

Paper - Superintendent**Maximum Marks: 30****Time: 1 Hour**

Name: _____

Instructions:

1. Attempt any 20 questions from Part – A
2. Part – B is compulsory (To be answered on this paper itself)

Part – A**Study the following statements and encircle/write your response clearly on this sheet itself**

1. The Director is on a long tour abroad. MHRD forwards a letter alleging financial misappropriates by a Professor who is Director in-charge. Whom shall you place the letter as an assistant.
A) Acting Director
B) CVO
C) Dean Administration
D) Wait for Director to return
2. There is some ambiguity about the staff positions in the library. Where do you think it to be discussed?
A) IIT Council
B) IIT Director's meeting
C) IIT Librarian's meeting
D) Personal discussion with Additional Secretary MHRD.
3. What is SCIC and who is the Chairman of it?
a. Standing Committee of IIT Council. Usually the Senior most BoG chairman.
4. There is a dispute between a faculty member and a non-teaching staff. Who should act first?
A) The concerned HoD
B) Dean, Administration
C) Registrar
D) Director
5. Suppose the recommendation to start a new PG academic program by Senate is not approved by the BoG. Where shall it be sent?
A) Next BoG meeting for reconsideration
B) RPEC
C) Concerned Department
D) Senate
6. Suppose BoG meeting is going on and a dangerous accident has taken place in a lab. Will you inform the Director , as assistant
A) Personally
B) Telephonically
C) Through a written slip
D) Do not inform

7. M.Sc. students are to be given a merit based scholarship. What will be the chain of approval?
- A) Deans committee – Senate – BoG
 - B) RPEC – Senate – FC – BoG
 - C) Departments – Senate – BoG
 - D) Departments – Deans committee – BoG
8. A common promotion policy for staff is to be decided for all the IITs. Who will take it?
- A) Union cabinet
 - B) MHRD
 - C) IIT Council
 - D) IIT Director's committee
9. Leave sanctioning authority (Except Casual Leave) in case of Director is
- a) Dean (FAA)
 - b) Director
 - c) Registrar
 - d) Chairperson BoG
10. Maximum amount of Earned Leave that can be granted to a member of the staff at a time
- a) 90 days
 - b) 60 days
 - c) 120 days
 - d) 180 days
11. If an employee suffering from Cancer, Mental Illness, Pulmonary tuberculosis pleural of tuberculosis origin, he can be granted Extra ordinary Leave up to
- a) 24 months
 - b) 12 months
 - c) 36 months
 - d) 8 months
12. Define
- a) Quarantine Leave
 - b) Hospital Leave
 - c) Sabbatical Leave
13. All the orders and decisions of the Board are authenticated under the signatures of
- a) Dean Faculty Affairs & Administration
 - b) Director
 - c) Chairperson, BoG
 - d) Registrar
14. The Board shall meet at least _____ times a year
15. The Senate shall meet at least _____ times a year

16. The B&WC shall meet at least _____ times a year
17. Constitution of Finance Committee as per statutes is
- a)
 - b)
 - c)
 - d)
 - e)
18. Officers of the Institute are
- a)
 - b)
 - c)
 - d)
19. Which authority of IIT Ropar can recommend to create, continue, combine or close down any academic unit such as department, school, research or other center
- a) IIT Council
 - b) Senate
 - c) BoG
 - d) B&W C

20. Specify maximum age limits for the following positions as per RR&PP of IIT

Ropar

<u>Grade Pay</u>	<u>Max age Limit</u>
4200	_____
5400	_____
6600	_____
7600	_____

21. Give classification of Stores as per stores purchase manual of IIT Ropar

22. Financial limits of different types of purchases

- a) Minor purchases up to _____ Lac
- b) Medium purchases above _____ Lac and up to _____ Lac
- c) Major purchases above _____ Lac

17-11-2017

A (2 pm to 3 pm)

23. Give different modes of tenders as per stores purchase manual

- a)
- b)
- c)

24. Tender fee applicable as per stores purchase manual of IIT Ropar

For purchases with

Estimated Value Above Rs. 25.00 lacs but less than Rs. 50 lacs

For purchases with

Estimated Value Above Rs. 50.00 lacs but Less than Rs. 100 lacs

For purchases with

Estimated Value Rs. 100 lacs and above

25. Minimum and maximum liquidated damages that can be imposed for delayed supplies as per stores purchase manual of IIT Ropar

Minimum %

Maximum %

Part - B

1. Draft a letter to the PA of HRM from PA to Director, IIT Ropar, inviting the HRM for the 7th convocation of the Institute informing that formal invitation will be sent by the Director on receipt of confirmation.

