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

अभिशासक परिषद् भारतीय प्रौद्योगिकी संस्थान रूड़की की दिनांक 08 मार्च 2022 को पूर्वान्ह 11.00 बजे संस्थान परिषद् कक्ष में आहूत 64वीं बैठक का कार्यवृत्त।

MINUTES OF THE 64nd MEETING OF THE BOARD OF GOVERNORS OF INDIAN INSTITUTE OF TECHNOLOGY ROORKEE HELD ON 8th MARCH 2022 AT 11.00 A.M. IN THE BOARD ROOM.

उपस्थित/**PRESENT:**

1.	Shri B.V.R. Mohan Reddy	Chairperson
2.	Prof. Ajit K. Chaturvedi Director, IIT Roorkee	Member
3.	Prof. Narendra Singh, Village: Bhalsawa Gaaj Haridwar, Uttarakhand	Member
4.	Dr. K.K. Kataria Director (Technical Education) (on behalf of Principal Secretary, Govt. of Haryana Through Video Conferencing	Member
5.	Prof. (Retd.) H.C. Pokhriyal, University of Delhi	Member
6.	Dr. Anil P. Joshi, HESCO, Dehradun	Member
7.	Sri Ashwani Lohani, CEO GMR Services, New Delhi	Member
8.	Prof. CSP Ojha, IIT Roorkee	Member
9.	Prof. U.P. SIngh, IIT Roorkee	Member
10.	Prof. M. Parida, Deputy Director, IIT Roorkee	Special Invitee
11.	Mr. Prashant Garg, Registrar, IIT Roorkee	Secretary

At the outset, the Chairman welcomed the members to the 64th meeting of the Board of Governors. The Chairman introduced and welcomed the following two new members, who were attending their first meeting, and wished for their valuable contributions and active participation in the meetings of the Board:

1.   Prof. C.S.P. Ojha, Department of Civil Engineering
2.   Prof. U.P. Singh, Department of Chemistry

The Board of Governors thanked the following outgoing members and placed on record its appreciation for their valuable contributions in the meetings of the Board: -

1. Prof. S.K. Ghosh, Department of Civil Engineering
2. Prof. B.K. Mishra, Department of Mechanical & Industrial Engg.

The agenda was then taken up.

Comments received from the Technical Section-1, Ministry of Education, Department of Higher Education, New Delhi vide letter F.No.7-8/2017 TS I dated 4th March 2022 were considered during the deliberations on the items.

Item No.64.1: **To confirm the minutes of the 63rd meeting of the Board of Governors held on 08.09.2021.**

Since no comments were received, the Board confirmed the minutes as circulated.

Item No.64.2: **Actions taken report on the minutes of the 63rd meeting of the Board of Governors held on 08.09.2021.**

The Board noted the actions taken.

Item No.64.3: **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) The nomination of Prof. U.P. Singh, Department of Chemistry as Board nominee to the Finance Committee for a period of two years w.e.f. 01.01.2022 to 31.12.2023.

(ii) The nomination of Prof. C.S.P. Ojha, Department of Civil Engineering as Board nominee to the Building & Works Committee of the Institute w.e.f. 01.01.2022 to 31.12.2023.

(iii) Recommendations of the Selection Committees for appointment on the following posts:

(1) Assistant Professor Gr.I/ Gr.II
a. Biosciences & Bioengineering Department

      b.   Centre of Excellence in Disaster Mitigation and Management
      c.   Chemical Engineering Department
      d.   Chemistry Department
      e.   Civil Engineering Department
      f.   Computer Science & Engineering Department
      g.   Electrical Engineering Department
      h.   Electronics & Communication Engg. Deptt.
      i.   Humanities & Social Sciences Department
      j.   Hydro & Renewable Energy Department
      k.   Mathematics Deptt
      l.   Mechanical & Industrial Engg. Department
      m.   Metallurgical & Materials Engg. Department
      n.   Paper Technology Department
      o.   Polymer & Process Engineering Department
      p.   Physics Department

(2) Visiting Professor
      Civil Engineering Department

(3) Adjunct Professor

      a.   Mechanical & Industrial Engg. Department
      b.   Computer Science & Engineering Department

(4) Professorial Chair

      a.   NEEPCO Professorial Chair
      b.   Indian Railways Professorial Chair in Bridge Engineering

(iv)   The Annual Report of the Institute for the Financial Year 2020-21.

(v)   Submission of the audit certificate of the Institute Accounts for the financial year 2020-21 received from Principal Director of Audit (Central) on 19.01.2022.

