

**THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
MUMBAI**

RULES AND REGULATIONS

1. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:

- (a) **"The Institute"** means the International Institute for Population Sciences, Mumbai;
- (b) **"The General Council"** means the General Council of the Institute, established under these Rules and Regulations;
- (c) **"President"** means the President of the General Council of the Institute;
- (d) **"Vice-President"** means the Vice-President of the General Council of the Institute;
- (e) **"The Executive Council"** means the Executive Council of the Institute, appointed under these Rules and Regulations, to manage the day to day affairs of the Institute;
- (f) **"Chairman"** means the Chairman of the Executive Council of the Institute;
- (g) **"Director and Senior Professor"** means the Director of the Institute;
- (h) **"Registrar"** means the Registrar of the Institute;
- (i) **"Government"** means the Central Government;
- (j) **"Year"** means the year ending on 31st March; and
- (k) **"Member"** means a Member of the General Council, Executive Council, Academic Council, Standing Finance Committee and Standing Recruitment Committee.

2. GENERAL COUNCIL

The composition of the General Council shall be as follows:

- (a) President - Minister for Health and Family Welfare/(MOS), Government of India.
- (b) Vice-President - Secretary (Family Welfare), Ministry of Health and Family Welfare, Government of India.

- (c) An officer equivalent to Joint Secretary (In-charge of IIPS), Ministry of Health and Family Welfare, Government of India,....Member¹.
- (d) Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India,....Member.
- (e) Director of the International Institute for Population Sciences, Mumbai, Member.
- (f) One nominee of the Ministry of Education, Member.
- (g) One representative of Sir Ratan Tata Trust, Mumbai, Member.
- (h) Vice-Chancellor of the Bombay University, Member.
- (i) Vice-Chancellor of the S.N.D.T. University, Member.
- (j) Director of Tata Institute of Social Sciences, Mumbai, Member.
- (k) The Director General of Health Services, New Delhi, Member.
- (l) The Director General of Central Statistical Organization, New Delhi, Member.
- (m) The Registrar-General and Census Commissioner of India, New Delhi, Member.
- (n) The Director General, Indian Council of Medical Research, New Delhi, Member.
- (o) Not more than three members to be nominated by the president of the Council eminent in the various fields of study in the Institute but not employees of the IIPS, of whom one shall be the Director of National Institute of Health and Family Welfare, New Delhi.
- (p) A nominee of the State Government of Maharashtra, Member.
- (q) One representative each of Professors, Associate Professors and Assistant Professors to be nominated by the President by rotation in order of seniority for a period of one year as Member.

¹ Changes incorporated as per MoHFW Letter No.A.45011/10/98-C&G dtd.27.09.2000.

(r) Registrar of IIPS - Non-Member Secretary. ^{II}

1. The President may invite for (any meeting of the Council) representatives of other organizations or institutions which may be concerned with the work programme of the Institute and individuals with a special knowledge of or interest in the work programme of the Institute.
2. The tenure of the Members, who are not ex-officio Members, shall be at the discretion of the respective nominating authority. The nominating authority may, at any time, cancel the nomination of any person appointed by it at any time even though he may have been appointed for a fixed period and appoint another person in his place.

3. POWERS AND FUNCTIONS OF THE GENERAL COUNCIL

1. The General Council shall be the supreme policy making, governing and appellate body of the Institute.
2. Subject to the provisions of the Societies Registration Act 1860 and subject to the prior approval of the Government of India, the General Council may alter, extend or abridge any purpose or purposes for which the Institute is established.
3. Subject to the approval of the Government of India, the General Council may make or alter the Rules and Regulations of the Institute at any time by a resolution passed by a majority of not less than three-fifths of members present and voting at any meeting of the General Council which shall have been convened for the purpose after giving due notice of such resolution to the members of the General Council.
4. Appointment to the post of "Director and Senior Professor" and Professor shall be made by the General Council, subject to the prior approval of the Government of India^{III}.

