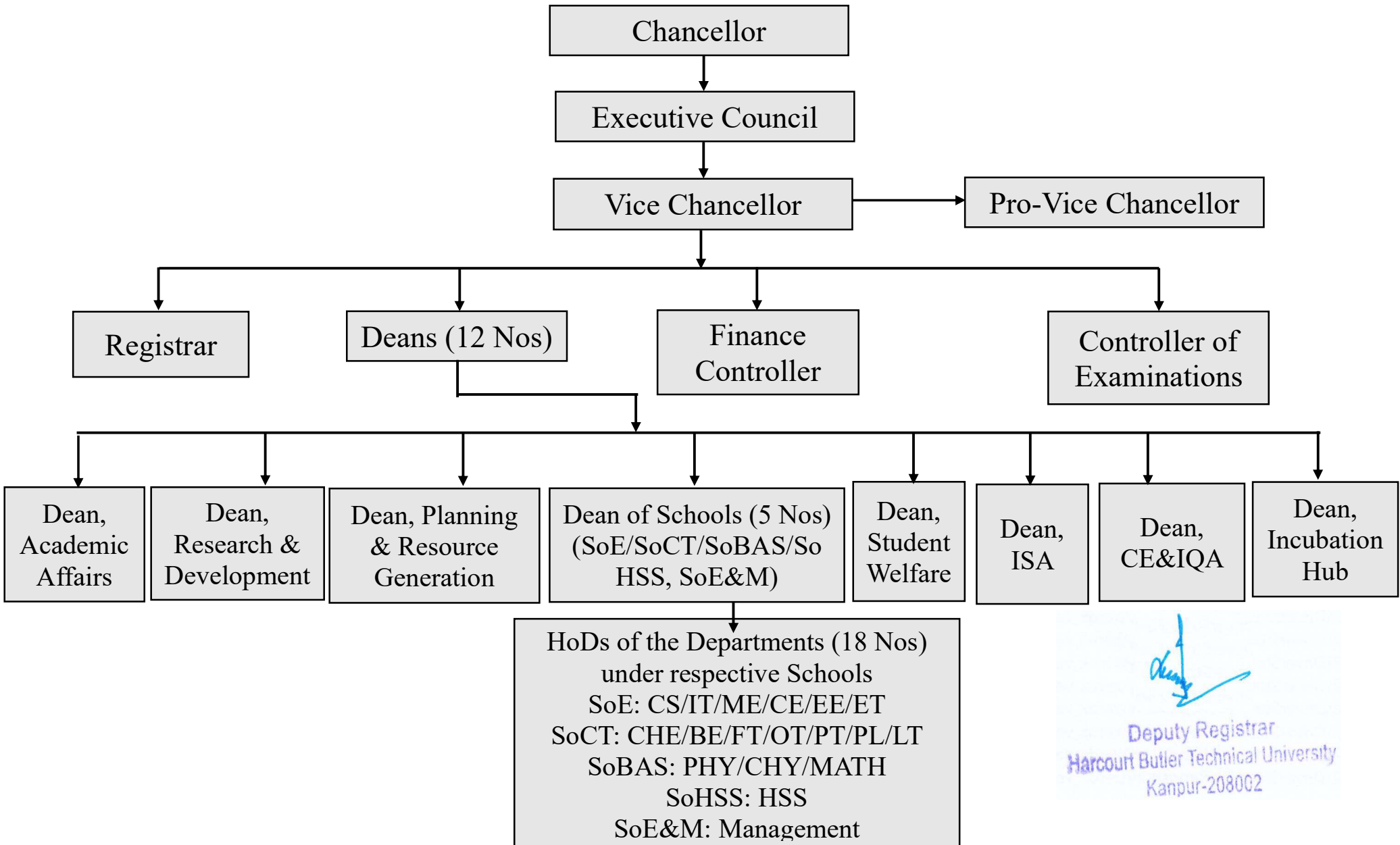


ADMINISTRATIVE GOVERNANCE




Deputy Registrar
Harcourt Butler Technical University
Kanpur-208002

SUMMARY OF THE ADMINISTRATIVE GOVERNANCE

This schematic represents the administrative governance of HBTU Kanpur.

The Hon'ble Governor, Uttar Pradesh (U.P.), is the **Chancellor** of the University by virtue of his office, is the Head of the University, and carefully monitors all the activities of the University regularly.

The **Executive Council** is the apex body of the University and it is involved in monitoring the continuous development of the University.

The **Vice-Chancellor** is the Principal Executive and Academic Officer of the University and exercises general supervision and control over the affairs of the University and is the chairperson of this Executive council.

The **Pro-Vice-Chancellor** assists the Vice-Chancellor in such matters, as may be specified by the Vice-Chancellor on his behalf from time to time.

The **Registrar** is a full-time officer of the University and is responsible for the due custody of the records, the common seal of the University. The Registrar is an *ex-officio* Secretary of the Executive Council and performs such other duties as may be prescribed by the Statutes and Ordinances or required from time to time by the Executive Council or the Vice-Chancellor.

The **Finance Controller** is responsible for preparing the budget (annual estimates) and the statement of accounts for presentation to the Finance Committee and the Executive Council and for drawing and disbursing funds on behalf of the University. The finance controller enters into and signs all financial contracts on behalf of the university with prior approval of the executive council.

The **Controller of Examination (CoE)** is the principal officer in charge of the conduct of examinations of the university and the declaration of their results.

There are 12 Deans in the university, namely the **Dean, Academic Affairs, Dean, Research & Development, Dean, Planning Resource and Generations (P & RG), Dean of Schools (Nos-5), Dean, Students Welfare (DSW), Dean of Continuing Education and Internal Quality Assurance (CE&IQA), Dean, Incubation Hub, and Dean of International Students affairs**. There are five Dean of University Schools with five different Schools, namely the **School of Engineering (SoE), School of Chemical Technology (SoCT), School of Basic & Applied Sciences (SoBAS), School of Humanities and Social Sciences (SoHSS), and Entrepreneurship and Management**. All the Dean works directly under the control of the Vice-Chancellor.

The University has a total of **18 Departments under respective 5 Schools** and each Department of the University is placed in-charge of a Head who is nominated by the Vice-Chancellor from among the Professors -and in the absence of Professors from amongst the Associate Professors.

The Head of a Department (HoD) is responsible for the proper functioning of the Department subject to the general control of the Vice-Chancellor through the Dean of the School concerned.