Item No.64.4   **Matters for the information of the Board of Governors.**

The Board noted the following:

(i)   Minutes of the 49th meeting of the Finance Committee held on 07.09.2021 (the minutes will be available at the BoG meeting).

(ii) Minutes of the 88th and 89th meetings of the Senate held on 03.09.2021 and 09.12.2021 respectively (the minutes will be available at the BoG meeting).

(iii) Minutes of the 45th and emergent 46th meetings of the B&WC on 13.12.2021 and 21.02.2022 respectively.(the minutes will be available at the BoG meeting.)

(iv) The following faculty and non-faculty Group 'A' have joined:

Sr. No	Name	Designation	Department/ Centre	Date of Joining
1	Dr. Aparajita Singh	Asstt. Prof. Gr.-ll	HSS	09.09.2021
2	Dr. Gowrish B	Asstt. Prof. Gr.-II	ECE	15.09.2021
3	Dr. Shikhar Misra	Asstt. Prof. Gr.-II	MMED	30.09.2021
4	Dr. Saikat Saha	Asstt. Prof. Gr.-I	Mathematics	06.10.2021
5	Dr. Srikrishnan S	Asstt. Prof. Gr.-I	Disaster Miti. & Management	25.10.2021
6	Dr. Amit Upadhyay	Asstt. Prof. Gr.-I	DOMS	25.10.2021
7	Dr. Ajit Kumar Dubey	Asstt. Prof. Gr.-I	MIED	01.11.2021
8	Dr. Sushil Kumar	Asstt. Prof. Gr.-I	BSBE	29.11.2021
9	Dr. Aruni Mahapatra	Asstt. Prof. Gr.-II	HSS	01.12.2021
10	Dr. Sampat Singh Bhati	Asstt. Prof. Gr.-I	Paper Tech.	10.12.2021
11	Dr. Abdul Saleem Mir	Asstt. Prof. Gr.-II	EED	16.12.2021
12	Dr. Priti Sinha	Asstt. Prof. Gr.-I	Chem. Engg.	27.12.2021
13	Dr.Saravana Kumar M.	Asstt. Prof. Gr.-II	ECE	27.12.2021
14	Dr. Shahbaz Khan	Asstt. Prof. Gr.-I	CSE	28.12.2021
15	Dr. Utpal Dey	Asstt. Prof. Gr.-II	ECE	03.01.2022
16	Dr. Alankrita Singh	Asstt. Prof. Gr.-II	MIED	07.01.2022
17	Dr. Sandipan Paul	Asstt. Prof. Gr.-II	CED	27.01.2022
18	Dr. Sachin Suresh Tiwari	Asstt. Prof. Gr.-I	BSBE	01.02.2022
1	Dr. Vikas Kumar	Adjunct Professor	MIED	01.10.2021
2	Dr. Biplav Srivastava	Adjunct Professor	CSE	17.01.2022
	Non-Faculty Group 'A' who have joined			
1	Shri Gopal Kr. Rastogi	Finance Officer	F & Accounts	18.10.2021
2	Shri Vikas Bharti	Tech. Officer Grade I	MMED	18.10.2021

3	Shri Anurag Kulshreshtha	Tech. Officer Level II	MMED	18.10.2021
4	Dr. Jay Singh Meena	Tech. Officer Level II	IIC	20.10.2021
5	Shri Prashant Singh	Tech.Officer Gr.- I	CED	01.11.2021
6	Shri Ravinder Singh	Tech. Officer Gr.- III	HRED	22.11.2021
7	Sri Brijpal Singh	Asstt. Registrar	ES Wing 'B'	29.11.2021
8	Shri. Mahavir Singh	Asstt. Registrar	Hindi Cell	29.11.2021
9	Shri. Yashpal	Asstt. Registrar	Dean Adm. Office	29.11.2021
10	Shri Ankit Kr. Gupta	Tech. Officer Gr.-I	HRED	01.12.2021
11	Dr. Ravi Kumar Gupta	GDMO	Inst. Hospital	09.12.2021
12	Dr. Shyamasri Chakrborty	GDMO	Inst. Hospital	27.12.2021
13	Dr. Shriniwas Yadav	Tech. Officer Level II	IIC	30.12.2021

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

Sr. No	Name	Designation	Department	Date of Superannuation /End of Contract / Voluntary Retirement/ resigned
1	Mrs. Nisha	Scientific Officer Gr.-II (On Contract)	MGCL	31.10.2021
2	Dr. Shikhar Misra	Asstt. Prof. Gr.-II	MMED	12.11.2021
3	Shri Brijpal Singh	Asstt. Registrar	ES Wing B	30.11.2021
4	Dr. Akhilesh Gupta	Professor	MIED	30.11.2021
5	Dr. Raja Dey	GDMO	Inst. Hospital	09.12.2021
6	Dr. Jagdish Prasad Sahoo	Asstt. Prof. Gr.-I	CED	25.12.2021
7	Dr. Pramod Kumar	Assoc. Prof.	CED	01.01.2022
8	Shri Sharvan Kumar	Asstt. Prof. Gr.-I	MMED	31.01.2022