4. MEETING OF THE GENERAL COUNCIL

^{II} Deletion of Rule 2(r) and amend Rule 2(s) to read as Rule 2(r) duly carried out as approved by the General Council at its 31st meeting held on Aug 5, 1999 and also as per approval contained in the MoHFW letter No.45012/10/98-C&G dtd 27.9.2000.

^{III} Amended as approved by the Executive Council at its 77th meeting held on 21.6.1999

1. The Annual General Meeting of the General Council shall be held as soon as feasible but not later than nine months, after the expiry of every year, to consider the annual report and accounts of the Institute, to appoint auditors and to consider and approve programme of work generally for the ensuing year.
2. At every Annual General Meeting, the Executive Council shall place before the members the annual report of the Institute and accounts of the Institute relating to the preceding year and the General Council may adopt the report and the accounts with such modifications and recommendations as it may deem fit. Copies of the annual report and accounts of the Institute, adopted by the General Council, shall be supplied to the members and to the Government of India.
3. The President may convene Special Meeting of the General Council whenever he thinks it necessary to do so, in addition to the Annual General Meeting.
4. **QUORUM:** Eight members of the General Council shall constitute the quorum at any meeting of the General Council.

If at any meeting of the General Council, there is no quorum, the meeting shall stand adjourned to a date to be fixed by the President or Vice-President as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

5. EXECUTIVE COUNCIL

The composition of the Executive Council shall be as follows:

- (a) Chairman - Secretary (Family Welfare), Ministry of Health and Family Welfare, Government of India.
- (b) Additional Director General, (Stats) Ministry of Health and Family Welfare, Government of India – Member^{IV}
- (c) An officer equivalent to Joint Secretary (In-Charge of IIPS), Ministry of Health and Family Welfare, Government of India...Member.

^{IV} Amendments made as approved by the General Council at its 38th meeting held on August 20, 2007 and vide Ministry's approval contained in letter No.A.45012/10/2008-Stats.II dtd. May 16, 2008.

- (d) Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India...Member.
- (e) Director of the International Institute for Population Sciences, Mumbai...Member.
- (f) Director of the Tata Institute of Social Sciences, Mumbai...Member.
- (g) Vice-Chancellor of S.N.D.T. Women's University, Mumbai...Member.
- (h) Two out of three nominees of the 'President' included under category (p) of the composition of the General Council, to be nominated by the President...Member.
- (i) One nominee of Sir Dorabji Tata Trust...Member.
- (j) One representative each of Professors and Associate Professors to be nominated by the Chairman by rotation in order of seniority for a period of one year...Member.
- (k) Registrar of IIPS - Non-Member Secretary.

The President shall nominate the Chairman of the Executive Council.

6. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL.

1. Subject to the general control and direction of the General Council and subject to such limitations as the Government of India may impose from time to time, the Executive Council shall have full power and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of the Institute including powers in respect of the following matters:
 - (a) Broad policy to carry out the purpose of the Institute;
 - (b) The review and sanction of budget estimates;
 - (c) Sanctioning of expenditure, as defined in financial bye-laws;
 - (d) Investments of the funds at the Institute, and

- (e) Management of the Institutions and properties of the Institute and expending moneys required for that purpose.
2. The Executive Council may, by resolution, appoint one or more committees or sub-committees for such purpose as may be specified by it and delegate any powers to such Committee or Sub-Committee.
 3. All appointments to the posts carrying an initial pay of Rs.2.200/- p.m. (pre-revised) or more, but not exceeding a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs.6,700/- per mensem (pre-revised) or more, shall be made by the Executive Council. Appointment to the posts having a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs.6,700/- (pre-revised) per mensem or more other than the post of "Director & Sr. Professor" shall be made by the Executive Council, subject to the prior approval of the Government of India^V.

The Executive Council will also constitute the Standing Recruitment Committee for recruitment to different categories of posts.

