

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की 247 667
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE 247 667



अभिशासक परिषद भारतीय प्रौद्योगिकी संस्थान रुड़की की दिनांक 26 जून 2020 को परिषद कक्ष में दोपहर 04.00 बजे आहूत 60^{वीं} बैठक का कार्यवृत्त।

MINUTES OF THE 60th MEETING OF THE BOARD OF GOVERNORS OF INDIAN INSTITUTE OF TECHNOLOGY ROORKEE HELD ON 26th JUNE 2020 AT 04.00 P.M. IN THE BOARD ROOM OF THE INSTITUTE.

उपस्थित / PRESENT:

- | | |
|---|---------------------|
| 1. Prof. Ajit K. Chaturvedi
IIT Roorkee | Chairman & Director |
| 2. Prof. Narendra Singh, Village: Bhalsawa Gaaj
Haridwar, Uttarakhand | Member |
| 3. Dr. Sunil Kumar Gupta
Joint Director (Technical Education)
Government of Haryana, Chandigarh
(on behalf of Principal Secretary, Govt. of Haryana
through video conferencing) | Member |
| 4. Prof. B.K. Mishra, IIT Roorkee | Member |
| 5. Prof. S.K. Ghosh, IIT Roorkee | Member |
| 6. Prof. M. Parida, Deputy Director, IIT Roorkee | Special Invitee |
| 7. Mr. Prashant Garg, Registrar, IIT Roorkee | Secretary |

At the outset, the Chairman welcomed the members to the 60th meeting of the Board with special acknowledgement and thanks to the external members, Prof. Narendra Singh who attended the meeting in person, and Dr. Sunil Gupta who joined through video conferencing.

The agenda was then taken up.

Comments of MHRD, communicated by the Under Secretary to the Government of India, MHRD, New Delhi vide letter F.No. 7-8/2017-TS.I dated 23rd June 2020 were considered during the deliberations.

Item No.60.1: To confirm the minutes of the 59th meeting of the Board of Governors held on 21.01.2020.

The comments received on item no. 59.8 will be considered vide agenda item no. 60.9. With this observation, the Board confirmed the minutes as circulated on 13.02.2020.

Item No.60.2: Actions taken report on the minutes of the 59th meeting of the Board of Governors held on 21.01.2020.

The Board noted the actions taken.

Item No.60.3: To ratify the approvals accorded by the Chairman, Board of Governors, on behalf of the Board of Governors.

The approvals accorded by the Chairman on behalf of the Board were ratified as under:

- (i) Annual Report for the Financial Year 2018-19.
- (ii) Audit certificate of the Institute Accounts for the financial year 2018-19.
- (iii) Recommendations of the Selection Committee for appointments to the following posts:
 - 1. Assistant Professors
 - (a) Dept. of Biotechnology
 - (b) Dept. of Civil Engg.
 - (c) Dept. of Computer Science & Engg.
 - (d) Dept. of Earth Sciences
 - (e) Dept. of Electronics & Communication Engg.
 - (f) Dept. of Management Studies
 - (g) Dept. of Mechanical & Industrial Engg.
 - (h) Dept. of Metallurgical & Materials Engg.
 - 2. General Duty Medical Officer
 - 3. Chief Medical Officer



Item No.60.4: Matters for the information of the Board.

The Board noted the following:

- (i) Minutes of the 45th meeting of the Finance Committee held on 21.01.2020.
- (ii) Minutes of the 42nd meeting of the Building & Works Committee held on 18.01.2020.
- (iii) The following appointments were made:

S.No	Name	Designation	Department	DOJ
Appointment of Faculty Members				
1.	Dr. Kirtiraj K. Gaikwad	Asstt. Prof. Gr.-I	Pulp & Paper Tech.	13.01.2020
2.	Dr. Amit C. Bhosale	Asstt. Prof. Gr.-II	H&RE	15.01.2020
3.	Dr. Arbaz Khan	Asstt. Prof. Gr.-I	Mathematics	31.01.2020
4.	Dr. Abhay Kumar Sah	Asstt. Prof. Gr.-II	E&CE	19.03.2020
5.	Dr. Elumalai Gnanamani	Asstt. Prof. Gr.-I	Chemistry	22.03.2020
6.	Dr. Sumit K. Yadav	Asstt. Prof. Gr.-II	DOMS	22.04.2020
7.	Dr. Vibhor K. Rastogi	Asstt. Prof. Gr.-I	Pulp & Paper Tech.	04.05.2020
8.	Dr. Sourabh Arora	Asstt. Prof. Gr.-II	DOMS	26.05.2020
Appointment of Non-Faculty Group 'A'				
1.	Mr. Sunny John	Hospitality Officer	Administration	19.03.2020
2.	Mr. Vishwanandan Kumar Singh	Safety Officer	Administration	23.03.2020
3.	Dr. Vibhu Sharma	GDMO	Institute Hospital	02.04.2020
4.	Dr. Vipin Kumar	GDMO	Institute Hospital	03.06.2020

- (iv) The following Faculty and Officers (Group 'A') have superannuated/resigned:

Sl. No.	Name	Designation	Department	Date of Superannuated/ Voluntary Retirement Resigned
1.	Dr. A.K. Sen	Professor	Earth Sciences	31.01.2020 (Superannuated)
2.	Shri Rajvir Singh Khatri	Deputy Registrar	Saharanpur Campus	31.01.2020 (Superannuated)
3.	Dr.(Mrs.) Mala Nath	Professor	Chemistry	30.04.2020 (Superannuated)
4.	Dr. S.K. Nath	Professor	MMED	31.05.2020 (Superannuated)
5.	Dr. Prabuddha Sanyal	Asstt. Prof. Gr. I	Physics	10.04.2020(Resigned)

- (v) The following Faculty members and other staff have been brought on regular cadre:

Sl. No.	Name	Designation	Department	Date of Regularization
1.	Shri Anil Kr. Barnwal	Executive Engineer	Estate & Works	01.01.2019
2.	Shri Neeraj	AEE	Estate & Works	17.01.2019
3.	Dr. Biplab Sarkar	Asstt. Prof. Gr.I	E&CE	10.12.2019
4.	Dr. Sourajeet Roy	Asstt. Prof. Gr.I	E&CE	28.01.2020
5.	Dr. Dhanashri M. Joglekar	Asstt. Prof. Gr.I	MIED	05.01.2020

- (vi) IIT Roorkee has disassociated itself from IITRAA on 4th June 2020.

Item No. 60.5: To consider the proposals to be considered by the B&WC and Finance Committee in the meetings scheduled on 24.06.2020 & 26.06.2020, respectively.

RESOLUTION No.BG/09/2020: The Board considered the item and resolved that the following proposals as recommended by the B&WC and Finance Committees be approved:

Sl. No.	Name of work	Rs. in crore
1.	Proposal for construction of New Academic Block for Institute Instrumentation Centre (IIC) at Govind Puri after demolition of age structured buildings as in item.	78.35
2.	Proposal for construction of New Administrative Building (Annexe) at Amod Kunj after demolition of aged 06 houses as in item.	45.20
3.	Proposal for extension of floor space at Institute Computer Centre (ICC) in view of developing a Supercomputing facility (Data Centre) under NSM at ICC.	03.00

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Item No. 60.6: To consider and approve the demolition of existing 08 nos. residential building blocks, to be considered by the Building & Works Committee meeting scheduled on 24.06.2020, at proposed site for 1400 seater Students' hostel at Vigyan Kunj.

RESOLUTION No.BG/10/2020: The Board considered the item and resolved that the recommendations of the B&WC for demolition of H. No. 93-97, 101, 105 & 106 be approved.

Item No. 60.7: To consider revision in the mess charges (establishment charge & mess advance) of students from 2020-21.

The item was deferred on the advice of MHRD.

Item No. 60.8: To consider revision in the room rent of renovated married scholars' hostels from the session July 2020-21.

The item was deferred on the advice of MHRD.

Item No. 60.9: To consider the method of implementation of the Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019.

MHRD has informed that the report of the committee constituted for this purpose is under consideration of the Ministry. Therefore, before deciding on the changes in the current recruitment process, the item was deferred on the advice of MHRD.

Item No. 60.10: To consider the Physical Verification Report as a follow up of the Complaint of Financial Irregularity in the Earth Sciences Department.

The Board considered the item and noted that no further action is required.

Item No. 60.12: To consider the establishment of a Section 8 Company for the Technology Innovation Hub (TIH) under the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of DST.

RESOLUTION No.BG/11/2020: The Board considered the item and resolved that the Article of Association (AoA) **Appendix-A** and Memorandum of Association (MoA) **Appendix-B** for setting up a TIH at IIT Roorkee, as a Section-8 company, be approved.

Item No.60.13: To consider the creation of a position of Finance Officer in Pay Level-14 to be filled through Direct Recruitment.

RESOLUTION No.BG/12/2020: The Board considered the item and resolved that the position of Finance Officer in Pay Level-14 be created as given below:

Name and sanctioned strength of the post	Pay Scale	Level-14 (Rs.1,44,200 - 2,18,200)
	Mode of Selection	Direct Recruitment (Tenure position initially for 05 years, extendable to another 05 years tenure or age of 62 years, whichever is earlier)
	Age Limit	Preferably below 55 years
Finance Officer (01)	Essential	Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale. Experience: 15 years of administrative experience, of which at least eight years be as Deputy Registrar or at an equivalent post.
	Desirable	(i) CA/ICWA/MBA (Finance) qualification or having worked in an organized accounts service in Central Government (ii) Experience of working in a computerized finance and account systems in the Central Funded Technical Institutes.

