

Policy on Reporting Hierarchy and Administrative Responsibilities

1. Purpose

The purpose of this policy is to establish a clear organizational reporting structure to ensure effective administration, academic leadership, accountability, and efficient decision-making across the Institute.

2. Scope

This policy applies to all academic departments, administrative units, centres, laboratories, and support services of Rajarambapu Institute of Technology.

3. Policy Statement

The Institute shall follow a well-defined reporting hierarchy to facilitate efficient communication, effective supervision, and smooth execution of academic, research, innovation, and administrative activities.

4. Reporting Structure

4.1 Director

The Director shall be the Chief Executive Officer of the Institute and shall provide overall academic, administrative, financial, and strategic leadership.

The following functionaries shall report directly to the Director:

- All Deans
- Heads of Academic Departments (HoDs)
- Head – Training and Placement Office (TPO)
- Registrar
- Controller of Examination
- Librarian (Head of Central Library)
- Other central portfolio heads as notified by the Institute from time to time.




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Any meeting involving Head of departments, Deans, Controller of examination, TPO, Registrar and other central heads shall be scheduled with prior approval from director having proper agenda.

4.2 Deans

Each Dean shall be responsible for planning, coordinating, monitoring, and reviewing activities related to the assigned functional domain.

The staff working under institute-level centres and facilities shall report to the respective Dean.

For example:

- Staff of the Incubation Centre shall report to the Dean (Research & Development).
- Staff of the IDEA Lab shall report to the Dean (Research & Development).

Additional institute-level centres may be assigned to the concerned Dean by the Director as required.

4.3 Controller of Examinations:

The Controller of Examinations is responsible for maintaining the integrity, confidentiality, and independence of the examination system. Since examinations are a statutory function in an autonomous institution, the CoE should have sufficient authority and independence. Reporting directly to the Director:

- Preserves the independence of the examination process.
- Avoids potential conflicts with academic departments.
- Facilitates prompt decisions on confidential examination matters.
- Aligns with governance practices followed by many autonomous institutions.

Role of the Dean (Academics)

Although the CoE should report administratively to the Director, close coordination with the Dean (Academics) is essential for:

- Academic calendar preparation
- Examination schedule
- Curriculum implementation



- Result declaration timelines
- Academic regulations
- Grade processing and progression

4.4 Heads of Departments (HoDs)

The HoD shall be the administrative and academic head of the department and shall be responsible for the effective functioning of the department.

The following personnel shall report to the respective HoD:

- Faculty members
- Laboratory staff
- Technical staff
- Administrative staff
- Non-teaching staff attached to the department

4.5 Faculty Members

Faculty members shall report to their respective Head of Department for all academic, administrative, and departmental matters.

Faculty members assigned institute-level responsibilities shall also coordinate with the concerned Dean or Portfolio Head for activities related to those assignments.

4.6 Non-Teaching Staff

Departmental non-teaching staff shall report to the respective HoD.

Non-teaching staff attached to institute-level centres shall report to the respective Centre Head or Dean, as applicable.

5. Functional Reporting

In addition to the administrative reporting hierarchy, faculty members may have functional responsibilities under various Deans, Committees, or Institutional Portfolio Heads for specific institutional activities. Such functional reporting shall not alter the primary administrative reporting relationship.



6. Review of Reporting Structure

The Director may revise the reporting hierarchy whenever necessary to meet institutional requirements, improve operational efficiency, or support new academic and administrative initiatives.



Chairman of BoG



Director