4. The Executive Council of the Institute may, by resolution, delegate to the Chairman such of its powers as it may deem fit for the conduct of business.
5. Subject to the approval of the Government of India, the Executive Council may frame, alter or repeal bye-laws for the proper conduct of business of the Institute for which no specific provision has been made in these rules. Such bye-laws shall be passed by the Executive Council by a majority of not less than 3/5th of the members present.

7. MEETING OF THE EXECUTIVE COUNCIL

1. The Executive Council of the Institute shall meet as often as necessary, but atleast thrice in a year.

^V Amendments made as approved by the General Council at its 31st meeting held on August 5, 1999 and vide Ministry's approval contained in letter No.A.45012/1/99-C&G dtd April 5, 2000.

2. The meeting of the Executive Council may be convened by the Chairman or by any other member of that Council who may be authorized in this behalf by the Chairman.
3. **QUORUM:** Four members of the Executive Council shall constitute the quorum at any meeting of the Executive Council.

If at any meeting of the Executive Council there is no quorum, the meeting shall stand adjourned to a date to be fixed by the Chairman as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

8. THE ACADEMIC COUNCIL

The Academic Council shall be the academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and Rules and Regulations, have the control over, and be responsible for, the maintenance of standards of education, research and examination within the Institute, and shall exercise such other powers and perform such other duties as may be assigned to it from time to time by the Executive Council. The Academic Council may constitute a separate Board of Studies and a separate Board of Research or a combined one, as found necessary. It shall advise the Executive Council on all academic matters including the award of degrees, diplomas and certificates. The composition of the Academic Council and its powers shall be as follows:

Composition:

The Academic Council shall be as follows:

- (i) The Director, who shall be the Chairman of the Academic Council;
- (ii) Additional Director General (Stats), Ministry of Health and Family Welfare, Government of India – Member^{VI}
- (iii) Director, Family Welfare Training and Research Centre (F.W.T.R.C,) – Member^{VI}
- (iv) All Professors of the Institute and 'Heads' of departments;.....Members.

^{VI} Amendments made as approved by the General Council at its 38th meeting held on August 20, 2007 and vide Ministry's approval contained in letter No.A.45012/10/2008-Stats.II dtd. May 16, 2008.

- (v) Four professional experts from outside the Institute in the related fields for a period of two years to be appointed by the Executive Council;.....Members
- (iv) A representative of the Ministry of Health and Family Welfare;.....Member
- (v) Two Associate Professors and one Assistant Professor to be appointed by the Director, for term of one year only as Members;
- (vi) A representative of University Grants Commission;.....Member

One of the Professors to be nominated by the Director will serve as the Member-Secretary of the Council on rotation for a term of two years.

9. POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council shall have the following powers and functions:

- (a) To report on any matter referred to or delegated to it by the Executive Council;
- (b) To make recommendations to the Executive Council with regard to the creation, classification and the abolition of academic posts in the institute, as also their emoluments and duties;
- (c) To recommend to the Executive Council the formulation, modification, or revision of schemes for the organization of studies in the various Divisions and Departments on the advice of the appropriate Boards of Studies/Research and to assign to such Divisions and Departments their respective subjects;
- (d) To promote research within the Institute and to prepare, from time to time, reports on such research;
- (e) To consider various research and teaching proposals referred to it from time to time and recommend them for funding;
- (f) To recognize diplomas and degrees of other institutions and to determine their corresponding value in relation to the certificates, diplomas and degrees of the Institute;
- (g) To appoint a Committee or Committees for admission of students to the Institute;

- (h) To recommend to the Executive Council the institution of fellowships, scholarships, medals, prizes etc;
- (i) To fix, subject to any conditions accepted by the Executive Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes and to award the same;
- (j) To appoint examiners and, if necessary, to remove them and to make recommendations to the Executive Council regarding the fees, travelling expenses and other emoluments payable to them;
- (k) To arrange for the examination of students;
- (l) To consider the examination results and to make recommendations regarding the award to certificates, degrees and diplomas, in which matters its decision will be final;
- (m) To arrange for the notification of lists of prescribed and/or recommended books and to publish syllabi of the prescribed courses of study;
- (n) To perform, in relation to academic matters, all such duties as may be necessary for the proper conduct of the Institute.