Item No. 60.14: To consider the issue of modification in the Annual Performance Assessment Report (APAR) of Group 'B', 'C' and C-MTS employees and relevant changes in sharing of the report.

RESOLUTION No.BG/13/2020: The Board considered the item and resolved that the modified Annual Performance Appraisal/Assessment report proforma as given in **Appendices-C, D & E** be approved.

Further, resolved that the part B (भाग-ख) of the APAR duly assessed by the reporting officer be shared with the concerned employee, with a provision to send a photocopy of the same to the employee reported upon.

Item No. 60.15: To consider the effective date of implementation of enhancement of the benchmark from “Good” to “Very Good” in APAR for promotion and financial upgradation under MACPS.

RESOLUTION No.BG/14/2020: The Board considered the item and resolved that the effective date of implementation of enhancement of Benchmark from “Good” to “Very Good” in APAR, for promotion and financial upgradation under MACPS be approved from the calendar assessment year 2020. Further, the consideration of benchmark ‘Good’ in APAR for promotion and financial upgradation under MACPS be continued upto the calendar assessment year 2019.

Item No. 60.16: Representation of Mr. Raman Lal, Ex-Deputy Registrar for consideration of his promotion to the post of Deputy Registrar from a retrospective date.

RESOLUTION No.BG/15/2020: The Board considered the item and resolved as under:

- (a) Assistant Registrar (Senior Scale) to Mr. Raman Lal be antedated on the date of completion of his 08 years’ regular service as Assistant Registrar in terms of the MHRD communicated UGC guidelines extended to CFTIs.
- (b) His promotion to the post of Deputy Registrar under 25% of the total strength of Deputy Registrar be also accordingly antedated, counted 05 years from the date of his Assistant Registrar (Senior Scale).
- (c) He then be re-designated as Joint Registrar under MHRD letter F.No. 17-4/2014-TS.1 dated 12th April 2017.
- (d) All arrears be paid accordingly.



Item No. 60.17: To consider identification of posts suitable for Persons with Benchmark Disabilities in pursuance of the provisions made in the Rights of Persons with Disabilities Act. 2016.

RESOLUTION No.BG/16/2020: The Board considered the item and resolved that the recommendations of the committee on identification of non-teaching posts, suitable for each category of disability (**Appendix-F**) be approved.

Further, suggested that all efforts be made to strengthen the infrastructure in the campus for persons with disability. Persons so recruited should be provided the necessary or useful instruments/Aids for better productivity and output.

Item No. 60.18: To consider conversion of Existing posts of Assistant Superintendent Workshop into Scientific Officer.

The Board felt that the agenda needs to provide more information before the item can be considered. The item was therefore deferred.

Item No. 60.19: To consider a minor correction in the ladder of promotion for Maintenance Staff in the approved vacancy based promotional scheme.

RESOLUTION No.BG/17/2020: The Board considered the item and resolved that the proposed minor correction in the ladder of promotion for Maintenance Staff as given below be approved:

VI MAINTENANCE STAFF			
Approved Scheme			
Sl. No.	Entry Level Post/Scale	Promotional Level Post/Scale	Promotion quota against the vacancies available in the promotional posts in the Group-A, B & C. Time Scale whoever applicable.
1.	Assistant Executive Engineer PB-3 GP 5400	Assistant Executive Engineer (Senior Scale) PB-3 GP 6600	After 5 years service as AEE, promotion of 50% of total strength of AEE through selection-cum-merit i.e. interview and evaluation of Performance Appraisal Reports of the preceding 5-years under VBPS. OR Time Scale after 8 years to 50% of total strength of AEE through

			selection-cum-merit i.e. interview and evaluation of Performance Appraisal Reports of the preceding 5-years under VBPS, whichever earned earlier.
2.	Executive Engineer PB-3 GP 6600	Executive Engineer (Senior Scale) PB-3 GP 7600	25% by promotion from amongst Assistant Executive Engineer (Senior Scale) PB-3 GP 6600 / Executive Engineer PB-3 GP 6600 completed minimum 5 years. Promotion through selection-cum-merit i.e. interview and evaluation of Performance Appraisal Reports of the preceding 5-years.

Item No.60.20: To consider the status report of Advaita: the ERP project of IIT Roorkee.

RESOLUTION No.BG/18/2020: The Board considered the item and resolved as under:

- a) The Purchase Order with M/s Atos be terminated and the required follow up action be carried out.
- b) The institute be permitted to empanel another SAP certified vendor for completing the project.

UNDER ANY OTHER ITEM:

Item No. 60.22: To consider utilization of Professional Development Allowance (PDA) for procuring computer and related accessories.

RESOLUTION No.BG/20/2020: The Board considered the item **(Appendix-I)** and resolved that subject to availability of adequate balance, up to Rs 1.0 lac out of the total amount of Rs. 3 lacs PDA available in a block of three years, be allowed for the purpose of procuring computer and related accessories in the current financial year only.

The meeting ended with a vote of thanks to the chair.

Items under limited circulation are excluded.



(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)
UNDER SECTION 8 OF THE COMPANIES ACT, 2013

ARTICLES OF ASSOCIATION
OF
ABC

PRELIMINARY

1. Subject as hereinafter provided, the Regulations contained in **Table 'H'** of the Schedule I to the Companies Act, 2013 shall apply to the Company, except in so far as they are not inconsistent with any of the provisions contained in these Article and except in so far as they are hereinafter implied or expressly modified or added or excluded or altered or amended from time to time.

INTERPRETATION

2. (A) In these regulations—

- a. "Company" shall mean the "**i-Hub Foundation: Device Technology and Materials**"@@ incorporated under section-8 of the Companies Act 2013
- b. "IIT Roorkee" or "IITR" means **Indian Institute of Technology, Roorkee** (Statuary body setup under an act of Parliament).
- c. Government shall mean Government of India;
- d. "Act" shall mean the Companies Act, 2013 or any statutory modification(s) thereof from time to time;
- e. "Board" or "Board of Directors" shall mean the Board of the Company formed under these Articles;
- f. "Member" means a person who agrees in writing to become a member of the Company and whose name is entered in the register of the members of the Company."
- g. "Annual General Meeting" or "AGM" shall mean a General Meeting of the members held by the Company annually, in accordance of the provisions of Section-96 of the Act;
- h. All the general meetings of the members other than the AGM shall be called "**Extraordinary General Meeting**" or "**EGM**".
- i. "Board Meeting" shall mean a meeting of the Directors of the Company.
- j. "Board" or "Board of Directors" shall mean the Board of the Company formed under these Articles.
- k. "Director" means the Director acting as a member of the Board of Directors of the Company.
- l. "DST" means "**Department of Science & Technology**" under Ministry of Science and Technology, Government of India.
- m. "Ex-Officio Director (s)-IITR" shall mean the Directors of the Company by virtue of their positions in IIT Roorkee.

@@: Name of the Company, subject to necessary approvals from MCA

- n. **"Ex-Officio Director -DST"** shall mean the director by virtue of his/her position in DST.
- o. **"Ex-Officio Director-Director IITR"** is the Director of **Indian Institute of Technology, Roorkee** (Statuary body setup under an act of Parliament).
- p. **"Ex-Officio Director-Program Director TIH"** shall mean the Director of Company by virtue of his/her office in IIT Roorkee.
- q. **"Office"** means the Registered Office for the time being of the Company.
- r. **"TIH"** means "Technology Innovation Hub" under the program called "National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) – implementation mechanism – Technology Innovation Hubs (TIHs)" initiated by DST. The Company shall be the TIH in the aforesaid program

(B) Unless the context otherwise requires, words or expressions contained in these regulations shall have the same meaning as in the Act or any statutory modification thereof in force at the date at which these regulations become binding on the company.

PRIVATE COMPANY

3. The Company shall be a "Private Company" limited by guarantee not having a share capital and will be subjected to the restrictions imposed on a private company as defined under section 2(68) of the Companies Act 2013 and accordingly:
 - a) The numbers of members shall be restricted to 10
 - b) No invitation shall be issued to the public to subscribe for any securities of the Company.

MEMBERSHIP

4. The number of members with which the Company proposes to be registered is three but the Company may, from time to time, whenever the company or the business of the company requires it, register an increase of the members. Appointment of the members shall be subject to a resolution passed either in the Annual General Meeting or the Extraordinary General Meeting of the Company.
5. The subscribers to the Memorandum and such other persons as the Board shall admit to membership shall be members of the Company. The Board of Directors may admit members who agree to pay a sum of Rs. 5000/- and who can contribute to attain the objectives of the company.
6. The following person/s shall be appointed Ex-officio members of the Company by virtue of their office in IIT Roorkee:
 - a) Director IIT Roorkee;
 - b) Dean (Sponsored Research and Industrial Consultancy) IIT Roorkee;
 - c) Project Director TIH, IIT Roorkee.

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The Ex-Officio members shall be the members of the company as long as they hold these offices in IIT Roorkee.

