

- **The powers and duties of its officers and employees**
 - **Director**
 - It shall be the duty of the Director to carry on the work of the Institute under the control of the Council in accordance with the Rules and Bye-laws for the administration and management of the Institute. In case of an emergency, he/she may take such action as may be necessary and report it to the Council
 - **Direction and control of the staff**
 - members of the staff of the Institute shall be under the general control of the Director, who may issue Standing Orders on various subjects including recruitment, from time to time
 - **Sanction of expenditure**
 - All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make reappropriations subject to the following conditions:-
 - Reappropriation to augment the provision under the head “Salaries, Allowances and Provident Fund Contributions” shall require the prior consent of the Council.
 - No reappropriations shall be made from the head of Capital Expenditure to the head of Revenue Expenditure.
 - Reappropriations within the heads of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.
 - **Supervision of work:**
 - The Director shall exercise general supervision over the programme of work and the research projects of the Institute
 - **Co-ordination of work:**
 - The Director may call for the general plan of work of each School, referred to in Bye-law VI, at the beginning of each year and at any other

time he may consider necessary, and co-ordinate the work of the various Schools in the Institute

- **Annual report:**
 - The Director shall submit the Annual Report of the Institute to the Council by the end of June each year.
- **Duties of Deputy Director:**
 - A Deputy Director shall discharge such duties and functions of the Director as may be assigned to him by the Director
- **Duties of Professors and Readers**
 - **Supervision**
 - Professors and Readers shall supervise and direct the work in their respective subjects under the general direction of the Director.
 - **Periodical reports:**
 - Every Professor or Reader shall submit periodical reports on his work. There shall not be less than one such report in the course of academic year.
 - **Seminars, lectures**
 - Every Professor or Reader shall hold or take part in seminars besides giving lectures, and guide research workers attached to him.
 - **Research Program**
 - Every Professor or Reader shall submit to the Director, from time to time, or when called upon to do so, his research programme and that of the members of the staff and students working with him.
 - **Sanction for work**
 - All new schemes of research to be conducted at the Institute, which may involve any expenditure, shall be submitted to the Director for sanction.
- **Duties of Librarian**
 - **Responsible for the custody of the library:**

- The Librarian shall be responsible for the custody of books, manuscripts, periodicals etc., belonging to the Library, and shall maintain a complete register and index.
- **Library rules**
 - The Rules for the management of the Library shall be framed from time to time, as may be found necessary, by a Library Committee appointed by the Director to be responsible for the proper functioning of the Library.
- **Annual Reports**
 - The Librarian shall prepare, by the end of March every year, a report on the working of the Library for submission to the Director by the Committee.
- **Correspondence**
 - The Librarian shall be responsible for purchasing books approved by the Library Committee, copies of the correspondence being sent to the Registrar for information.
- **Stock taking:**
 - The Librarian shall take stock every year of all the books in the Library. The Library Committee may assign personnel to check the report.
- **Duties of the Registrar**
 - **Secretarial work:**
 - The Registrar shall act as Secretary to the Council.
 - **Work under the general control of the director:**
 - In all matters concerning the Institute he/she shall act under the general control and orders of the Director.
 - **Correspondence**
 - The Registrar shall be in charge of correspondence relating to the Institute, subject to the instructions of the Director.
 - **Office management:**

- The Registrar will be in charge of the administrative staff and the general maintenance staff of the Institute. He/She shall act in with the Financial Adviser to the Director, in all matters pertaining to the administrative staff performing accounts-related functions.
- **Maintenance of the premises:**
 - The Registrar will look after the maintenance and upkeep of the premises and the property of the Institute.
- **Annual budget estimates:**
 - The Registrar and the Financial Adviser to Director shall prepare, in consultation with the Director, the Annual Budget of the Institute for submission to the Council.