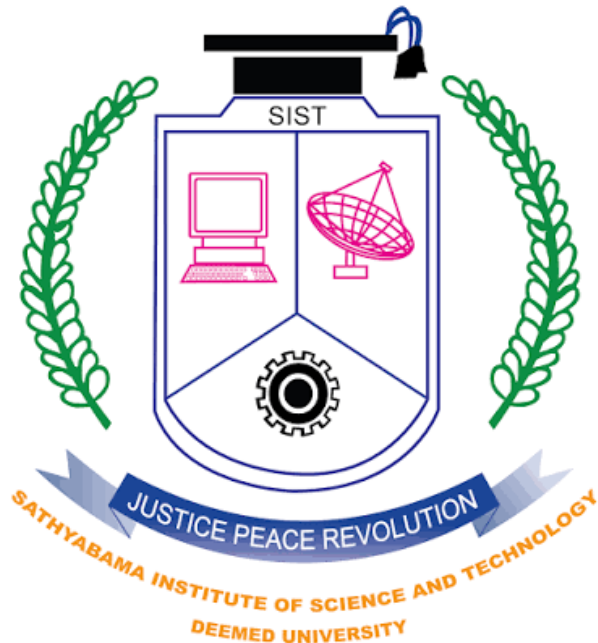


ORGANIZATIONAL STRUCTURE & DELEGATION OF POWERS POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/G&FE/2025-2026/01



**Sathyabama Institute of Science and Technology
(Deemed to be University)**

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

TABLE OF CONTENTS

Sl. No.	Section	Page No.
1	Preamble	4
2	Objectives	4
3	Scope	5
4	Organizational Structure	5
4.1	Apex Leadership	6
4.2	Executive Leadership	7
4.3	Administrative Leadership	7
5	Functional Leadership	10
5.1	Directors	10
5.2	Deans	13
6	Academic Structure	16
7	Delegation of Powers	16
8	Academic Powers	17
9	Administrative Powers	17
10	Human Resource Powers	17
11	Financial Powers	18
12	Procurement Powers	19
13	Research, Consultancy and Innovation Powers	19
14	Academic Affairs, Accreditation and Quality Assurance	19
15	Decision Making and Escalation Mechanism	20
16	Conflict of Interest	20

DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Organizational Structure & Delegation of Powers Policy
Policy Number	EOMS 21001: 2018/Pol/G&FE/2025-2026/01
Version Number	4.0
Date of Approval	03/07/2026
Reviewed By	IQAC
Approved By	Executive Council
Review Frequency	Once every Three Years
Next Review Due	02/07/2029
Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

www.sathyabama.ac.in

ORGANIZATIONAL STRUCTURE POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology, recognized as a Deemed to be University under Section 3 of the UGC Act, 1956, is committed to upholding a governance structure that encompasses academic excellence, administrative proficiency, institutional independence, accountability, transparency, and involvement of stakeholders.

The Institution has created a robust organizational framework that distinctly outlines authority, responsibilities, reporting lines, and decision-making procedures. The structural framework enables the successful achievement of the Institution's Vision and Mission while maintaining adherence to the UGC Act, UGC Regulations, legal obligations, and internal policies.

The Institution employs a decentralized governance approach, where responsibilities related to academics, administration, finance, research, student support, and quality assurance are assigned to relevant authorities while ensuring accountability and institutional oversight. This policy outlines the structure for organizational governance and the delegation of authority to various officials to facilitate efficient administration, prompt decision making, and optimal use of resources.

The policy further creates frameworks for collaboration among regulatory entities, administrative units, schools, departments, centers, cells, and committees to foster participatory governance and ongoing institutional enhancement.

2. OBJECTIVES

The objectives of this policy are to:

- Establish a clear organizational framework for governance and administration.
- Define authority, responsibility, and accountability at every level.
- Facilitate decentralized decision-making.
- Promote transparency and operational efficiency.
- Ensure regulatory compliance.
- Strengthen institutional governance and quality assurance.
- Support effective academic and administrative management.

- Provide clarity on reporting relationships and decision-making authority.
- Facilitate efficient utilization of institutional resources.