7. The following persons shall be the first members of the Company
 - d) Prof. Ajit Kumar Chaturvedi
 - e) Prof. Manish Shrikhande
 - f) Prof. Sudeb Dasgupta
8. Each of the above mentioned first members shall hold their membership in the company so long as they hold above-mentioned respective offices in IIT Roorkee.
9. Project Director of TIH shall be a Faculty member of Department of Electronics & Communication Engineering in IIT Roorkee & shall be appointed by IIT Roorkee.

TERMINATION OF MEMBERSHIP

10. A member of the Company shall cease to be a Member in case of the any one or more following events:
 - a) Becoming bankrupt or if he/she is ascertained to be unsound mind or he/she is convicted of an offence involving moral turpitude;
 - b) voluntary resignation;
 - c) Termination or expiry of the term as an Ex officio IIT Roorkee shall result in termination as Director and Member of the company
 - d) Becoming incapacitated or by reason of death;

For clarification, upon the demise of the member, the membership shall not vest to the legal heir of the member and shall vest automatically to the Company and the board will not be required to register any transmission of membership on any of the legal grounds.

Every time when a new Member is appointed or a Member is terminated, a return to the Registrar of the Companies, Kanpur (“ROC”) shall be filed electronically within 30(thirty days) from the date of passing of the Ordinary Resolution passed in the AGM or EGM for such new appointment or termination.

REGISTER OF MEMBERS

11. Subject to the provisions of the Companies Act, 2013 a separate register of members shall be maintained which shall be entered the name and address and such other information about each member as the Board of Directors may decide from time to time.

GENERAL MEETINGS

12. Annual General Meeting (AGM)

The Company shall each year hold, in addition to any board meeting or Extra Ordinary General meeting (EGM), a meeting as its Annual General Meeting(AGM) within 6(six)

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months from the end of each financial year, such that not more than 15(fifteen) months shall elapse between two Annual General Meetings, and subject to Section 96 of the Act, or such other related provision of the Act as amended from time to time

13. Extraordinary General Meeting (EGM)

Whenever the chairman thinks fit, he may call an Extraordinary general meeting of his/her own accord or on the requisition of at least one-tenth of the total number of members of the Company, specifying the objects for which the meeting is proposed to be convened subject to the provision of Section 100 of the Companies Act, 2013.

NOTICE OF GENERAL MEETING

14. A general meeting of the Company may be called by giving not less than 14 (Fourteen) days' notice in writing, which should be sent to the members of the Company entitled to receive such notice, provided however, a General Meeting may be called after giving shorter notice if consent is accorded, by not less than 95% of the members entitled to vote at the meeting. Accidental omission to give notice to or the non-receipt of such notice by any member shall not invalidate the proceedings held at any General Meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. (i) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
(ii) Save as otherwise provided herein, the quorum for the general meetings (AGM and EGM) shall be higher of 2(Two) or one third of the total members personally present at the meeting.
16. The Chairman of the General Meetings (AGMs and EGMs) of the Company shall be the Ex-Officio Member- Director, IIT Roorkee. In the event that the aforesaid post in IIT Roorkee remains vacant, and an officiating individual is administering the aforesaid post, the person administering as the Director IIT Roorkee would automatically become the chairman of the General Meetings of the Company.
17. Every question submitted to a General Meeting shall be decided by a majority vote on a show of hands or on a poll if demanded by three fourths of the members present at the meeting. In case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the poll is demanded, shall be entitled to a second or casting vote. If a poll is duly demanded, it shall be taken at such time and in such manner as the Chairman directs and the results of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

ADJOURNMENT OF MEETING

18. (i) If a Meeting is adjourned sine-die or for a period of thirty days or more, the Notice of the original Meeting shall be sent, under cover of an intimation specifying the day, date, time and place of the adjourned Meeting. The intimation should clarify that certain items of business had been transacted at the original Meeting, state the reasons for adjournment @: Name of the Company, subject to necessary approvals from MCA

and list the remaining items of business to be transacted at the adjourned Meeting. The relevant explanatory statement in respect of such remaining items of business shall also be given.

(ii) If a Meeting is adjourned for a period of less than thirty days, the Company shall give not less than three days' Notice specifying the day, date, time and venue of the Meeting, to the Members either physically or electronically.

(iii) If a Meeting, other than a requisitioned Meeting, stands adjourned for want of Quorum, the adjourned Meeting shall be held on the same day, in the next week at the same time and place or on such other day, not being a National Holiday, or at such other time and place as may be determined by the Board.

(iv) If, at an adjourned Meeting, Quorum is not present within half an hour from the time appointed, the Members present, being not less than two in number, will constitute the Quorum.

(v) If, within half an hour from the time appointed for holding a Meeting called by requisitionists, a Quorum is not present, the Meeting shall stand cancelled.

At an adjourned Meeting, only the unfinished business of the original Meeting shall be considered. Any Resolution passed at an adjourned Meeting would be deemed to have been passed on the date of the adjourned Meeting and not on any earlier date.

VOTING RIGHTS

19. (i) The members shall have the voting powers according to the number of the guarantee has been subscribed by them

20. (i) No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes.

(ii) Any such objection made in due time shall be referred to the Chairman of the meeting, whose decision shall be final and conclusive.

21. A vote given in accordance with the terms of an instrument of proxy shall be valid, notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, or the transfer of the shares in respect of which the proxy is given:

Provided that no intimation in writing of such death, insanity, revocation or transfer shall have been received by the Company at its office before the commencement of the meeting or adjourned meeting at which the proxy is used.

22. A member may exercise his vote at a meeting by electronic means or such other appropriate means as deemed fit by the board, in accordance with Section 108 of the Act, and shall vote only once.

23. Any business other than that upon which a poll has been demanded may be proceeded with, pending the taking of the poll.

BOARD OF DIRECTORS

24. The administration of the affairs of the Company shall be vested with the Board of Directors. The Director need not be a member of the Company.
25. Unless otherwise determined by the Company in the General meeting the number of Directors of the Company shall not be more than Fifteen and not less than two.
26. The following persons shall be the members of the Board of Directors of the Company.

I. Ex-Officio Director (s)-IITR by virtue of their position in IIT Roorkee as

- a) Director IIT Roorkee;
- b) Dean (Sponsored Research and Industrial Consultancy) IIT Roorkee;
- c) Project Director TIH, IIT Roorkee.

The above Ex-Officio Director(s)-IITRs shall be the directors of the Company, so long as they hold their office at IIT Roorkee.

II. Ex-Officio Director as a representative of DST (“Ex-Officio Director -DST”).
This Ex-Officio Director shall be the directors of the Company, as long as he/she holds his/her office at DST.

III. At least two Directors from academia (other than IIT Roorkee) as appointed by the Ex-Officio Director (s)-IITR;

IV. At least three Directors from industry in science and technology as appointed by the Ex-Officio Director (s)-IITR;

V. Any other Director(s), as may be appointed by Ex-Officio Director(s)- IITR, from to time to time.

27. The following persons shall be appointed as First Directors of the Company:

- a. Prof. Ajit Kumar Chaturvedi.
- b. Prof. Manish Shrikhande,
- c. Prof. Sudeb Dasgupta

28. The Each of the above mentioned first directors hold offices of the Directors in the Company, as long as he/she holds the respective offices in IIT Roorkee as mentioned in clause 26(I).

29. The Chairman of the Board shall be Ex-Officio Director- Director IITR.

30. The “Ex-Officio Director-Program Director TIH” shall be the secretary of the board.

31. Ex-Officio Director-Program Director TIH shall be the Faculty member from the Department of Electronics and Communication Engineering IIT Roorkee.

32. The Directors shall be appointed by the majority of the members present in the general meetings of the Company. The Board may also appoint Additional Director(s)

@@: Name of the Company, subject to necessary approvals from MCA

or Nominee Director (s) or Casual Director(s) in accordance with the provisions of the Companies Act 2013.

33. The directors may be paid Sitting Fees for attending the meeting, including all travelling, hotel and other expenses properly incurred by them—
- (a) in attending and returning from meetings of the Board of Directors or any committee thereof or general meetings of the Company; or
 - (b) in connection with the business of the Company.

MANAGING DIRECTOR

34. Subject to the provisions of the Companies Act, 2013, members of the Company, may appoint any Director as Managing Director of the Company, having deep knowledge of concerned industry/cluster for such period and upon such terms as it may think fit, for the conduct of management of the business of the Company subject to the control and supervision of the Board of Directors.

NOMINEE DIRECTOR

35. Subject to the provisions of the Act and notwithstanding anything contrary contained in the articles, the Board of Directors of the Company may agree with any Financial Company, a Body Corporate, Bank, Insurance Corporation, Mutual Fund or Private or Government Institution or Agency etc. (hereinafter referred to as "The Institution") shall have a right to appoint, remove, re-appoint, substitute from time to time, their nominee as Director (hereinafter referred to as "the Nominee Director") on the Board of the Company, so long as any moneys remain owing to them or any of them by the Company out of any financial assistance granted by them or any of them to the company by way of loan and/or holding debentures and/or liability of the Company arising out of guarantee furnished by the institution on behalf of the Company, remains outstanding or in terms of any agreement made between the Institution and the Company.