Provided that in respect of (b), (h), (i) and (j) above, the Academic Council's proposals shall be examined by the Standing Finance Committee and put up with the latter's recommendation to the Executive Council.

10. MEETINGS OF THE ACADEMIC COUNCIL

1. The Academic Council shall meet atleast two times in a year. Six members will constitute the quorum for the meeting.
2. The meeting of the Academic Council may be convened by the Director or by any other member who may be authorised by him in this behalf.

11. STANDING FINANCE COMMITTEE

The composition of the Standing Finance Committee shall be as follows:

- (a) Chairman – Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India.

- (b) An officer equivalent to Joint Secretary concerned in the Ministry of Health and Family Welfare, Government of India, Member.
- (c) Director, International Institute for Population Sciences, Mumbai...Member.
- (d) One Professor and One Associate Professor to be nominated by the Chairman by rotation in order of seniority for a period of one year, Member.
- (e) Registrar of IIPS- Non-Member Secretary.
The president shall nominate the Chairman of the Standing Finance Committee.

12. POWERS AND FUNCTIONS OF THE STANDING FINANCE COMMITTEE

1. The powers and functions of the Standing Finance Committee shall be as follows:
 - (a) To consider and recommend for approval to the Executive Council the annual budget estimates of the Institute;
 - (b) To consider and recommend for approval the annual audited accounts of the Institute;
 - (c) To consider and recommend for approval new financial proposals which may arise during the course of the year and which may not have already been provided for in the budget;
 - (d) To approve the reappropriations between previously approved major heads;
 - (e) To consider and recommend for approval proposals for creations of new posts;
 - (f) Any other matter that may, from time to time, be assigned to the Standing Finance Committee by the Executive Council.
2. Quorum: Three members of Standing Finance Committee shall constitute the quorum of any meeting of the Standing Finance Committee.

13. MEETING OF THE STANDING FINANCE COMMITTEE

1. The Standing Finance Committee shall meet as often as necessary; but at least twice a year.
2. The meeting of the Standing Finance Committee may be convened by the Chairman of the Committee or by any other member of the Committee who may be authorized in his behalf by the Chairman.

14. NOTIFICATION OF MEETINGS

1. A written notice shall be sent to every member of the General or Executive Council or Standing Finance Committee or Academic Council either personally or through post, at the address mentioned in the role of members.
2. Any notice so sent by post shall be deemed to have been duly served and in proving such services it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.

15. The General Council or the Executive Council or Standing Finance Committee or Academic Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or co-option of any member and no act of the General Council or the Executive Council or Standing Finance Committee or Academic Council shall be invalidated by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or co-option of any member.

16. In case of difference of opinion among the members of the General Council or of the Executive Council or Standing Finance Committee or Academic Council at any meeting, the opinion of the majority shall prevail. Each member of the General Council including the President, or of the Executive Council including the Chairman or of the Standing Finance Committee including Chairman or of the Academic Council including the Chairman shall have one vote and if there be equality of votes or any question, the presiding officer, as the case may be, shall, in addition, have a casting or second vote.

17. RESOLUTION BY CIRCULATION

Subject as hereinafter provided any business which it may be necessary for the Executive Council or Standing Finance Committee or Academic Council to perform may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Executive Council or Standing Finance Committee or Academic Council shall be as valid and effectual as if it had been passed at a meeting of the Executive Council duly convened and held.

