

## ORDER

### Delegation of Authority During Leaves

To ensure uninterrupted operations and decision-making processes during an officer's absence at ITM University, the delegation of authority will follow the sequence outlined below:

S. No.	Authority	Charge to be handed over	
		First Alternative*	Second Alternative** (in case of absence of the first alternative)
1.	Dean, SOAG	Assoc. Dean, SOAG	HOD, SOAG
2.	Dean Academics-I	Dean Academics-II	
3.	Dean, SOET	Dean Academics-I	HOD, CSE/IT
4.	HOD, CSE/IT	Coordinator, Computer Application	Coordinator, B.Tech. AI/ML
5.	Dean, SOS	Dean, Project and Patents	Dean, SOP
6.	Dean, SONS	Director, IQAC	Coordinator, PBBS Nursing
7.	Director, IQAC	Dy. Director-I, IQAC	Dy. Director-II, IQAC
8.	Other Deans/ HoDs/ Coordinators - EE/ Education/Art and Design / SoSE/SoMPS/ SoJMC/ GSDS/Humanities/Law	Next senior teacher in the department	Next senior teacher in the department
9.	Dean Research	Dean Project and Patents	Dean, International Cooperation
10.	DSW	Coordinator-NSS	

If an officer is absent, regardless of their rank within the hierarchy, their authority should be handed over to the next officer in line as per the above table. This process works both ways: when a lower-ranking officer is on leave, their duties will automatically be assumed by the officer directly above them in the hierarchy, as listed above.

  
**REGISTRAR**

**Copy to for information by mail:**

- Hon'ble Chancellor
- Hon'ble Pro Chancellor
- Hon'ble Vice Chancellor
- All the Deans
- All the HODs
- COE
- CFAO