TERMINATION OF DIRECTORS

36. (i) Ex-Officio Director (s) IITR, as mentioned in clause 26 (I) shall hold the directorship in the Company perpetually unless they vacate their directorship in the Company pursuant to any resignation or any disqualification(s) under the Act or their posts/designations in IIT Roorkee by virtue of which they are the Ex-Officio Directors in the Company are changed/ended or terminated.
- (ii) Ex-Officio Director-DST, as mentioned in clause 22 (II), shall hold the directorship in the Company till 5(five) years, unless not renewed or extended by the Members in the AGM/ EGM or they become disqualified under the Act or they resign from the post of Director in the Company or their posts/designations in DST as by virtue of which they are the Ex-Officio Director in the Company are changed/terminated, whichever is earlier.
- (iii) Directors appointed from academia, as mentioned in clause 22(III) shall hold the directorship in the Company for a period of 3 (three) years unless not renewed or extended by the Members in the AGM/ EGM or they become disqualified under the Act or they resign from the post of Director in the Company whichever is earlier.

@@: Name of the Company, subject to necessary approvals from MCA

(iv) Directors appointed from industry, as mentioned in clause 22(IV) shall hold the directorship in the Company for a period of 3 (three) years unless not renewed or extended by the Members in the AGM/ EGM or they become disqualified under the Act or they resign from the post of Director in the Company whichever is earlier.

(v) Any other Director appointed by Ex-Officio Director (s) IITRas mentioned in clause 22 (V) shall hold the directorship in the Company for a period of 3 years unless not renewed or extended by the Members in the AGM/ EGM or they become disqualified under the Act or they resign from the post of Director in the Company, whichever is earlier.

PROCEEDINGS OF THE BOARD

37. (i) The Board of directors may meet for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit.

(ii) A meeting of the Board of Directors shall be held once in every six months. In case of an inability to attend the meeting physically, the Board of Directors may participate in the meeting through video conferencing or teleconferencing

(iii) A director may, and the manager or secretary on the requisition of a director shall, at any time, summon a meeting of the Board.

38. (i) Save as otherwise expressly provided in the Act, questions arising at any meeting of the Board shall be decided by a majority of votes.

(ii) In case of an equality of votes, the Chairman of the Board, if any, shall have a second or casting vote.

(iii) Any Director, who is appointed as Ex-Officio Director- Director IITR, shall have a veto vote against any resolution, which he considers or thinks fit, is against humanity or national interest or against the interest of IIT Roorkee.

(iv) The quorum of the Board meeting shall be one third (1/3rd) of its strength as determined by the act and any fraction in that one-third being rounded as one OR two (2) directors whichever is higher.

39. The continuing directors may act notwithstanding any vacancy in the Board; but, if and so long as their number is reduced below the quorum fixed by the Act for a meeting of the Board, the continuing directors or director may act for the purpose of increasing the number of directors to that fixed for the quorum, or of summoning a general meeting of the company, but for no other purpose.

40. The Chairman of the Board shall be Ex-Officio Director- Director IITR.

41. The "Ex-Officio Director-Program Director TIH" shall be the member secretary of the board.

42. (i) The Board may, subject to the provisions of the Act, delegate any of its powers to committees consisting of such member or members of its body as it thinks fit.

(ii) Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Board.

43. (i) A committee may elect a Chairman of its meetings.

(ii) If no such Chairman is elected, or if at any meeting the Chairman is not present within Fifteen minutes after the time appointed for holding the meeting, the members present may choose one of their members to be Chairman of the meeting.

44. (i) A committee may meet and adjourn as it thinks proper.

(ii) Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present, and in case of an equality of votes, the chairman shall have a second or casting vote.

45. All acts done by any meeting of the Board or a committee thereof or by any person acting as a director, shall, notwithstanding that it may be afterwards discovered that there was some defect in the appointment of any one or more of such directors or of any person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such director or such person had been duly appointed and was qualified to be a director.

46. Save as otherwise expressly provided in the Act, a resolution in writing, signed by all the members of the Board or a committee thereof, for the time being entitled to receive notice of a meeting of the Board or committee, shall be as valid and effective as if it had been passed at a meeting of the Board or committee, duly convened and held.

CHIEF EXECUTIVE OFFICER, MANAGER, COMPANY SECRETARY OR CHIEF FINANCIAL OFFICER

47. Subject to the provisions of the Act,—

A chief executive officer, chief operational officer, Company secretary or chief financial officer may be appointed by the Board for such term, at such remuneration and upon such conditions as it thinks fit; and any chief executive officer, manager, company secretary or chief financial officer so appointed may be removed as per the Companies Act 2013.

MINUTES

48. a) The minutes of all proceeding of every General Meeting or the Board of Directors or committee of the Board of Directors shall be kept by making entries in the minute books within thirty days of the conclusion of the meeting.

b) The pages of the minute book shall be consecutively numbered.

c) Each page of the minute books shall be initialled or signed and the last page of the record of proceedings shall be dated and signed.

i. In case of a meeting of the Board of Directors or committee of the Board of Directors, the minutes shall be signed by the Chairman of the said meeting or the chairman of the next succeeding meeting, and

ii. In case of General meeting, minutes should be signed and dated by the Chairman of the meeting or in the event of death or inability of the Chairman, by any director duly authorized by the Board for the purpose, within thirty days of the General Meeting.

d) The minutes shall not be pasted or otherwise attached to the minute books.

@@: Name of the Company, subject to necessary approvals from MCA

e) All appointments of officers made at any of the meetings shall be included in the minutes of the meetings.

f) In case of a meeting of the Board of Directors or a committee of Board of Directors, the minutes shall also contain:

(i) The names of the Directors present at the meeting, and

(ii) In case of each resolution passed at the meeting, the names of Directors, if any dissenting from or not concurring in the resolution.

g) The minutes of each meeting shall contain a fair and correct summary of the proceeding thereat, provided that no matter need be included in any such minutes which the Chairman of the meeting is having the option and:

(i) Is, or could reasonably be regarded as defamatory of any person or

(ii) Is irrelevant or immaterial to the proceedings or

(iii) Is detrimental to the interests of the Company.

h) The minutes of the Board meeting sent by electronic mail shall be considered as an official communication of the minutes. The printed copy of the same will be sent by regular mail

COMMON SEAL

49. (i) The Company shall have a common seal and the Board shall provide for the safe custody of the seal.

(ii) The seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the Board or of a committee of the Board authorised by it in that behalf, and except in the presence of at least two directors and of the secretary or such other person as the Board may appoint for the purpose; and those two directors and the secretary or other person aforesaid shall sign every instrument to which the seal of the Company is so affixed in their presence.

ACCOUNTS & AUDIT

50. The Board of Directors shall cause to maintain proper books of accounts with respect to:

a) All sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place.

b) All sales/Incomes and purchases/expenditure of goods/services by the Company.

c) The assets and liabilities of the Company.

PLACE WHERE BOOKS OF ACCOUNT TO BE KEPT

51. The books of accounts shall be kept at the Registered Office of the Company or at such place in IITR, as the Board of Directors shall think fit.

INSPECTION OF BOOKS OF ACCOUNTS

52. The books of accounts shall be open to inspection by any Director or a member of the Company, during the business hours and entries thereof shall be checked and verified at least once in every year by one or more or all Directors.

STATUTORY AUDITORS

53. The first auditors of the Company shall be appointed and the remuneration shall be fixed by the Board of Directors and thereafter the Auditors shall be appointed at each Annual General Meeting.

SECRECY

54. Every Director, Manager, Trustee for the Company, Member or Debenture holders, Member of Committee, officer, servant, agent, accountant or other person employed in or about the business of the Company shall, if so required by the Board of Directors before entering upon his duties, sign a declaration pledging all transactions of the Company with his customers and state of accounts with individuals and in matters relating thereto, and shall subject to such declaration, pledge himself not to reveal any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the Board of Directors or by a Court of law and except so far as may be necessary in order to comply with any of the provisions contained in these Articles.

ARBITRATION

55. Any dispute arising between any members of the Company in connection with any business transaction or in connection with the management of the Company or any other persons that may be referred to the Company or the Company or any dispute between the Company and any of the contractors employed by the Company in connection with the business of the Company shall be decided by Arbitration under the rules of the Company which may be framed for this purpose by the Board of Directors or any subcommittee authorized by it.

INDEMNITY

56. Every member(s) or office bearer(s) of the Board or any Committee / Sub-Committee and other officer(s) or servant(s) of the Company for the time being shall be indemnified by the Company against any loss, damage or misfortune which shall happen in relation in the execution of the duties of his office unless the same happens through his own dishonesty or wilful neglect or default.

WINDING UP

57. The winding up of the Company shall be as such mentioned in the Memorandum of Association of the Company as stated from time to time or as per the provisions of the Companies Act, 2013.