3. SCOPE

This policy applies to:

- Statutory Authorities
- Institution Leadership
- Academic Administrators
- Administrative Officers
- Schools and Departments
- Centres and Cells
- Faculty Members
- Administrative Staff
- Technical Staff
- Support Staff

4. ORGANIZATIONAL STRUCTURE

The governance and administrative system at Sathyabama Institute of Science and Technology is structured hierarchically to promote effective leadership, decentralized management, academic quality, transparency, and accountability.

The structure of the organization includes Apex Leadership, Executive Leadership, Administrative Leadership, Functional Leadership, Schools, Departments, Centers, Cells, and Support Services.

The hierarchy includes:

- Chancellor
- President
- Vice Presidents
- Vice-chancellor
- Pro-Vice chancellor
- Registrar
- Finance Officer
- Controller of Examinations
- Directors
- Deans
- Schools
- Departments
- Faculty Members
- Administrative Staff
- Technical Staff
- Support Staff

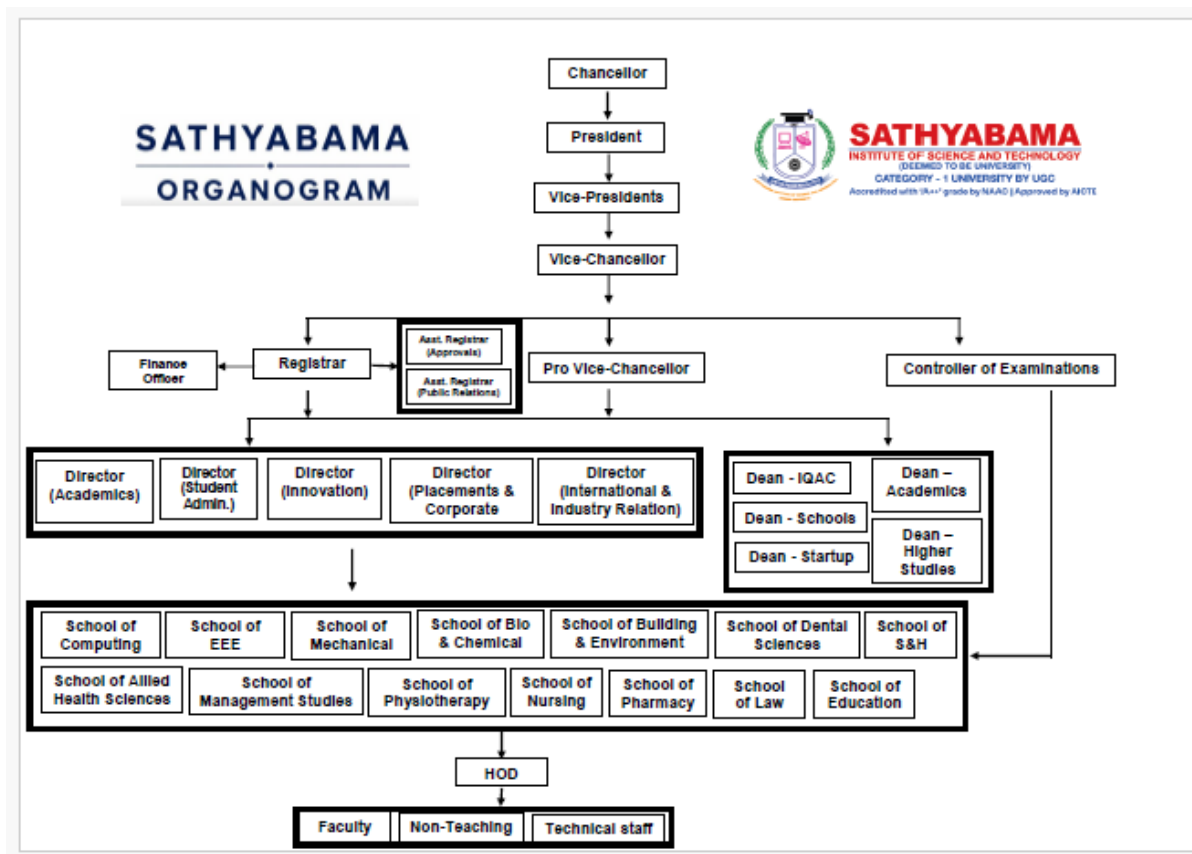


Figure 1: Organizational Structure of Sathyabama Institute of Science and Technology

4.1 Apex Leadership

Chancellor

The Chancellor shall serve as the constitutional head of the Institution, providing overall strategic direction, leadership, and guidance to ensure academic excellence, institutional growth, good governance, and sustainable development.

