



IMS Engineering College, Ghaziabad

(Affiliated to Dr.A.P.J.Abdul Kalam Technical University, Lucknow, Uttar Pradesh & Approved by AICTE, New Delhi)

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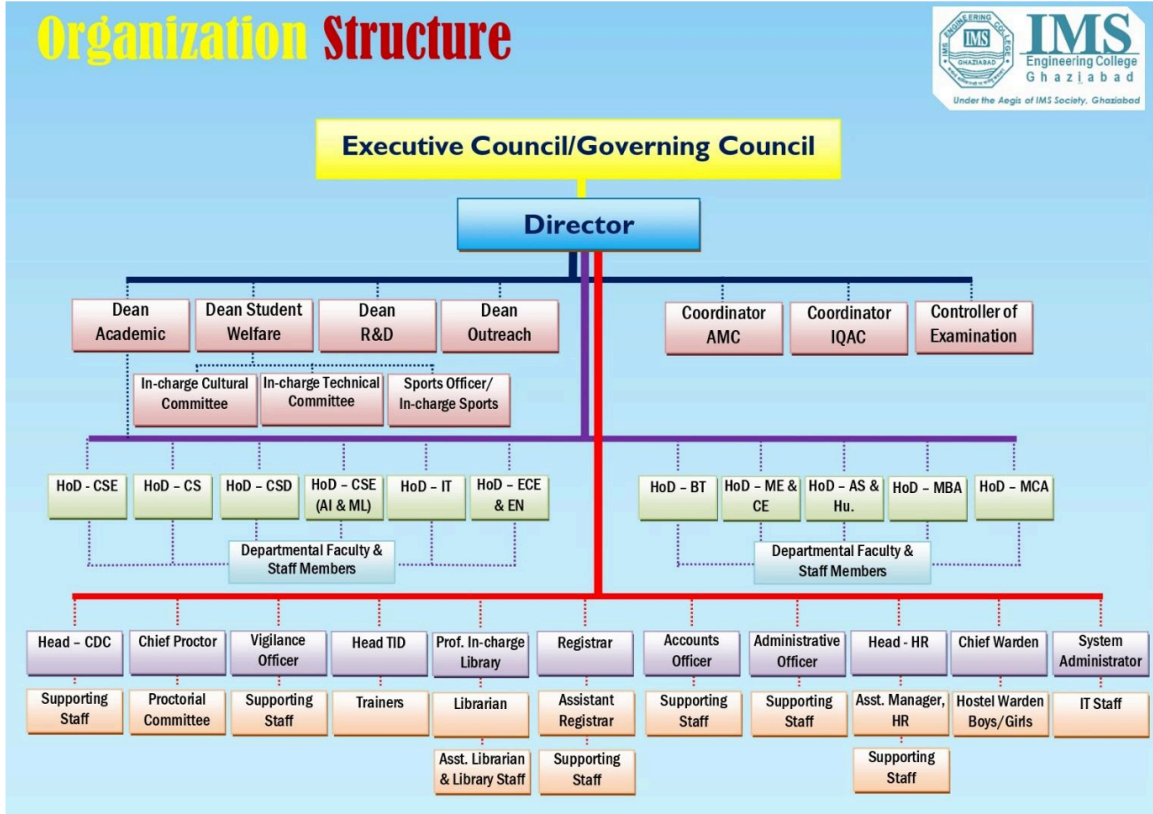
SUPPORTING DOCUMENTS

AQAR: 2023-24

6.1.2	The effective leadership is visible in various institutional practices such as decentralization and participative management.
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Attachment: Organization Structure

Supporting Documents (6.1.2)



The table below shows the financial authority with its decentralization in working.

Table: Delegation of Financial Power

S.N	Delegated power	Recommending Authority	Approving Authority
1.	Academic Calendar Finalization	All HoDs	Director
2.	Leave (For Faculty & Staff)		
	a) Sick/medical leave	HoD	HoD
	c) Casual Leave	HoD	HoD
	d) Leave \geq 3 days	HoD	Director
	e) Official Duty Leave	HoD	Director
3.	Capital Equipment Sanction/ Departmental Budget	HoD	Director
4.	Repair and Maintenance (Lab)	HoD	Director
5.	Stationary (Photocopy material)	Faculty	HoD
6.	Consumable/store item issue	Faculty	HoD
7.	Petty Expenses for department	Faculty	HoD
8.	Printing Work (External)	Faculty	HoD
9.	Industrial visit/ bus hiring	Faculty	HoD/ Transport Incharge
10.	TA & DA (Faculty/Staff)	Faculty	HoD
11.	Students Fee Installment Payment	Faculty Coordinator	HoD
12.	Hostel Fee installment Payment	DSW	DSW