We the several persons whose names, addresses, descriptions, and occupations are subscribed, hereunto are desirous of being formed into a Company not for profit in pursuance of this Articles of Association

SL. No.	Names, Addresses, Descriptions of the Subscribers	Signatures of the Subscribers	Name, Address, Occupation of the Witness to the Signature
1.	Prof. Ajit Kumar Chaturvedi s/o, Address-		
2.	Prof. Manish Shrikhande s/o, Address-		

@@: Name of the Company, subject to necessary approvals from MCA

3.	Prof. Sudeb Dasgupta s/o, Address-		



29 JUN 2020

@@: Name of the Company, subject to necessary approvals from MCA

**MEMORANDUM OF ASSOCIATION OF COMPANY LIMITED BY GUARANTEE
AND NOT HAVING SHARE CAPITAL****[Pursuant to rule 19(2) of the Companies (Incorporation) Rules, 2014]**

1. The name of the company is **“i-Hub Foundation: Device Technology and Materials”@@**
2. The registered office of the company will be situated in the State of Uttarakhand.
3. The main objects for which the company is established are:

Promoting objectives of Indian Institute of Technology Roorkee (“IITR”), (a statutory body set up under an Act of Parliament), which includes but not limited to the following:

- a) To act as technology innovation Hub wherein it can receive or support projects to other institutes, industry and work towards delivery of technologies and applications. And to provide required infrastructure and other facilities for generation of new knowledge through basic and applied research in areas related to the cyber physical system.
- b) To work on device technology and materials related to cyber physical system, carry out research in several applications areas such as Defence Research and Development, Electronics and Information Technology, Health Research, New and Renewable Energy, Telecommunications, Housing and Urban Affairs, Atomic Energy, Space etc. To carryout translational research and work with Line Departments to develop prototypes, product development and implementations.
- c) To develop new knowledge (intellectual property) and serve as a repository of papers and patents and engage in their marketing, selling and licensing.
- d) Technology/Product Development and Commercialisation – To undertake research and development for specific requirements of Industry, other government verticals and International Collaborative Research Programmes, technology commercialisation, brand building, technology development, innovation and product management, professional education, to create a platform for research and innovation between IITR and industry.
- e) Creating extensive courseware on device technology and materials related to cyber physical system and open online course based delivery.



29 JUN 2020

- f) Creating Test Beds, Test Labs and Consultancy Infrastructure for Industry and Government Agencies. And to utilize test beds and labs for certification subject to the government regulation.
- g) To gather, create, expand and disseminate the knowledge and provide the platform for networking by conducting seminars, conventions, discussions, workshops, exhibitions, businesses meets and send/invite delegations between India & other countries for the benefit of research, technology and industry related to the device technology and materials for cyber physical system.
- h) Entering into International Collaborations by leveraging international alliances which can add value to the chosen domain, connecting Indian research with global efforts in the proposed domain areas and participating in international projects and advanced facilities.
- i) Providing training, education, certifications, short term courses or otherwise or conduct exhibitions, seminars, promotional events/activities or otherwise, in parlance to the objects as stated above.
- j) Providing management and consulting services to different companies, firms, individuals etc. related to the objects as above.
- k) Development of highly knowledgeable human resource with top-order skills including Graduate Internships, Postgraduate Fellowships, Doctoral Fellowships, Post-doctoral Fellowships, Faculty Fellowships, Chair Professorships, Certification Courses etc.
- l) Innovation, Entrepreneurship and Start-up Ecosystem - Enabling or promoting new technology/knowledge/innovation based start-ups, building of a start-up ecosystem related to device technology and materials for cyber physical system by establishing network between academia, financial institutions, industries and other institutions, provide training and certification services, services to start-ups like mentoring, legal, financial, technical services, Enhance competencies, capacity building and training to nurture innovation and start-ups, awareness and executive training programs, Support young and aspiring entrepreneurs for enabling translation of idea to prototype, Inspire best talents to be entrepreneurs by providing support in the form of fellowship, providing guidance and co-working spaces for developing their ideas into products, providing funding support (in the form of Seed Fund, Equity, Debt, Grant, CCPS etc.) to the start-ups, promotional activities for start-ups, students or industry at large as and when required, to have strong industrial interaction for specific problem identification, co-development of technology and IP and generation of revenues, to provide a platform for research and development by any individual, institution, company or otherwise, or to provide incubation services or any other services which may be required by IITR either independently or on its behalf.
- m) Providing management and consulting services to different companies, firms, individuals etc. related to the objects as above.
- n) To promote, participate, support and supplement Flagship schemes of Government including Skill India, Make in India and Start-up India, etc., either through own funds

or under CSR funding or grants, consultancy, donations, assistance from public bodies, corporations, companies or persons or trusts and foundations in line with Government policies in force and in consonance with the objects of the company.

- o) To accept donations, grants and other offerings in the shape of movable and/or immovable properties for the attainment of the aims and objectives of the Company.
- p) To purchase/acquire the land and/or the building in the name of the Company for the fulfilment of the aims and objects of the Company;
- q) To receive projects and funds from R&D institutions, Industry, other funding agencies and create a new technology business incubator (TBI) related to the device technology and materials for cyber physical system.
- r) To bid for projects from Govt/ Industry/ PSUs/ State Govt etc. Support for projects will be based on requirement, open call and with due scientific diligence and processes.
- s) To support academic institutions, R&D institutions, Industry for projects related to the device technology and materials for cyber physical system.
- t) To generate income from promotion of indigenous technologies through technology licensing/commercializing home grown technologies Royalties, Consultancy, Government Promoted Programs and Angel/Seed Funding Investments etc.
- u) Any other object that becomes necessary for achieving the above objectives and is permitted under law and is duly approved in general Meeting of the company.
- v) Undertaking any or all other lawful things as considered necessary for the furtherance of the above objects, provided that the company shall not support with its funds, or endeavour to impose on, or procedure to be observed by its members others, any regulations or restrictions which was an object of the company, would make it trade union.

4. Matters which are necessary for furtherance of the main objects specified above subject to the approval of the Board of Directors of the company.

- a. To make, draw, accept, endorse, execute, discount, negotiate and issue cheques, promissory notes, hundies, bills of exchange, bills of lading, debentures and other negotiable or transferable instruments.
- b. To buy all kinds of plant, equipment, machinery, apparatus, tools, utensils, commodities, software, substances, articles and things necessary or useful for carrying on the objects of the Company
- c. To enter into agreement with any company or persons for obtaining by grant of licence or on such other terms of all types, formulae and such other rights and benefits, technical information, know-how and expert guidance and equipment and machinery and things mentioned herein above and to arrange facilities for training of technical personnel by them.

- d. To acquire by concession, grant, purchase, licence or otherwise either absolutely or conditionally and either alone or jointly with others land, buildings, machinery, plants, utensils, works, conveniences and such other movable and immovable properties of any description and any patents, trademarks, concessions, privileges, brevets, d'invention, licences, protections and concessions conferring any exclusive or limited rights to any inventions, information which may seem necessary for any of the objects of the Company and to construct, maintain and alter any building or work, necessary or convenient for the business of the Company and to pay for such land, buildings, works, property or rights or any such other property and rights purchased or acquired by or for the Company
 - e. To enter into any arrangement with any Government or Authorities Municipal, local or otherwise or any person or company in India or abroad, that may seem conducive to the objects of the company or any of them and to obtain from any such Government, Authority persons or company any rights, privileges, charters, contracts, licences and concessions including in particular rights in respect of waterways, roads and highways, which the Company may carry out, exercise and comply therewith
 - f. To expend money in experimenting on and testing and in improving or seeking to improve any patents, rights, inventions, discoveries, processes or information of the Company or which the Company may acquire or propose to acquire.
 - g. To obtain any order, or act of legislature in India or other places, or order, act or authority from the authorities of any country, state of dominion for enabling the Company to obtain all powers and authorities necessary or expedient to carry out or extend any of the objects of the Company, or for any other purpose which may seem expedient, and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the Company's interests.
 - h. To invest and deal with the moneys of the Company in any securities, shares, investments, properties, moveable or immoveable and in such manner as may from time to time be determined and to sell, transfer or deal with the same.
 - i. To apply for Seed fund programs, Angel/Seed Funding Investments organised by the government and private investors
5. The company shall apply its profits, if any or other income in promoting its objects and shall prohibit the payment of any dividend to its members, however nothing in this clause 5 shall prevent the payment by the company in good faith of prudent remuneration to any of its officers or servants (not being members) or to any other person (not being members), in return for any services actually rendered to the company.
6. The objects of the company extend within and outside of Whole of India

7. If upon winding up or dissolution of the company, there remains, after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members of the company but shall be given or transferred to such other company having objects similar to the objects of the company, subject to such conditions as the tribunal may impose, or may be sold and proceeds thereof credited to the Rehabilitation and Insolvency Fund formed under section 269 of the Act.
8. The Company can be amalgamated only with another company registered under section 8 of the Act and having similar objects
9. Each member, undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year afterwards, for payment of the debts or liabilities of the company contracted before he ceases to be a member and of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributories among themselves such amount as may be required not exceeding a sum of Rs. Five Thousand Only.
10. True accounts shall be kept of all sums of money received and expended by the company and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the company, and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the company for the time being in force, the accounts shall be open to the inspection of the members. Once at least in every year, the accounts of the company shall be examined and the correctness of the balance-sheet and the income and expenditure account ascertained by one or more properly qualified auditors or auditors.
11. We, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association and we respectively agree to take the number of shares in the capital of the Company set opposite our respective names.