President

The President shall provide executive leadership for the Institution's overall administration, institutional development, strategic planning, resource mobilization, infrastructure expansion, and stakeholder engagement, ensuring the effective implementation of the Institution's vision, mission, and strategic priorities.

Vice Presidents

The Vice Presidents shall support the President in strategic planning, institutional development, external relations, and the execution of special projects and other responsibilities assigned by the President to advance the Institution's vision and strategic objectives

4.2 Executive Leadership

Vice-Chancellor

The Vice-Chancellor shall:

- Implement the decisions of the statutory authorities and other competent bodies of the Institution.
- Provide academic and administrative leadership to ensure excellence in teaching, learning, research, innovation, and extension activities.
- Ensure compliance with applicable laws, statutes, ordinances, regulations, and the guidelines issued by regulatory and accrediting bodies.
- Oversee institutional planning, governance, and sustainable development initiatives.
- Recommend policies, strategic plans, and institutional reforms for the consideration of the competent authorities.
- Monitor and evaluate academic, administrative, financial, and operational performance to ensure efficiency, accountability, and continuous improvement.
- Promote research, innovation, entrepreneurship, industry collaboration, and internationalization.
- Foster a culture of quality, ethics, transparency, inclusiveness, and institutional excellence.
- Ensure the effective delivery of student support services and promote student welfare, holistic development, and employability.
- Perform such other duties and exercise such powers as may be assigned under the Institution's Statutes, Ordinances, Regulations, or by the competent authorities.

Pro Vice-Chancellor

The Pro Vice-Chancellor shall assist the Vice-Chancellor in the effective administration of the Institution and shall:

- Assist in the implementation of the Institution's academic and strategic plans.
- Support the coordination and monitoring of academic, research, and quality assurance activities.
- Facilitate institutional development, innovation, and continuous improvement initiatives.
- Coordinate interdisciplinary programmes, collaborations, and special projects.
- Monitor the implementation of academic and administrative policies as delegated by the Vice-Chancellor.
- Promote compliance with regulatory and accreditation requirements.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

4.3 Administrative Leadership

Registrar

The Registrar shall:

- Administer human resource management and establishment matters in accordance with the Institution's policies and applicable regulations.
- Ensure compliance with the Institution's Statutes, Ordinances, Regulations, and other applicable legal and regulatory requirements.
- Coordinate governance administration and provide secretarial support to the Institution's statutory authorities and committees.
- Maintain and safeguard statutory records, official documents, and institutional archives.
- Prepare, authenticate, and preserve legal, administrative, and statutory documentation of the Institution.
- Convene and coordinate meetings of the statutory authorities, committees, and other official bodies, and maintain accurate records of their proceedings.
- Issue official notifications, orders, circulars, and communications as authorized by the competent authorities.
- Coordinate administrative functions across the Institution's academic and administrative units.
- Perform such other duties and exercise such powers as may be assigned under the Institution's Statutes, Ordinances, Regulations, or by the competent authorities.

Finance Officer

The Finance Officer shall:

- Prepare and administer the annual budget and financial plans of the Institution.
- Manage the Institution's finances, including receipts, payments, investments, and cash flow.
- Maintain accurate books of accounts, financial records, and statutory financial documentation.
- Ensure compliance with applicable financial regulations, accounting standards, statutory requirements, and audit provisions.
- Monitor budget utilization and financial performance, and recommend appropriate financial controls and corrective measures.
- Oversee the preparation of financial statements, annual accounts, and reports for submission to the competent authorities.
- Coordinate internal and external audits and ensure timely implementation of audit observations and recommendations.
- Advise the Vice-Chancellor and the statutory authorities on financial planning, resource allocation, and fiscal sustainability.
- Ensure the effective management of grants, endowments, research funds, and other financial resources.

