-: *An Initiative of Tecnia Internal Quality Assurance Cell* :-

# POLICY ON DECENTRALIZED GOVERNANCE SYSTEM

## Guidelines & Procedures

# Policy on Decentralized Governance System

## 1. Objective

In a dynamic and rapidly evolving academic environment, efficient decision-making and resource utilization are essential for maintaining operational excellence and academic relevance. Recognizing this need, Tecnia Institute of Advanced Studies (TIAS) has adopted a Decentralized Governance System to promote efficiency, transparency, and accountability in administrative and academic processes.

The core objective of this policy is to empower various stakeholders at different hierarchical levels of the institute by granting defined financial and administrative authority. This decentralized model is designed to:

- Expedite decision-making processes.
- Reduce bottlenecks caused by centralized approval systems.
- Encourage departmental ownership and responsibility.
- Promote responsive, adaptive, and localized management practices.

## 2. Scope

This policy is applicable to all academic departments, administrative offices, research units, and faculty members within Tecnia Institute of Advanced Studies. The policy ensures that responsibilities and powers are clearly delineated and aligned with institutional goals.

Key stakeholders covered under this policy include:
- The Director of the institute
- Heads of Departments (HoDs)
- Faculty members
- Administrative and Support Units

The policy is subject to periodic review and may be amended to remain compliant with institutional, statutory, and regulatory frameworks, including those prescribed by UGC, AICTE, and other governing bodies.

## 3. Governance Structure and Financial Powers

The decentralized governance structure defines clear roles and financial limits for individuals at different levels. This ensures that decisions are taken closest to the point of action, improving both efficiency and accountability.

### 3.1 Director's Authority

The Director serves as the chief executive officer of the institute and holds broad responsibility for the day-to-day academic and administrative operations. In the context of decentralized governance, the Director is empowered to:

- Sanction expenditures up to ₹1,00,000 (One Lakh Rupees) per item.
- Take decisions autonomously without requiring prior consent from the higher management for items within the limit.
- Approve procurement of:
  - Laboratory and teaching equipment
  - Classroom and IT infrastructure
  - Renovation and maintenance works
  - Software, academic resources, and administrative services

The Director may delegate sub-tasks or consult advisory committees where necessary but retains final approval authority within the specified financial limit.

### 3.2 Head of Department (HoD) Authority

Each Head of Department (HoD) plays a critical role in departmental administration. The HoD acts as the first level of decision-making in academic and operational matters within their department. Under this policy:

- HoDs are empowered to approve and sanction expenditures up to ₹20,000 (Twenty Thousand Rupees) per financial year.
- This authority may be used for:
  - Departmental academic programs and seminars
  - Minor equipment or consumable purchases
  - Departmental stationery and printing
  - Minor repair works
  - Student development activities

Expenditure requests must be backed by justifications and routed through standard documentation processes. Utilization reports are to be submitted annually to the Director's office.

### 3.3 Faculty Members' Authority

To encourage academic enrichment and innovation, individual faculty members are also given limited financial autonomy. Under this policy:

- Faculty members may recommend or directly purchase academic books not available in the institutional library, with a limit of ₹1,000 (One Thousand Rupees) per annum.
- The purchases must:
  - Be relevant to the subject taught or research pursued by the faculty member.
  - Not duplicate existing library resources.
  - Be processed through the respective HoD for recordkeeping and audit purposes.

This promotes academic resource expansion and recognizes the evolving needs of the curriculum and research domains.

### 4. General Guidelines

The following guidelines must be strictly followed to ensure uniformity, compliance, and accountability across all transactions under this decentralized system:

#### 1. Procurement Protocols

All purchases and expenditures must adhere to the institute's procurement policies including obtaining necessary quotations, comparative statements, and vendor vetting.

#### 2. Documentation and Record-Keeping

Each transaction must be supported by proper documentation:
- Sanction letters
- Invoices/bills
- Delivery and acceptance reports
- Utilization certificates (where applicable)

#### 3. Transparency and Audit

All financial activities conducted under this policy will be subject to internal and external audits. Departments must maintain a transparent record for review.

Coordinator
Internal Quality Assessment Cell (IQAC)
Tecnia Institute of Advanced Studies
New Delhi-110085

Director
Tecnia Institute of Advanced Studies
(Affiliated to GGSIP University Delhi)
Madhuban Chowk, Rohini, Delhi-85

## 4. Limitations and Escalations

Any expenditure exceeding the sanctioned limit for a stakeholder must be escalated to the next level of authority with supporting justification and documentation.

## 5. Misuse and Disciplinary Action

Any misuse, misappropriation, or deviation from the defined limits and guidelines will lead to a formal administrative review. Disciplinary actions will be taken as per the institute's code of conduct and disciplinary policy.

## 5. Review and Monitoring

A robust mechanism is in place to ensure that the decentralized powers are used judiciously and contribute to the institute's vision of academic and operational excellence.

- **Periodic Review:** The Director's Office will review the utilization of financial powers across departments and submit an annual report to the Governing Body.

- **Performance Metrics:** Utilization efficiency, fund impact, and procedural compliance will be key metrics during the review.

- **Policy Amendments:** This policy shall be revised every three years or earlier if deemed necessary by the Governing Body. Recommendations for amendment may be proposed by the Director, Heads of Departments, or any statutory audit report.

## 6. Conclusion

The Decentralized Governance System at Tecnia Institute of Advanced Studies is a step toward building a responsive, empowered, and accountable institutional framework. By granting financial authority at various levels, the institute promotes timely decision-making, greater ownership, and operational agility. This policy reaffirms TIAS's commitment to continuous improvement, participative management, and academic excellence.

Coordinator
Internal Quality Assessment Cell (IQAC)
Tecnia Institute of Advanced Studies
New Delhi-110085

Director
Tecnia Institute of Advanced Studies
(Affiliated to GGSIP University Delhi)
Madhuban Chowk, Rohini, Delhi-8.