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29 JUN 2020

SL. No.	Names, Addresses, Descriptions of the Subscribers	Signatures of the Subscribers	Name, Address, Occupation of the Witness to the Signature
1.	Prof. Ajit Kumar Chaturvedi s/o, Address-		
2.	Prof. Manish Shrikhande s/o, Address-		

3.	Prof. Sudeb Dasgupta s/o, Address-		


29 JUN 2020

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
PERSONNEL MANAGEMENT SYSTEM
ESTABLISHMENT – (B)
ANNUAL PERFORMANCE ASSESSMENT REPORT
(This form consists of Part A, B, C)
(For use in case of Group B & C Ministerial Staff)

Appendix-C
Item No. BoG/60.14

Reporting Period from to

Name in Full:

Employee Code :

Designation:

Department:

Whether the staff member belongs to SC/ST:

YES/NO

Present pay level and basic pay :

Part A: Self Appraisal (to be filled in by the officer reported upon)

Give, brief appraisal on following aspects as applicable (Enclose separate sheet, if required)

A-1 Provide major responsibilities and a brief write-up on significant contributions achievements/innovations and deficiencies, if any, against each responsibility.

A-2 Please specify targets/objectives/goals (quantitative or other terms) of work you set for yourself or that were set for you, and your outcome against each target in the order or priority.

Target/Objectives/Goals	Achievements

A-3 Provide details of professional growth, additional qualifications, training, new skills, self-development, professional course etc. acquired by you.

A-4 Suggestion, if any, for improving:

(i) Your own performance

(ii) Performance of the Section/Institute

Date: _____

(Signature of Employee)


29 JUN 2020

PART - B : Assessment of the Reporting Staff Member

Demonstrated Performance (Outstanding /Very Good/ Good / Average /Poor)

I. General

Sl.No.	Attribute	Reporting Officer	Reviewing Officer
1.	Capacity to perform the work and duties assigned to him/her on time		
2.	Skill in noting drafting work (applicable to persons required to write office notes and drafts)		
3.	Initiative and tact		
4.	Ability to handle difficult case/job		
5.	Punctuality and Discipline Number of instances of unauthorized absence from the office, if any		
6.	General behaviour with superiors		
7.	Reliability/ Trustworthiness		
8.	Hindi Work Skills (Noting/drafting & typing)		
9.	Analytical Ability		
10.	Quality of Output		
11.	Communication skills		

II. Supervisory

Sl. No.	Attribute	Reporting Officer	Reviewing Officer
1.	Administrative/organizing capacity		
2.	Capacity to train/advise the subordinate/ colleagues		
3.	Relations with fellow workers and subordinates		
4.	Leadership qualities		
5.	Knowledge of rules/regulation/procedures/IT skills and ability to apply them correctly		
6.	Strategic planning and decision making ability		

III. Steps taken to improve the performance of the employee, if any, reported above. (admonitions, performance counseling, verbal and written and the results achieved thereby, shall be indicated here)

IV. Special Attributes (Not covered above)

V. Overall Assessment (Outstanding /Very Good/ Good / Average /Poor)

I have shared the grading of the reporting with the concerned employee.

Place :

Date:

Signature.....

Name.....

Designation.....

Reporting Officer

Note:-

While assessing the official work the Reporting Official shall record his independent comments without personal bias or prejudice on the above mentioned points with regard to the duties of the official. The report shall be initiated by the official, irrespective of his rank and status, under whose direct supervision the person has been working for a continuous period of at least 3 months.


29 JUN 2020

PART – C

VI. Remarks of the Reviewing Officer

1. I agree with the assessment of the Reporting Staff member.
or
I do not agree with the assessment of the Reporting Staff member, in respect of item Nos., and my own assessment of the same is given against the relevant items in Part B.
2. If the staff member reported upon is a member of a SC/ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST has been fair and just.
3. Summing up by the Reviewing Officer (including overall assessment) :
(Outstanding/ Very Good/ Good/Average/Poor)
4. Special Attributes (Not covered above) :
5. Fitness for
(a) Promotion : Yes/No
(b) Confirmation : Yes/No

Place :

Date :

Signature

Name.....

Designation.....

Reviewing Officer

BRIEF INSTRUCTIONS FOR PREPARATION OF APAR

1. Assessment should be given against each applicable column by the Reporting & Reviewing Officer
2. The attributes which are not applicable for an employee may be marked as Not Applicable (NA).
3. Adverse remarks, if any, which are required to be communicated to the individual should invariably be indicated by the Reviewing Officer in his sum-up and grading of the Report.
4. Reports for the preceding year should be forwarded positively by the 28th of February of the ensuing year.


29 JUN 2020

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
PERSONNEL MANAGEMENT SYSTEM
ESTABLISHMENT – (B)
ANNUAL PERFORMANCE ASSESSMENT REPORT
(This form consists of Part A, B, C)
(For use in case of Group B & C Technical Staff)

Appendix-D
Item No. BoG/60.14

Reporting Period from..... to.....

Name in Full: Employee Code :
Designation: Department:
Whether the staff member belongs to SC/ST: YES/NO
Present pay level and basic pay :.....

Part A: Self Appraisal (to be filled in by the officer reported upon)

Give, brief appraisal on following aspects as applicable (Enclose separate sheet, if required)

A-1 Provide major responsibilities and a brief write-up on significant contributions achievements/innovations and deficiencies, if any, against each responsibility.

A-2 Please specify targets/objectives/goals (quantitative or other terms) of work you set for yourself or that were set for you, and your outcome against each target in the order or priority.

Target/Objectives/Goals	Achievements

A-3 Provide details of Professional growth, additional qualifications, training, new skills, Self-Development, Professional Course etc. acquired by you.

A-4 Suggestion, if any, for improving:

(i) Your own performance

(ii) Performance of the Section/Institute

Date: _____

(Signature of Employee)


29 JUN 2020

PART B : Assessment of Reporting & Reviewing Officers

I. Demonstrated Performance (Outstanding /Very Good/ Good / Average /Poor)

Sl. No.	Attribute	Reporting Officer	Reviewing Officer
1.	Output of Work		
2.	Quality of Work		
3.	Technical Knowledge/ Knowledge of administrative procedures		
4.	Punctuality Number of instances of unauthorized absence from the office, if any		
5.	Reliability/ Trustworthiness		
6.	Initiative		
7.	Tact		
8.	Receptivity of ideas		
9.	Relationship with superiors, colleagues and students		
10.	Knowledge of IT skills and ability to apply them correctly		
11.	Strategic planning and Decision making ability		
12.	Whether wears uniform	Yes/no	Yes/no

II. Steps taken to improve the performance of the employee, if any, reported above. (admonitions, performance counseling, verbal and written and the results achieved thereby, shall be indicated here)

III. Justification in support of Sl.No. 1 & 2 above.

- (a) Assisting the number of dissertations/projects/thesis of No. of B.Tech/M.Tech./Ph.D. Students
(b) Participation in laboratory courses/classes : No. of Courses/classes No. of Students.....

IV. Special Attributes (Not covered above)

V. Overall Assessment (Outstanding/Very Good/Good/Average/Poor)

Place :

Date :

Signature

Name

Designation.....

Reporting Officer

I have shared the grading of the reporting with the concerned employee.

Note :

While assessing the official work the Reporting Officers shall record their independent comments without personal bias or prejudice on the above mentioned points with regard to the duties of the official. The report shall be initiated by the official, irrespective of his rank and status, under whose direct supervision the person has been working for a continuous period of at least three months.


29 JUN 2020

PART C

VI. Remarks of the Reviewing Officer

1. I agree with the assessment of the Reporting Staff member.
or
I do not agree with the assessment of the Reporting Staff member, in respect of item Nos....., and my own assessment of the same is given against the relevant items in Part B.
2. If the staff member reported upon is a member of a SC/ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST has been fair and just.
3. Summing up by the Reviewing Officer (including overall assessment) :
(Outstanding/ Very Good/ Good/Average/Poor)
4. Special Attributes (Not covered above) :
5. Fitness for
(a) Promotion : Yes/No
(b) Confirmation : Yes/No

Place :
Date :

Signature
Name.....
Designation.....
Reviewing Officer

BRIEF INSTRUCTIONS FOR PREPARATION OF APAR

1. Assessment should be given against each applicable column by the reporting & Reviewing Officer.
2. The attributes which are not applicable for an employee may be marked as Not Applicable (NA)
3. Adverse remarks, if any, which are required to be communicated to the individual should invariably be indicated by the Reviewing Officer in his summing-up and gradation of the Report.
4. Reports for the preceding year should be forwarded positively by the 28th of February of the ensuing year.