- Develop and implement financial policies, internal controls, and risk management measures to safeguard the Institution's assets.
- Perform such other duties and responsibilities as may be assigned under the Institution's Statutes, Ordinances, Regulations, or by the competent authorities.

Controller of Examinations

The Controller of Examinations shall:

- Plan, coordinate, and conduct all Institution examinations in accordance with the approved academic regulations and examination schedules.
- Oversee the assessment, evaluation, moderation, and result-processing processes to ensure fairness, accuracy, transparency, and timely completion.
- Ensure the timely publication of examination results and maintain the integrity of the evaluation process.
- Issue grade sheets, transcripts, provisional certificates, degree certificates, and other examination-related documents as authorized by the Institution.
- Maintain the confidentiality, security, and integrity of question papers, evaluation records, examination data, and all examination-related documents.
- Ensure compliance with the Institution's examination regulations, policies, and the requirements of statutory and regulatory bodies.
- Maintain examination records, archives, and digital databases in accordance with the Institution's record retention policies.
- Introduce and monitor technology-enabled examination systems and best practices to enhance efficiency, transparency, and quality.
- Address examination-related grievances, malpractice cases, and disciplinary matters in accordance with the Institution's regulations.
- Perform such other duties and responsibilities as may be assigned under the Institution's Statutes, Ordinances, Regulations, or by the competent authorities from time to time.

Assistant Registrar (Approvals)

The Assistant Registrar (Approvals) shall:

- Coordinate the preparation, submission, and follow-up of proposals seeking approvals from statutory, regulatory, and accrediting bodies.
- Ensure compliance with the requirements of the Institution, regulatory authorities, and government agencies relating to institutional approvals and permissions.
- Maintain records of approvals, affiliations, recognitions, renewals, and statutory correspondence.
- Liaise with regulatory bodies, government departments, and external agencies on matters relating to institutional approvals and compliance.
- Coordinate the collection, verification, and submission of documents required for inspections, approvals, and accreditation processes.
- Monitor the validity and renewal of statutory approvals, licenses, and recognitions, and initiate timely action for their renewal.

- Prepare reports, compliance documents, and official communications relating to statutory and regulatory approvals.
- Maintain a centralized repository of approval documents and regulatory records.
- Assist the Registrar in matters relating to governance, statutory compliance, and institutional documentation.
- Perform such other duties and responsibilities as may be assigned by the Registrar or the competent authorities from time to time.

Assistant Registrar (Public Relations)

The Assistant Registrar (Public Relations) shall:

- Develop and implement the Institution's public relations and communication strategies.
- Coordinate media relations, press releases, press conferences, and interactions with print, electronic, and digital media.
- Promote the Institution's academic, research, innovation, outreach, and institutional achievements through appropriate communication channels.
- Manage the Institution's corporate communications, branding, and public information activities in accordance with institutional policies.
- Coordinate communication with government agencies, regulatory bodies, industry partners, alumni, and other external stakeholders.
- Oversee the preparation and dissemination of official announcements, newsletters, publications, brochures, and promotional materials.
- Support the organization and publicity of Institution events, conferences, convocations, academic programmes, and outreach initiatives.
- Monitor media coverage and advise the Institution leadership on public relations and reputation management.
- Ensure that all public communications are accurate, timely, and consistent with the Institution's policies and branding guidelines.
- Perform such other duties and responsibilities as may be assigned by the Registrar or the competent authorities from time to time.

5. FUNCTIONAL LEADERSHIP

5.1 Directors

Director – Academic Affairs, Accreditation and Quality Assurance

The Director – Academic Affairs, Accreditation and Quality Assurance shall be responsible for providing leadership in academic planning, curriculum development, accreditation, institutional quality assurance, and continuous quality improvement, in alignment with the Institution's vision, mission, and strategic objectives.

The Director - Academic shall:

- Provide leadership in academic planning, programme development, and curriculum review in accordance with regulatory requirements and emerging educational needs.