(vi)   The following Faculty members and Group 'A' Officers have been brought on regular cadre:

Sr. No	Name	Designation	Department	Date of Regularization
1	Shri Alok Kr Pandey	Sports Officer	Inst. Sports Council	02.07.2019
2	Dr. Sparsh Mittal	Asstt. Prof. Gr.-I	ECE	13.12.2020
3	Shri S.K. Jainth	Deputy Registrar	Saharanpur Campus	28.12.2020
4	Dr. Manoj Bhatt	Asstt. Registrar	MM Section	27.02.2021
5	Dr. Amit Agarwal	Asstt. Prof. Gr.-I	CED	03.03.2021
6	Dr. E Gnanamani	Asstt. Prof. Gr.-I	Chemistry	22.03.2021
7	Dr. Vibhore Kr Rastogi	Asstt. Prof. Gr.-I	Paper Tech.	04.05.2021
8	Shri Vaibhav Sharma	Tech. Officer-I	MIED	09.05.2021
9	Shri V. Vijayaraj	Asstt. Registrar	Estt. Services	14.06.2021
10	Dr. Rahul Thakur	Asstt. Prof. Gr.-I	CSE	30.06.2021
11	Shri Krishnasamy S	Tech. Officer-I	MMED	03.07.2021
12	Dr. Manu Gupta	Asstt. Prof. Gr.-I	DOMS	10.07.2021
13	Dr. Saurabh R. Shiradhonkar	Asstt. Prof. Gr.-I	EQD	15.07.2021
14	Dr. Anant Choudhary	GDMO	Inst. Hospital	18.07.2021
15	Dr. Roluahpuia	Asstt. Prof. Gr.-I	HSS	20.07.2021
16	Dr. Vaishali Bhardwaj	GDMO	Inst. Hospital	25.07.2021
17	Dr. Shubhajit Sadhukhan	Asstt. Prof. Gr.-I	Arch. & Plan.	27.07.2021
18	Dr. Sonal K Thengane	Asstt. Prof. Gr.-I	HRED	05.08.2021
19	Dr. Sarbani Banerjee	Asstt. Prof. Gr.-I	HSS	04.08.2021
20	Dr. Anish Karmakar	Asstt. Prof. Gr.-I	MMED	06.08.2021
21	Dr. Deepak Kr Ojha	Asstt. Prof. Gr.-I	Chemical	21.08.2021
22	Shri Mohit Chandra	Counsellor	DoSW	09.09.2021
23	Sri Prashant Garg	Registrar	Administration	25.09.2021
24	Shri Mayur Sharma	AEE	E&W	18.10.2021
25	Dr. Basant Yadav	Asstt. Prof. Gr.-I	WRD&M	19.10.2021
26	Shri Trilok Nath Tiwari	Executive Engg.	E&W	06.11.2021
27	Dr. Amit Bhosale	Asstt. Prof. Gr.-I	HRED	10.11.2021
28	Dr. Raksha Sharma	Asstt. Prof. Gr.-I	CSE	20.11.2021
29	Dr. Saurabh Vijay	Asstt. Prof. Gr.-I	CED	07.12.2021

30	Dr. Varun A. Baheti	Asstt. Prof. Gr.-I	MMED	28.12.2021
31	Dr. Rhythm Singh	Asstt. Prof. Gr.-I	HRED	05.01.2022

The Board expressed satisfaction on the progress made in faculty recruitments as for the first time the number of faculty in IIT Roorkee crossed the five hundred mark.

(vii)   The Ministry of Education has approved seven proposals for exemption to float Global Tender Enquiry (GTE).

(viii)   The Director has approved the recommendations of the Committee for fixing the license fee of the River View Apartments.

(ix)   The annual report of Anushruti Academy for the Deaf.

Item No. 64.5   **To inform the Board about the initiatives of IIT Roorkee which are related to or inspired by NEP 2020.**

The Board noted the initiatives and appreciated the progress towards adopting and implementing NEP 2020.

Item No.64.6   **To consider the proposal of rewording the Centre of Nanotechnology as Centre for Nanotechnology.**

RESOLUTION No.BG/01/2022: The Board considered the recommendation of the Senate and resolved that the proposal of rewording the Centre of Nanotechnology as Centre for Nanotechnology be approved.