Save for any reason if the General Council has not met within the stipulated time of nine months from the expiry of the year to approve the Annual Report and Accounts that are to be placed in both Houses of Parliament, the same could be approved by a resolution by circulation amongst the members of the General Council subject to its approval by majority of members. The provision of resolution by circulation shall not be exercisable in the next year if the General Council meeting for previous year is not held. ^{VII}

18. ALLOWANCES TO THE MEMBERS

1. Member of the General and Executive Council and Standing Finance Committee and Academic Council and the committees or sub-committees formed by them, if they are not officers of the Central or State Government may receive travelling and daily allowances for attending meetings at rates comparable to Grade I Officer of the Central Government. A Member of Parliament shall, however, be paid only compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959, until he ceases to be a Member of Parliament.
2. The President may, for special reasons, sanction journey by air not otherwise admissible to members of the General and Executive Council and Standing Finance Committee and the Academic Council and Sub-Committees. In such cases T.A. shall be paid at the rates admissible to Grade I Officers of the Central Government for such journeys.

^{VII} Additional provision made as approved by the General Council at its 36th Meeting held on January 9, 2005 and also vide MoHFW approval contained in their letter No.A.45012/18/2005-Admn-II dtd 6.12.2005.

19. SPECIAL CLAUSES

1. Any amendment to the Rules and Regulations and Bye-laws of the Institute would require the prior approval of the Central Government in the Ministry of Health and Family Welfare.
2. The President shall have powers to inquire into the affairs of the Institute.
3. The Central Government in the Ministry of Health and Family Welfare would have the power to change the existing rules, regulations and bye-laws of the Institute within the period of one year of the Institute becoming a Deemed University.

20. FUNDS OF THE INSTITUTE, ACCOUNTS AND AUDIT

1. The funds of the Institute shall consist of the following:
 - (a) Grants made by or through the Central or any State Government;
 - (b) Grants made by the University Grants Commission;
 - (c) Donations and contributions from other sources; and
 - (d) Other income and receipts of the Institute.
2. The Bankers of the Institute shall be the State Bank of India and / or any other nationalized bank. All funds received shall be paid into the Institute's Account with the State Bank of India and / or any other nationalized bank and shall not be withdrawn except on a cheque signed by the Accounts Officer and counter-signed either by the Registrar or Director or any other authority authorized by the Director in this behalf, or as per provisions in the bye-laws.
3. The Institute shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Government in consultation with the Comptroller and auditor General of India.
4. The Accounts of the Institute shall be audited annually by the Auditor appointed by the Government and any expenditure incurred in connection with the accounts of the Institute shall be payable by the Institute. The Auditor of the Institute shall have the right to demand the production of books, accounts, vouchers and

other documents and papers and to inspect the offices of the Institute as may be required or necessary for the purpose of audit.

5. The results of audit shall be communicated by the Auditor to the Executive Council of the Institute who shall submit a copy of the Audit Report along with its observations to the Ministry of Health and Family Welfare, Government of India/University Grants Commission and to the Institute. The Auditor shall also forward a copy of the report direct to the Ministry of Health and Family Welfare, Government of India/University Grants Commission.

21. GENERAL

1. All contracts, deeds and other instruments shall be executed on behalf of the Institute or members of the Executive Council by the Director as per the provisions in the Bye-laws, or by any other member of the Executive Council if so authorized by a resolution passed in that behalf.
2. For the purpose of the Section 6 of the Societies Registration Act, 1860 (as applicable to the State of Maharashtra), the Registrar of the Institute shall be considered its Principal Secretary and the Institute may sue or be sued in the name of the Registrar.
3. When a person has been nominated a member of the General or Executive Council or Standing Finance Committee or Academic Council by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
4. A member of the General Council or Executive Council or Standing Finance Committee or Academic Council shall cease to be a member if he resigns, becomes of unsound mind and /or is adjudged insolvent or is convicted of a criminal offence involving moral turpitude.
5. Any vacancy in the General Council or Executive Council or Standing Finance Committee or Academic Council may be filled up by appointment by the Authority concerned and the term and office of a member so appointed shall continue only for the remainder of the term of the member in whose place he has been appointed.