- Coordinate the implementation, monitoring, and continuous improvement of academic policies, standards, and quality assurance systems.
- Lead institutional accreditation and ranking initiatives, including the preparation and submission of reports and compliance documentation to statutory, regulatory, and accrediting agencies.
- Coordinate quality assurance activities, including academic audits, internal quality reviews, and institutional performance assessments.
- Monitor the implementation of outcome-based education, academic regulations, and quality benchmarks across the Institution.
- Facilitate faculty development programmes, academic best practices, and quality enhancement initiatives.
- Coordinate data collection, analysis, and reporting related to academic performance, accreditation, rankings, and institutional quality indicators.
- Liaise with statutory, regulatory, and accrediting bodies on matters relating to academic quality and accreditation.
- Advise the Vice-Chancellor on academic reforms, quality enhancement strategies, and institutional excellence initiatives.
- Promote a culture of continuous improvement, innovation, accountability, and academic excellence throughout the Institution.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Director – Student Administration

The Director – Student Administration shall be responsible for providing leadership in student administration, student welfare, campus life, and student support services, ensuring a safe, inclusive, and student-centric learning environment.

The Director shall:

- Oversee student admissions, enrolment, registration, and maintenance of student records in accordance with the Institution's regulations.
- Coordinate student welfare, counselling, mentoring, grievance redressal, and support services to promote students' academic and personal well-being.
- Supervise student discipline and ensure compliance with the Institution's rules, regulations, and code of conduct.
- Coordinate student engagement activities, including orientation programmes, clubs, societies, cultural events, sports, and community outreach initiatives.
- Facilitate student leadership, extracurricular, co-curricular, and holistic development programmes.
- Ensure the effective delivery of student support services, including scholarships, financial assistance, accommodation, transportation, and other welfare initiatives, where applicable.
- Coordinate with academic and administrative units to enhance the overall student experience and improve service delivery.
- Monitor student satisfaction, analyse feedback, and recommend measures for continuous improvement in student services.

- Ensure compliance with statutory and regulatory requirements relating to student administration and welfare.
- Advise the Vice-Chancellor on policies and initiatives concerning student development and campus life.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Director – Placements and Corporate Affairs

The Director – Placements and Corporate Affairs shall be responsible for providing leadership in student placements, industry engagement, corporate relations, internships, career development, and employability initiatives, in alignment with the Institution's strategic objectives.

The Director shall:

- Develop and implement strategies to enhance graduate employability and placement outcomes.
- Establish, strengthen, and maintain partnerships with industry, corporate organizations, professional bodies, and employers.
- Coordinate campus recruitment drives, placement processes, internships, apprenticeships, and pre-placement activities.
- Promote industry-academia collaboration through joint programmes, projects, consultancy, guest lectures, and knowledge-sharing initiatives.
- Facilitate career guidance, employability training, soft skills development, aptitude training, and professional development programmes for students.
- Coordinate with academic departments to align curricula and skill development initiatives with industry requirements and emerging workforce trends.
- Maintain a database of employer partnerships, placement statistics, internship opportunities, and alumni employed in industry.
- Organize industry interactions, career fairs, networking events, and corporate engagement programmes.
- Monitor placement performance and prepare reports for institutional planning, accreditation, and quality assurance purposes.
- Advise the Vice-Chancellor on policies and initiatives relating to placements, industry partnerships, and corporate engagement.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Director – Innovation

The Director – Innovation shall be responsible for providing leadership in fostering innovation, entrepreneurship, research commercialization, technology transfer, and the development of an innovation-driven ecosystem within the Institution.

The Director shall:

- Develop and implement the Institution's innovation and entrepreneurship strategy in alignment with its vision and strategic objectives.

- Promote a culture of creativity, innovation, design thinking, and problem-solving among students, faculty, and staff.
- Establish and strengthen innovation centres, incubation facilities, entrepreneurship development programmes, and start-up support initiatives.
- Facilitate technology transfer, intellectual property (IP) creation, patent filing, licensing, and commercialization of research outcomes.
- Promote interdisciplinary innovation projects and collaboration with industry, research institutions, government agencies, and start-up ecosystems.
- Coordinate innovation competitions, hackathons, boot camps, workshops, and entrepreneurship events.
- Support faculty and students in developing innovative products, technologies, and business ventures.
- Monitor innovation performance indicators and prepare reports for institutional planning, accreditation, and ranking purposes.
- Facilitate access to innovation grants, seed funding, venture capital, and external funding opportunities.
- Advise the Vice-Chancellor on policies and initiatives relating to innovation, entrepreneurship, and technology commercialization.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Director – International and Industry Relations

The Director – International and Industry Relations shall be responsible for providing leadership in international collaborations, industry partnerships, global engagement, academic exchange, and strategic alliances to enhance the Institution's academic excellence, research, innovation, and global visibility.