29 JUN 2020

भारतीय प्रौद्योगिकी संस्थान रुड़की
कार्मिक प्रबंधन तंत्र
संस्थापन (ब)
विशेष/वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट

31/Dec/12 को समाप्त हुये वर्ष के लिये 01/Jan/2012 से 31/Dec/2012 तक की अवधि हेतु

(केवल सी-‘एमटीएस’ कर्मचारियों के मामले में उपयोग हेतु)
भाग क: वैयक्तिक डाटा

पूरा नाम :
पिता का नाम :
पद :
विभाग :

कर्मचारी संख्या :

क्या कर्मचारी अ.जा./अ.ज.जा. से संबंधित है ? (हाँ/नहीं):

वर्तमान मूल वेतन :

वेतन मान : PB1: 5200 - 20200 GP:

(कर्मचारी के हस्ताक्षर)

भाग-ख

प्रदर्शित निष्पादन : (उत्कृष्ट/ अति उत्तम/ उत्तम / औसत / निम्न)*

I. सामान्य:-

क्र.सं.	श्रेय	रिपोर्ट कर्ता अधिकारी	पुनरीक्षण अधिकारी
1.	सामान्य बुद्धिलब्धि		
2.	कार्य का स्तर		
3.	उद्योग, परवाह तथा पूर्णपणता		
4.	समय निष्ठता कार्यालय से अनाधिकृत रूप से अनुपस्थित रहने के मामलों की संख्या, यदि कोई हो तो		
5.	सामान्य व्यवहार		
6.	सत्य निष्ठा तथा अनुशासन		
7.	क्या नियमित रूप से कार्यालय की वर्दी पहनते हैं	हाँ / नहीं	
8.	प्रोन्नति / स्थायीकरण हेतु उपयुक्तता (जो लागू न होता हो उसे काट दें)	हाँ / नहीं	

II. ऊपर रिपोर्ट की गई कमियों को दूर करने हेतु उठाये गये कदम(भर्त्सना, लिखित तथा मौखिक निष्पादन परामर्श तथा उनके द्वारा प्राप्त परिणाम, यहाँ सूचित किये जायेंगे)



कृ.पू.उ.

29 JUN 2020

III. विशेष श्रेय (जो ऊपर न दिया गया हो)

IV. समग्र निर्धारण (उत्कृष्ट / अति उत्तम / उत्तम / औसत / निम्न)

मेरे द्वारा सम्बन्धित कर्मचारी को आख्या दिखा दी गयी है।

स्थान.....

दिनांक.....

हस्ताक्षर.....

नाम.....

पद.....

रिपोर्टिंग अधिकारी

नोट:-

कार्यालय प्रयोगशाला कार्य का निर्धारण करते समय रिपोर्टिंग पदाधिकारी, कर्मचारी की ड्यूटी के संबंध में उपरोक्त बिन्दुओं पर बिना निजी झुकाव या पूर्वाग्रह के अपनी स्वतंत्र टिप्पणी दर्ज करेंगे। रिपोर्ट पद तथा प्रतिष्ठा से निरपेक्ष उस पदाधिकारी द्वारा हस्ताक्षरित होगी जिसके सीधे पर्यवेक्षण में व्यक्ति लगातार कम से कम तीन महीने से कार्य कर रहा हो।

भाग-ग

1. मैं रिपोर्टिंग अधिकारी के निर्धारण से सहमत हूँ। / मैं, मद संख्या..... के संदर्भ में रिपोर्टिंग अधिकारी के निर्धारण से सहमत नहीं हूँ तथा इस संबंध में मेरा अपना निर्धारण सन्दर्भित मद के सामने भाग 'ख' में दिया हुआ है।
2. यदि जिसका निर्धारण किया जा रहा है वह अ.जा. / अ.ज.जा.का सदस्य है तो विशेष रूप से इंगित करें कि क्या अ.जा. / अ.ज.जा.के निष्पादन का निर्धारण करने में रिपोर्टिंग अधिकारी की अभिवृत्ति निष्पक्ष एवं न्यायपूर्ण रही है।
3. पुनरीक्षण अधिकारी द्वारा सारांश (समग्र निर्धारण को सम्मिलित करते हुये) :
(उत्कृष्ट / अति उत्तम / उत्तम / औसत / निम्न)

स्थान.....

दिनांक.....

हस्ताक्षर.....

नाम.....

पद.....

पुनरीक्षण अधिकारी

कार्य निष्पादन मूल्यांकन रिपोर्ट बनाने हेतु संक्षिप्त अनुदेश

1. * रिपोर्टिंग तथा पुनरीक्षण अधिकारी द्वारा प्रत्येक लागू कॉलम के समक्ष निर्धारण दिया जाना चाहिये।
2. प्रतिकूल टिप्पणी, यदि कोई हो, जो व्यक्ति को सूचित की जानी वांछित हो, तो वे पुनरीक्षण अधिकारी द्वारा अपने सारांश तथा रिपोर्ट के श्रेणी-करण (भाग-ग) में अवश्य इंगित की जानी चाहिये।


29 JUN 2020

REPORT OF THE COMMITTEE CONSTITUTED FOR IDENTIFICATION OF POSTS SUITABLE FOR PERSONS WITH BENCHMARK DISABILITIES (PD) IN THE INSTITUTE

- The following Committee was constituted by the Institute vide notification No. IITR/Rect/4658/Res-2019 dated Nov. 5, 2019:

Prof. M. Parida, Deputy Director	Chairman
Prof. Shabina Khanam	Member
Registrar	Member
Shri Abhishek Kumar, Deputy Registrar	Member
Shri Rohit Kumar, Pharmacist, Institute Hospital	Member

The Committee was constituted for identification of posts in the institute under section 34(1) of the Rights of Persons with Disabilities Act 2016, suitable for Persons with Bench Mark Disabilities.

- The Committee has considered all the direct recruitment posts in Group 'A' (Technical, Administrative and Academic), Group 'B', Group 'C' and Group 'C-MTS' as in IIT Roorkee Statutes along with corresponding revised nomenclature of posts, and position in current reservation rosters. Nature of each post and work performed by the persons, recruited on these posts were deliberated. Based on the functional requirements, working conditions, provisions given in Section 33 & Section 34, in the rights of persons with disabilities Act, 2016, the committee identified the posts, suitable for each category of disability.

All such posts so identified along with PD categories are recommended and listed at Appendix for approval and adoption in the institute.

- The Committee also suggested that all efforts to strengthen the infrastructure for Persons with Disability in campus. Persons so recruited should be provided the necessary and useful instruments/Aids for better productivity and output.

Team Admin
For necessary
action pl.

उप निदेशक
आ. प्रौ. सं.
I.I.T. Roorkee
Rohit Kumar

Shabina Khanam

Abhishek Kumar

Prashant Garg

M. Parida

Director

Report of the Committee constituted for identification of posts suitable for Persons with Benchmark Disabilities (PD) in the institute is herewith submitted for further consideration and approval.

In view of the urgency of the matter, Dean Admin may proceed with seeking the approval of the Chairman BoB which can be put up before the BoB for its consideration and approval.

17/1/2020

उप निदेशक
आ. प्रौ. सं.
I.I.T. Roorkee

INSTITUTE IDENTIFIED NON-TEACHING GROUP-WISE POSTS FOR PD RESERVATION IN DIRECT RECRUITMENT

Group	Cadre	Direct Recruitment Entry posts in institute	Posts identified for Direct Recruitment for persons with disability	Identified PD Categories of posts
A	Academic	<i>Librarian, Deputy Librarian, Assistant-Librarian, Superintendent- Workshop, Assistant Superintendent- Workshop, Sports Officer, Assistant Sports Officer, System Manager, Principal Scientific Officer, Scientific Officer Grade-II, Junior Programmer</i>	Deputy Librarian	OH (OL,OA), VH(LV), HH
			Assistant Librarian	OH (OL,OA), VH(LV), HH
			Superintendent Workshop/ Assistant Supdt. Workshop	OH (OL), HH
			Principal Scientific Officer/Scientific Officer/SSO-II/Junior Programmer	OH (OL), HH
	Technical	<i>Chief Medical Officer, General Duty Medical Officer, Senior Medical Officer, Counselor, Institute Engineer, Executive Engineer (Electrical), Executive Engineer (Civil), Institute Architect, Assistant Executive Engineer, Assistant Executive Engineering (Horticulture), Technical Officer Level-I, Technical Officer Level-II, Technical Officer Level-III, Safety Officer</i>	General Duty Medical Officer	OH (OL)
			Counselor	OH (OA,OL)
			Executive Engineer (Electrical)	HH
			Executive Engineer (Civil)	OH (OA), HH
			Assistant Executive Engineer (Electrical)	HH
			Assistant Executive Engineer (Hort.)	VH (LV)
			Assistant Executive Engineer (Civil)	OH (OA), HH
			Technical Officer Level-I	OH (OL),HH
			Technical Officer Level-II	OH (OL),HH
			Technical Officer Level-III	OH (OL),HH
	Administrative	<i>Registrar, Deputy Registrar, Deputy Registrar (Finance), Assistant Registrar, Assistant Registrar (Finance), Security Officer, Hindi Officer, Hospitality Officer</i>	Deputy Registrar	OH (OL), VH (LV)
			Deputy Registrar (Finance)	OH (OL), HH
			Assistant Registrar/ Assistant Registrar (Finance)	OH(OL), HH
			Hindi Officer	OH (OL), HH

