2016-17				Actual expenditure in 2016-17			Total No. of students in 2016-17 5822
Fee	Govt.	Grant(s)	Other Sources (specify)	Recurring including Salaries	Non-recurring	Special Projects/Any other, specify	Expenditure per student
<b>374.92</b>	354.01	5215.09	918.35	5595.49	692.90	254.37	0.91

**For 2015-16 (Rs. In Lakhs)**

Total Income in 2015-16				Actual expenditure in 2015-16			Total No. of students In2015-16: 4699
Fee	Govt.	Grant(s)	Other Sources (specify)	Recurring including Salaries	Non-recurring	Special Projects/Any other, specify	Expenditure per student
350.72	19.77	4716.17	699.64	4987.64	562.20	354.29	0.97

**Table B.10.a**

Items	Budgeted in 2018-19	Actual expenses in 2018-19(till 31.12.18)	Budgeted in 2017-18	Actual Expenses in2017-18	Budgeted in 2016-17	Actual Expenses in2016-17	Budgeted in 2015-16	Actual Expenses in 2015-16
Infrastructure	65.00	60.86	-	-	-	-	250.00	242.66

Built-Up								
Library	45.00	42.55	5.00	3.87	50.00	46.65	15.00	15.05
Laboratory equipment	65.00	61.03	120.00	113.30	120.00	118.84	135.00	134.30
Laboratory consumables	5.00	2.55	150.00	147.13	160.00	151.24	75.00	74.09
Teaching and non-teaching staff salary	5500.00	5359.24	5800.00	5785.10	4665.00	4660.95	4400.00	4301.40
Maintenance and spares	150.00	134.44	190.00	181.14	250.00	244.53	190.00	187.00
R&D	R & D Grants are received for various Govt. Funding is reported separately							
Training and Travel	19.00	16.49	75.00	70.05	70.00	67.17	30.00	26.84
Miscellaneous expenses *	-	-	-	-	-	-	-	-
Others, specify	575.00	574.15	1100.00	1057.41	1000.00	999.01	575.00	568.41
Total	6424.00	6251.31	7440.00	7358.00	6315.00	6288.39	5670.00	5549.81

**Table B.10.2b (Rs. In Lakhs)**