The Director shall:

- Develop and implement strategies to strengthen the Institution's internationalization and industry engagement initiatives.
- Establish, maintain, and expand partnerships with international universities, research institutions, industry, professional bodies, and government organizations.
- Coordinate academic exchange programmes, student and faculty mobility, joint research, dual-degree programmes, and other international collaborations.
- Facilitate the execution and monitoring of Memoranda of Understanding (MoUs), collaborative agreements, and strategic partnerships.
- Promote international student recruitment, global outreach, and cross-cultural engagement initiatives.
- Foster industry-academia collaboration through research partnerships, consultancy, internships, training programmes, and technology transfer.
- Coordinate international conferences, seminars, workshops, delegations, and institutional visits to strengthen global and industry networks.

- Identify and facilitate access to international funding opportunities, collaborative research grants, and externally funded projects includes all funding operations and administrative activities on prior approval of higher authorities.
- Monitor the performance and outcomes of international collaborations and industry partnerships, and prepare reports for institutional planning, accreditation, and ranking purposes.
- Advise the Vice-Chancellor on policies and initiatives relating to internationalization, industry engagement, and global partnerships.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

5.2 Deans

Dean – Internal Quality Assurance Cell (IQAC)

The Dean – Internal Quality Assurance Cell (IQAC) shall be responsible for planning, coordinating, and monitoring quality assurance and quality enhancement activities of the Institution in accordance with the guidelines of the UGC, NAAC, and other regulatory bodies.

The Dean – IQAC shall:

- Develop and implement quality assurance initiatives across the Institution. Coordinate accreditation, ranking, and quality assessment activities.
- Monitor academic and administrative quality benchmarks and institutional performance.
- Facilitate academic and administrative audits and quality improvement programmes.
- Ensure compliance with UGC, NAAC, and other statutory quality requirements.
- Prepare and submit quality reports, including the Annual Quality Assurance Report (AQAR) and other regulatory reports.
- Promote a culture of continuous quality improvement and institutional excellence.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Dean - Startup

The Dean - Startup shall be responsible for providing leadership in promoting entrepreneurship, supporting start-up development, and fostering a vibrant start-up ecosystem within the Institution, in alignment with its innovation and entrepreneurial objectives.

The Dean - Startup shall:

- Develop and implement strategies to promote entrepreneurship and start-up creation among students, faculty, researchers, and alumni.
- Establish, manage, and strengthen the Institution's start-up incubation and acceleration programmes.
- Mentor and support start-up teams in business planning, product development, market validation, and commercialization.

- Facilitate access to seed funding, venture capital, government grants, incubator networks, and other financial support mechanisms.
- Promote collaboration with industry, investors, entrepreneurs, innovation hubs, and start-up ecosystems at the national and international levels.
- Organize entrepreneurship development programmes, boot camps, hackathons, start-up competitions, workshops, and mentoring sessions.
- Support the protection and commercialization of intellectual property arising from start-up and innovation activities.
- Coordinate with academic departments to integrate entrepreneurship education and experiential learning into academic programmes.
- Monitor the performance and growth of incubated start-ups and prepare reports for institutional planning, accreditation, and ranking purposes.
- Advise the Vice-Chancellor on policies and initiatives relating to entrepreneurship, start-up development, incubation, and innovation.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Dean – Higher Studies

The Dean – Higher Studies shall be responsible for planning, coordinating, and promoting higher education opportunities, postgraduate education, research progression, and academic advancement for students and faculty.