Item No.64.7   **To consider the proposal of renaming the Department of Applied Science and Engineering as Department of Applied Mathematics and Scientific Computing.**

RESOLUTION No.BG/02/2022: The Board considered the recommendation of the Senate and resolved that the proposal of renaming the Department as Department of Applied Mathematics and Scientific Computing be approved.

Item No.64.8   **To consider the proposal regarding establishment Centre for Photonics and Quantum Communication Technology (CPQCT).**

RESOLUTION No.BG/03/2022: The Board considered the recommendation of the Senate and resolved that the proposal to establish a Centre for Photonics and Quantum Communication Technology (CPQCT) be approved. The Centre will initially function in the virtual mode.

Item No.64.9   To rationalize the gymkhana fees and mess establishment charges along with mess advance.

RESOLUTION No.BG/04/2022: The Board considered the recommendation of the Finance Committee and resolved that the proposal given in **Appendix-A** be approved with the revised nomenclature "Student Establishment & Maintenance Charges".

Item No.64.10   To consider the proposed guidelines for Continuing Education Centre.

RESOLUTION No.BG/05/2022: The Board considered the proposal and resolved that the guidelines given in **Appendix-B** be approved with effect from 8th March, 2022.

Item No.64.11   To consider measures to promote enhancement of gender diversity and inclusion in IIT Roorkee.

RESOLUTION No.BG/06/2022: The Board considered the proposal and resolved that the items given in **Appendix-C** be approved.

Item No.64.12   To consider changes in the criteria of two IIT Roorkee Research Awards.

RESOLUTION No.BG/07/2022: The Board considered the proposal and resolved that the following changes in the criteria be approved:

Current Guidelines	Revised Guidelines
1. HRED River Ganga Rejuvenation Award	
HRED River Ganga Rejuvenation Award will be given to any national or international *researcher* who is working for Ganga Rejuvenation work of scientific, social, environmental, legal and financial nature.	HRED River Ganga Rejuvenation Award will be given to any *Indian or foreign national whose scientific or social or environmental or legal or finance related work has a significant impact on the rejuvenation of river Ganga.*
2. Prof. A.S. Arya Young Earthquake Engineer Award	
It would be given to an eminent Indian engineer younger than 35 years (on 30th April of the year of application).	It would be given to an eminent Indian engineer younger than *40 years.*

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Item No.64.13 **To consider a proposal to institute Prabha Nayyar Faculty Award for Excellence in Time Management.**

RESOLUTION No.BG/08/2022: The Board considered the item and thanked the donor Shri Nayyar for the proposal to institute Prabha Nayyar Faculty Award for Excellence in Time Management.

The Board suggested that the assessment criteria and name of the award be further worked upon so that the award is able to meet its intended goal and the selection process inspires the confidence of the faculty. The Board desired that the revised proposal be placed before the Board in its next meeting.

Item No.64.14 **To consider the panel of Board's Nominees for the Selection Committees for Group 'A' non – teaching positions.**

RESOLUTION No.BG/09/2022: The Board considered the item and resolved that the panel be approved for three years.

Item No.64.15 **To consider the approval for registration of society and land lease for Anushruti Academy for the Deaf.**

RESOLUTION No.BG/10/2022: The Board considered the item and resolved that the following be approved:

1. A society named as "Anushruti Academy for the Deaf" (AAD) be registered by the Management Committee of AAD, in accordance with the provisions of Society Registration Act and the AAD constitution approved by the BOG in 2018. Before the application for registration is filed, it may be placed before the Director for consideration and approval.

2. The Director may nominate up to a maximum of 10 members out of the current/retired IIT Roorkee faculty/employees who along with the members of the MC will constitute the General Body. The tenure of the General Body will be co-terminus with the tenure of the MC.

3. A lease be signed and registered in favour of the new name "Anushruti Academy for the Deaf", in place of the existing lease signed on 28.10.2016 in the name of Anushruti Academy.

4. AAD will conduct hearing tests, rehabilitation counselling and distribution of professional material etc. to any needy person of the society free of cost.

