

As empowered under Article (2) (2) (ii) of the Shillong Law College, the Governing Body of the College has considered it expedient to frame suitable rules for delegation of administrative and financial powers in connection with the administrative and academic affairs of the college. The Governing Body therefore resolved to frame and approve these rules vide its Resolution No. 3 at its special meeting held on the 4th July, 2009.

Part 'A' - These rules shall be called the Shillong Law College (Delegation of Administrative/Executive powers) Rules, 2009.

The Rules are given in a tabular form as follows:-

Sl. No	Nature of Power	Authority to which the power is delegated.	Extent of power delegated.
(1)	(2)	(3)	(4)
1.	Power to appoint Teaching Faculties including the Principal, Vice Principal and Ministerial and Non-Teaching members under the relevant Service Rules.	Governing Body subject to the Selection Committee's recommendations.	Full Power.
2.	Power to entertain services of distinguished Educationist/ Visiting Faculties and to determine honorarium/remuneration.	Governing Body	Full Power.
3.	Power to make Contract/Part time appointment	Governing Body subject to execution of Contract Deed.	Full Power.
4.	Power to allow contract or re-employment of retired superannuated employee/person.	Governing Body.	Full Power.
5.	Power to make officiating/part-time appointments for the period not exceeding three months.	President, GB.	Full Power.
6.	Power to withhold increment(s).	Governing Body.	Full Power.
7.	Power to grant advance increment(s)	Governing Body	Full Power.
8.	Power to reduce pay of member of service.	Governing Body	Full Power.
9.	Power to appoint an employee to hold temporarily or to officiate in more than one post.	Governing Body	Full Power.

(1)	(2)	(3)	(4)
10.	Power to grant leave to members of the College Services.	Governing Body President G.B.	Full Power. For a period not exceeding 30 days at a time.
11.	Power to extend leave.	Governing Body	Full Power.
12.	Power to suspend a lien or to transfer the lien.	Governing Body	Full Power.
13.	Power to sanction the undertaking of works by College employees with or without honorarium/fees	Governing Body.	Full Power.
14.	Power to sanction the grant or acceptance of honorarium/fees.	Governing Body.	Full Power.
15.	Power to refuse, revoke leave of absence at any time and also power to refuse to grant full amount of leave applied for.	Governing Body. President, GB.	Full Power.
16.	Power to grant Casual Leave.	Governing Body	Full Power. Casual Leave not exceeding 10 days at a time.
		Governing Body	Casual Leave not exceeding six days at a time.
17.	Administrative/Executive powers not specified herein above.	Governing Body	Full Power.
18.	Power to entertain workers on Casual basis and/or Muster roll on daily or fixed wage.	President G.B. Secretary, G.B. Principal Governing Body President, GB.	Full Power subject to limiting the period of employment not exceeding 30 days at any time.

Part 'B' - These rules shall be called the Shillong Law College (Delegation of Financial Powers) Rules, 2009.

The Rules are given in a tabular form as follows:

Sl. No	Nature of Powers	Extend of Powers.	Conditions, if any
(1)	(2)	(3)	(4)
1.	Power to sanction the creation of all posts under the College Service	Governing Body.	Governing Body. Subject to the recommendations of the Committee constituted for the purpose
2.	Permanent retention of the sanctioned post(s)	Governing Body	Full Powers.
3.	To accord administrative Approval to Plans and Estimates for Civil works.	Governing Body	Full Power subject to the recommendations of the works/Building Committee.
4.	To accord Financial sanction to Civil works and/or Schemes.	Governing Body	Full power subject to approval Plans and Estimates.
5.	Repairs/Petty works/Schemes.	Governing Body President, GB.	Full powers. Upto Rs. 50,000.00 subject to approved Estimates.
6.	Sanction of Acceptance of Tenders/ Quotations.	Governing Body President.	Full powers subject to approved Plan/Estimates and recommendation of Works/ Building Committee. Upto Rs. 50,000.00 subject to approved estimates.
7.	Sanction of Miscellaneous expenditure.	Governing Body. President, GB. Secretary, GB.	Full Powers. Upto Rs. 10,000.00 Upto Rs. 5,000.00 with the approval of President.

(1)	(2)	(3)	(4)
8.	Sanction to write off of irrecoverable value of stores or College Fund lost by fraud or negligence.	Governing Body.	Full Powers subject to report of the Committee set up for the purpose. Full Powers.
9	Sanction expenditure of workshop & seminar.	Governing Body.	Full Powers.
10	Sanction deputation of Teachers on approved course of training or instruction/higher study, Conference/Seminar/ Workshop.	Governing Body.	Full Powers subject to Purchase Committee's recommendations.
11.	Purpose of Computer, Computers accessories, Misc. hardware/software.	Governing Body.	As above.
12.	Purchase of Printing Machine, Xerox, Fax, etc.	Governing Body.	As above.
13.	Sanction of printings works of forms, etc.	Governing Body President, GB.	Upto Rs. 20,000.00
14.	Accord sanction of Scholarship/ Stipend.	Governing Body	Full powers subject to approved Award Scheme.
15.	Sanction expenditure of Sitting Fees/Conveyance Allowance.	Governing Body.	Full powers.
16.	Sanction expenditure on refreshments, etc.	Governing Body. President, GB.	Full powers. Upto Rs. 2,000.00 at a time.
17.	Accord sanction of Ex-Gratia payments to Members of staff.		Full powers and subject to approved Scheme.
18.	Sanction loan/advance to members of staff. (a) Interest bearing: (b) Interest-free:		Full powers. Full powers. Upto Rs. 20,000.00 in each case.
			NB: Scheme with terms and conditions to be framed.