The Dean – Higher Studies shall:

- Promote higher studies and advanced academic opportunities for students.
- Coordinate guidance and counselling for admissions to postgraduate, doctoral, and postdoctoral programmes.
- Facilitate collaborations with national and international higher education institutions.
- Organize programmes on higher education, fellowships, scholarships, and competitive examinations.
- Support academic progression, research opportunities, and career advancement initiatives.
- Maintain records and monitor outcomes related to higher studies and academic progression.
- Advise the Vice-Chancellor on policies and initiatives relating to higher studies and academic development.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

Dean – Schools

The Dean – Schools shall be the academic and administrative head of the School and shall provide leadership in academic planning, teaching, research, faculty development, student success, and quality assurance, in alignment with the Institution's vision, mission, and strategic objectives.

The Dean – Schools shall:

- Provide academic and administrative leadership for the effective functioning of the School.
- Lead academic planning, programme development, curriculum review, and the implementation of outcome-based education.
- Promote excellence in teaching, learning, research, innovation, consultancy, and extension activities.
- Coordinate with Heads of Departments to ensure the effective implementation of academic policies, regulations, and quality standards.
- Foster interdisciplinary teaching, research, and collaboration within the Institution and with external organizations.
- Monitor academic performance, faculty productivity, student outcomes, and quality indicators, and recommend measures for continuous improvement.
- Promote faculty development, performance enhancement, mentoring, and academic leadership.
- Oversee the effective utilization of the School's financial, human, and physical resources.
- Ensure compliance with the Institution's Statutes, Ordinances, Regulations, and the requirements of statutory, regulatory, and accrediting bodies.
- Encourage industry collaboration, international partnerships, research funding, innovation, and entrepreneurship within the School.
- Represent the School in the Institution's academic and administrative bodies, as required.
- Perform such other duties and responsibilities as may be assigned by the Vice-Chancellor or the competent authorities.

6. ACADEMIC STRUCTURE

The academic structure shall comprise:

- Schools
- Departments
- Centres of Excellence
- Research Centres
- Laboratories
- Academic Support Units

Each School shall be headed by a Dean and each Department shall be headed by a Head of the Department.

The Head of the Department shall be responsible for:

- Academic administration.
- Faculty workload allocation.
- Student mentoring.
- Departmental planning.

- Budget utilization.
- Quality assurance.
- Research promotion.

Faculty members shall be responsible for teaching, research, consultancy, extension activities, student mentoring, and academic administration as assigned.

7. DELEGATION OF POWERS

The Institution adopts a decentralized governance framework whereby powers are delegated to designated authorities to facilitate efficient administration.

The delegation shall be based on:

- Authority with accountability.
- Transparency.
- Compliance.
- Documentation.
- Internal control mechanisms.
- Periodic review.

8. ACADEMIC POWERS

Vice-chancellor

Authorized to:

- Approve academic regulations.
- Approve academic policies.
- Recommend new programmes to statutory bodies.

Academic Council

Authorized to:

- Approve curriculum.
- Approve regulations.
- Recommend academic reforms.

Deans

Authorized to:

- Approve academic plans.
- Coordinate curriculum implementation.
- Monitor School performance.

Heads of Departments

Authorized to:

- Allocate teaching workload.
- Recommend curriculum revisions.
- Monitor academic performance.
- Recommend faculty development programmes.

9. ADMINISTRATIVE POWERS

Registrar

Authorized to:

- Issue administrative orders.
- Maintain service records.
- Implement HR policies.
- Coordinate statutory compliance.

Directors

Authorized to manage activities under their respective domains and utilize approved budgets.

10. HUMAN RESOURCE POWERS

Authority relating to:

- Recruitment.
- Appointment.
- Promotion.
- Performance appraisal.
- Leave sanction.
- Training and development.
- Disciplinary proceedings.

All such powers shall be exercised in accordance with the applicable HR Policy and Service Rules. Major appointments and disciplinary actions shall require the approval of the competent authority. All such appointments, actions, and decisions shall be made in accordance with the policies, rules, regulations, and statutory requirements of the University, as amended from time to time.