22. INCOME AND PROPERTY

The income and property of the Institute, however derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association subject, nevertheless, to such conditions or restrictions as the Government of India or any State Government or University Grants Commission, may impose in respect of expenditure of grants made by them to the Institute. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever, by way of profit, to the persons who, at any time, are or have been member of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling allowance, halting allowance or any other similar charges.

23. WINDING UP

1. The Institute may be dissolved in accordance with the provisions of Sections 13 and 14 of the Societies Registration Act (XXI of 1860) after obtaining the previous consent of the Government of India in that behalf. If, on the winding up or dissolution of the Institute, there shall remain, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Institute or any of them.
2. But it shall be lawful for the members to determine by majority of the votes of the members present at the time of dissolution of the Institute that such property shall be given to the Government of India to be utilized for any of the purposes referred to in Section 1 of the Societies Registration Act (XXI of 1860).

CERTIFIED to be true and correct copy of the rules and Regulations of the International Institute for Population Sciences, Mumbai.

- 1.
- 2.
- 3.

Place:

CHANNEL OF SUBMISSION OF FILES FOR VARIOUS DEPARTMENTS AT IIPS

		Channel of Submission (when there is no financial implication)	Channel of Submission (when there is financial implication)
1.	Establishment Section	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Section Officer ✧ Assistant Registrar ✧ Registrar ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Section Officer ✧ Assistant Registrar ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
2.	Accounts Section	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Accountant ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor 	
3.	Estate Management Section	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Registrar ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
4.	Stores Section	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Registrar ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Lower Division Clerk ✧ Upper Division Clerk ✧ Assistant ✧ Office Superintendent ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
5.	Hindi Cell	<ul style="list-style-type: none"> ✧ Hindi Officer ✧ Chairman, Committee for Official Language ✧ Registrar ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Hindi Officer ✧ Chairman, Committee for Official Language ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
6.	Hostel	<ul style="list-style-type: none"> ✧ Upper Division Clerk ✧ Assistant ✧ Hostel Manager ✧ Hostel Warden ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Upper Division Clerk ✧ Assistant ✧ Hostel Manager ✧ Hostel Warden ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
7.	ICT Unit	<ul style="list-style-type: none"> ✧ System Manager ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ System Manager ✧ Assistant finance Officer ✧ Registrar ✧ Director & Sr. Professor

		Channel of Submission (when there is no financial implication)	Channel of Submission (when there is financial implication)
8.	Academic Section	<ul style="list-style-type: none"> ✧ Assistant ✧ Office Superintendent ✧ Assistant Registrar ✧ Course Co-ordinators ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Assistant ✧ Office Superintendent ✧ Assistant Registrar ✧ Course Co-ordinators ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
9.	Project Support Cell	<ul style="list-style-type: none"> ✧ Assistant ✧ Office Superintendent ✧ Assistant Registrar ✧ Course Co-ordinators ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Office Assistant of respective projects ✧ Accountant of respective project ✧ Project Co-ordinator ✧ Assistant Finance Officer ✧ Assistant Registrar (Admn.) ✧ Registrar ✧ Director & Sr. Professor
10.	Publication Cell	<ul style="list-style-type: none"> ✧ Co-ordinator ✧ Registrar ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Co-ordinator ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
11.	Library	<ul style="list-style-type: none"> ✧ Library & Information Officer ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Library & Information Officer ✧ Assistant Finance Officer ✧ Registrar ✧ Director & Sr. Professor
12.	Faculty	<ul style="list-style-type: none"> ✧ Faculty ✧ Director & Sr. Professor 	<ul style="list-style-type: none"> ✧ Respective Faculty ✧ Respective Faculty ✧ Assistant Finance Officer Registrar ✧ Director & Sr. Professor