-42-


29 JUN 2020

B	Administrative	Junior Superintendent	Junior Superintendent	OH (OL, OA), VH (LV), HH
	Technical	Junior Technical Superintendent, <i>Physical Training Instructor (Coach)</i> , Staff Nurse, Technical Superintendent, Assistant Library Information Officer, Junior Engineer (Civil), Junior Engineer (Electrical), T.A. (Sanitation), Assistant Security Officer	Junior Technical Superintendent	OH (OA, OL), VH (LV), HH
			Staff Nurse (Male)	OL
			Staff Nurse (Female)	OL
			Technical Superintendent	OH (OL), VH (LV), HH
			Assistant Library Information Officer	OH (OL, OA), VH (LV), HH
			Junior Engineer (Civil)	OA, OH (OL)
			Junior Engineering (Electrical)	OH (OL), HH
			T.A. (Sanitation)	VH (LV)
			Assistant Security Officer	VH (LV)
C	Ministerial	Junior Assistant	Junior Assistant	OH (OL, OA), VH (LV), HH
	Technical	Assistant Coach, Drivers, Junior Laboratory Assistant, Pharmacist	Junior Laboratory Assistant	OH (OA, OL), VH (LV), HH
			Pharmacist	OH (OA, OL), HH
C-MTS	Office	Junior Attendant	Junior Attendant (Offices)	OH (OL), VH (LV)
	Laboratory	Junior Laboratory Attendant, Attendant (Ward Aya), Attendant (Pathology), Attendant (Dark Room)	Junior Attendant (Laboratories)	OH (OL), HH, VH (LV)
			Junior Attendant (Dark Room)	HH, VH (LV)
			Junior Attendant (Pathology)	OH (OL)
			Junior Attendant (Ward Aya)	HH, VH (LV)
	Services	Attendants recruited for gardening and safai services	Attendant (Mali)	ID (Intellectual disability) Autism, HH
			Attendant (Safai Karamchari)	ID (Intellectual disability) Autism, VH (LV)





 14/1/2020

 14/01/2020

Page 292

29 JUN 2020



47

PWD STAFF

(GROUP B, C & C-MTS)

	Name of the staff	Designation	Category	Department
1.	Km. Deepa Saini	Junior Technical Superintendent	OH	ICC
2.	Sri Mohd Ahthesham Misbah Anjum Shaikh	Jr. Superintendent	VH	Material Management
3.	Sri Rohit Kumar	Pharmacist	OH	Hospital
4.	Smt. Aarti	Junior Assistant	HH	Kasturba Bhawan
5.	Sri Rajendra Yadav	Group 'C' (MTS)	OH	Accounts
6.	Sri Rishipal	Group 'C' (MTS)	VH	Civil Engg.
7.	Sri Padam Chand	Group 'C' (MTS)	OH	Biotechnology
8.	Sri S.S. Sahni	Group 'C'(MTS)	OH	Estate & Works
9.	Sri Suman Kumar	Junior Assistant	VH	Finance & Accounts

(GROUP 'A')

S.No.	Name of the employee	Designation	Category	Department
1.	Dr. P.S. Chani	Professor	OH	Arch. & Planning
2.	Dr. Sabina Khannam	Associate Professor	OH	Chemical
3.	Dr. Sonal Atray	Assistant Professor	OH	Arch. & Planning
4.	Dr. Chaman Kumar	Assistant Professor	OH	Mathematics
5.	Dr. Pratap Chandra Mohanty	Assistant Professor	OH	Humanities
6.	Sri Sakhawat Hussain	Assistant Librarian	HH	MGCL
7.	Dr. Varun A. Baheti	Assistant Professor	OH	Met. & Mat.


29 JUN 2020

Appendix-I
Item No. BoG/60.22

BG-60/60.22
26.06.2020

Item No. 60.22: To consider utilization of Professional Development Allowance (PDA) for procuring computer and related accessories.

Back ground:

During the ongoing Covid-19 pandemic, faculty members need to conduct online teaching and also join several meetings online. This needs availability of a good computer and related accessories.

Facts of the case:

Notification No. Estt(A)/2059/E-5168 dated 24th June 2016 has allowed use of up to Rs. 50,000/- out of Rs. 3.0 lacs as contingency in a block of three years **(Annexure-60.22)**. While faculty members of the Institute are actively involved in research and teaching, Covid-19 has compelled them to perform teaching and carry out other responsibilities online. Further, there will be a significant drop in international professional travel in the current financial year. In view of this, it is proposed that subject to availability of adequate balance, up to Rs 1.0 lac out of the total amount of Rs. 3.0 lacs PDA available in a block of three years, be allowed for the purpose of procuring computer and related accessories in the current financial year.

Action requested:

The Board is requested to consider and approve the same.


29 JUN 2020

भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की / ROORKEE

Annexure 60.22

सं. संस्थापन (अ) / २०५५ई - 5168
No. Estt.(A) / /E - 5168

दिनांक: 24 जून 2016
Dated: June 2016

अधिसूचना / NOTIFICATION

In continuation of Notification No. Estt(A) / 123/E-4759 dated 27th March 2012, and Notification No.IITR/F&A/561/PDA/384 dated 29.03.2016, Professional Development Allowance (PDA) of Rs. 3 lakhs for every block period of 3 years may be made available to every member of the faculty to meet the expenses for participating in both national and international conferences, paying the membership of various professional bodies and contingent expenses.

Brief description of PDA is as follows:-

- 1) **Block Period:** (a) Current duration of block period is Three Years. i.e. w.e.f. 01st April, 2015 to 31st March 2018 and thereafter for every three years accordingly
(b) One financial year shall be considered one year i.e. April to March 31st
- 2) **Grant Allocation:** (a) ₹ 3.00 lakh for a block period of three years.
(b) If a faculty member joins the Institute or retires from the Institute service between a block period, he shall be entitled to this allowance on pro-rata basis.

Faculty Members can utilize the grant for the following purposes as given below:

S.N.	Existing	Revised
A.	Purchase of Computer (T & P item) MHR02-46-200-802	Discontinued vide notification no. IITR/F&A/561/PDA/384 dated 29.03.2016
B.	Contingency (Grant Code MHR02-46-200-412) Out of Rs. 3 Lakhs, a maximum of Rs. 1.00 lakhs over three years can be spent by the concerned faculty on contingency that includes items like (i) To purchase Books (ii) Professional Membership (iii) Journal page charges (iv) Computer Peripherals of consumable nature	Contingency (Grant Code MHR02-46-200-412) Details of revised Contingent expenses amounting to Rs. 50000/- (maximum) for three years are as under:- (i) Books- technical/research/conference proceedings. (ii) Paying the membership of various professional bodies (iii) Pen Drive / Hard Drive (iv) Cartridges
C.	Conferences (Grant Code: MHR02-46-200-410) Maximum of Rs. 2.50 lakhs would be available for attending National/International conference (This along with expenditure under Sl. No. B should remain within the limit of 3.00 lakhs and would be for a block of three years i.e. upto 31 st March, 2018	Conferences (Grant Code: MHR02-46-200-410) Maximum of ₹ 3.00 lakhs (minus the expenditure incurred on (B) above upto the maximum limit of Rs. 50,000) expenditure would be available for attending National /International conference.

Note: In terms of the letter No. 19-5/2014-TS-1 (Sectt) (pt) dated 3rd November 2015 of the Ministry of Human Resource Development, Department of Higher Education (Technical Section - I), Government of India, New Delhi conveyed that the IIT Council "agreed to the proposal for carrying forward unutilized Professional Development Allowance (PDA) of one block to the next block" However, contingency amount will not be carried forward.

P.T.O.

The amount of PDA under Conference head could be used for:-

- i) International air travel (AIR INDIA economy class) including taxi charges (as per their entitlement) between the place of residence and the air port, visa fees and airport tax.
- ii) Registration fee for the conference.
- iii) Boarding and lodging for the period of the conference plus two days i.e. one day prior to the conference and the other day after the conference.
- iv) Local travel at the place of the conference.
- v) Expenses for attending one workshop or tutorial up to two days associated with conference, and
- vi) Medical insurance connected with the International travel.

Other terms & conditions remain unchanged as notified earlier vide above referred Notification dated: 27th March, 2012. However, important are given below:

1. In case of attending conferences National / International the amount of money paid for Local travel will be reimbursed only after submitting the original receipts.
2. For Air travel, Boarding passes need to be submitted.
3. Recommendation of Head of Department is required for attending International conference and final approval of Dean, Faculty affairs. However, for attending National conferences, Head of Department may give the approval at their end.
4. Grant of PDA for attending National/ International conference will be subject to Faculty for presenting a paper in his/her area of specialization. However, Chairing a session, attending reputed conferences, and workshops without presenting a paper would be permitted only with a special approval from Director / Deputy Director, based on strong justification for the same.
5. If the paper accepted for presentation at the conference is multi-authored, then only one of the authors can avail the facility for attending the conference. He or she need to take the prior consent of other authors.
6. Faculty member availing PDA for attending International / National Conference can avail up to a maximum of 10 working days special casual leave during one semester.
7. Any other academic activity not covered above may be considered by the Director on the recommendation of Head of Department and Dean of Faculty Affairs for approval as a special case


कुलसचिव / REGISTRAR

प्रतिलिपि / Copy to:-

1. समस्त कुलशासक / विभागों / केन्द्रों / कार्यालयों के समस्त प्रमुख ।
All Deans / All Heads of Deptts./Offices & Centres.
2. समस्त उप कुलसचिव एवं सहायक कुलसचिव ।
All Deputy Registrars and Assistant Registrars.
3. निदेशक के (निजी सचिव) को निदेशक महोदय के सूचनार्थ ।
A.R. to Director for Director's kind information.
4. अधीक्षक उप निदेशक कार्यालय को उप निदेशक महोदय के सूचनार्थ ।
Supdt. to Dy. Director for Dy. Director's kind information.


29 JUN 2020