11. FINANCIAL POWERS

Financial powers shall be exercised firmly within the approved annual budget and the financial regulations of the Institution. The following authorities are empowered to approve expenditure up to the maximum cumulative financial limit specified for each academic year. Any expenditure beyond the delegated limit shall require approval with the knowledge of the higher authorities

Authority	Financial Powers	Maximum Financial Limit (Per Year)
Chancellor & President	Exercise the highest financial authority of the Institution and approve all strategic, capital, and policy-level expenditure, including any expenditure beyond the delegated powers of the Vice-Chancellor.	No Financial Limit (Apex Financial Authority of the Institution)
Vice-Chancellor	Approve major procurement, infrastructure development, research facilities, capital equipment, emergency expenditure, and institutional development projects.	Up to ₹50,00,000
Pro Vice-Chancellor	Approve procurement, laboratory equipment, maintenance works, research initiatives, ICT infrastructure, and operational expenditure within the delegated financial powers.	Up to ₹20,00,000
Registrar	Administrative approval of procurement, maintenance works, service contracts, annual maintenance contracts, institutional operational expenditure, and establishment-related expenses.	Up to ₹5,00,000
Finance Officer	Financial scrutiny, budget verification, concurrence, monitoring of budget utilization, statutory compliance, and financial reporting.	Up to ₹2,00,000
Dean / Director	Approve academic, research, laboratory, training, conference, consultancy, and departmental expenditure within the approved budget.	Up to ₹1,00,000
Head of the Department (HoD)	Recommend departmental expenditure; approve routine consumables, minor repairs, student activities, laboratory requirements, and other departmental expenses within the approved budget.	Up to ₹50,000

Additional Provisions

1. The delegated limits are cumulative for each academic year and shall be exercised only within the approved annual budget.
2. All expenditure shall be subject to financial concurrence by the Finance Officer before sanction by the competent authority.
3. Expenditure exceeding the delegated annual limit shall require approval from the next higher authority.
4. Capital expenditure not included in the approved annual budget shall require the approval of the competent authority and, wherever applicable, the Executive Council.
5. The Vice-Chancellor may approve emergency expenditure in the interest of the Institution, which shall subsequently be reported to the Chancellor/President and placed before the Executive Council for ratification, where required.

This format is more suitable for inclusion in a Institution Financial Policy because it defines the overall annual financial authority of each office rather than limiting individual transactions.

12. PROCUREMENT POWERS

All procurements shall be undertaken through the following processes:

- Comparative analysis of available options.
- Invitation and evaluation of quotations.
- Technical evaluation of the proposed goods, works, or services.
- Approval and recommendation by the appropriate Purchase Committee.

13. RESEARCH, CONSULTANCY AND INNOVATION POWERS

The Institution shall promote research and innovation through delegated authority to:

- Director (Research)
- Dean - Startup
- Principal Investigators
- Heads of Departments.

Research grants, consultancy projects, patents, and innovation initiatives shall be administered in accordance with applicable policies.

14. ACADEMIC AFFAIRS, ACCREDITATION AND QUALITY ASSURANCE

Director – Academic Affairs, Accreditation and Quality Assurance shall coordinate:

- Internal academic audits.
- Administrative audits.
- Accreditation activities.
- Institutional rankings.
- Quality monitoring mechanisms.

All units shall provide data and support required for quality assurance and compliance activities.

15. DECISION-MAKING AND ESCALATION MECHANISM

Any matter exceeding delegated authority shall be referred to the next higher authority.

Matters involving:

- Policy changes.
- Significant financial implications.
- Legal implications.
- Regulatory compliance issues.
- Institutional reputation.

shall be escalated to the Vice-chancellor.

16. CONFLICT OF INTEREST

All officials shall disclose any actual or potential conflict of interest while exercising delegated authority and shall re use themselves from related decision-making processes.



Issued by

Dr.G.Sundari

(Registrar)

Dr. G.SUNDARI, M.E., Ph.D.,
REGISTRAR
SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chennai-600 119.



S. SRINIVASAN
ADVOCATE-HIGH COURT

&
COMMISSIONER OF OATHS
Chamber No: 13, Law Chambers,
High Court Buildings, Chennai-600 104
Ph: 044-25587404, Cell: 98402 40091



Recommended by

Dr.B.Sheela Rani

(Vice-chancellor)

Dr.B. SHEELA RANI, M.S. (By Research), Ph.D.,
VICE-CHANCELLOR
SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chennai - 600 119.