Item No.64.16   **To consider the proposals as recommended by the B&WC in the meetings held on 13.12.2021 & 21.2.2022.**

RESOLUTION No.BG/11/2022: The Board considered the recommendations of the B&WC and FC and approved the following proposals, subject to availability of funds:

Sl. No.	Name of work	Rs. in crore
1.	To consider the proposal for construction of a New Married Students' Hostel (200 DUs) at Niti Nagar area.	51.91
2.	To consider the proposal for Centralized Air- conditioning of the Dining Halls of the Ravindra Bhawan, Govind Bhawan and Azad Bhawan Messes.	6.32
3.	To consider the proposal for construction of a new Building for Mehta Family School of Data Science and Artificial Intelligence.	22.50
4.	To consider the proposal for Renovation, Face-lifting & Facade Lighting of the James Thomason Building.	20.24

Item No.64.17   **To consider the proposal for demolition of 09 old houses & 04 garages in Vikas Nagar for the construction of Phase-III Faculty residential accommodations.**

RESOLUTION No.BG/12/2022: The Board considered the recommendations of the B&WC and FC and approved the demolition of 09 old houses **148/1-148/4, 135, 146,149,161 (02)** and 04 temporary garages no.**IG-94 to IG-97** of Vikas Nagar.

Item No.64.18   **To consider a few changes in the Delegation of Financial Power Rules (DFPRs).**

RESOLUTION No.BG/13/2022: The Board considered the recommendation of the Finance Committee and resolved that the changes in the Delegation of Financial Power Rules (DFPRs) given in **Appendix-D** be approved.

Item No.64.19   **To consider the Budget proposals of the Institute for the Financial Year 2022-23.**

RESOLUTION No.BG/14/2022: The Board considered the recommendation of the Finance Committee and resolved that the Budget proposals for the Financial Year 2022-23 be approved.

Further, the Board advised that in future the budget estimates for the next financial year be presented to the Board before they are forwarded to the ministry for its consideration.

Item No.64.20   **To consider the recommendations of Institute Technical Committee to write off the 03 major unserviceable items of Institute Computer Centre and Civil Engineering Department under Normal Wear & Tear.**

RESOLUTION No.BG/15/2022: The Board considered the recommendation of the Finance Committee and resolved that the proposed write-off of unserviceable items be approved.

Item No.64.21   **To consider renaming the Staff Welfare Fund and revising it guidelines.**

RESOLUTION No.BG/16/2022: The Board considered the item and resolved to approve the proposed renaming of the Staff Welfare Fund as Campus Community Welfare Fund (CCWF).

Further, the Board approved the proposed committee for framing the new guidelines for CCWF. The new guidelines prepared by the committee may be placed before the General Corpus Management Committee for approval.

Item No.64.22 To consider the proposal of IIT Roorkee initiated Participatory Action Research for Technology Enabled Community Governance in Uttarakhand.

RESOLUTION No.BG/17/2022: The Board considered the proposal and advised the Institute to identify faculty member(s) with domain expertise who can initiate participatory action research for technology enabled community governance in Uttarakhand.

Item No.64.23 To consider revisions in the existing guidelines for Professorial Chairs.

RESOLUTION No.BG/18/2022: The Board considered the proposal and resolved that the guidelines given in **Appendix-E** be approved.

Item No.64.24 To consider the proposal for revising the guidelines for the utilization of Professional Development Allowance.

RESOLUTION No.BG/19/2022: The Board considered the recommendation of the Finance Committee and resolved that the guidelines given in **Appendix-F** be approved.

Item No.64.25 To consider the request of Prof. M.K. Barua, Deptt. Of Management Studies for GPF-cum-Pension-cum-Gratuity Scheme under CCS Pension Rule 1972.

RESOLUTION No.BG/20/2022: The Board considered the recommendation of the Finance Committee and resolved that the proposal be sent to the Ministry of Education for consideration.

Item No.64.26 To consider the method of implementation of the Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019.

RESOLUTION No.BG/21/2022: The Board considered the item and resolved the following:

1) A single roster will be followed for direct recruitment at all levels.

2) Career progression of already recruited faculty from Assistant to Associate, as well as Associate to Professor will be through promotions. However, the current

process of evaluation by a committee composed of external experts shall continue to be followed as it is.

3) The roster will be applicable for recruitments at Assistant Professor level advertised on or after 07/03/2019. The promotion scheme shall also be applicable from the same date.

4) Since the Institute follows a rolling advertisement, the roster will be maintained in a similar manner. As and when the posts are filled up, the selected candidates will be adjusted against the relevant roster point.

Item No.64.30   **A Brief report on some of the activities during 175ᵗʰ Year Celebrations of IIT Roorkee.**

The Board noted the ongoing and planned activities to celebrate the 175ᵗʰ year of the Institute.

At the conclusion of the meeting, the Chairman appreciated the impactful and pathbreaking tenure of Prof. Ajit Kumar Chaturvedi as Director of IIT Roorkee and wished he could have continued for one more tenure. All round contributions of Prof. Chaturvedi were spontaneously and enthusiastically expressed by the members and the Board placed on record its deepest appreciation of his significant contributions to IIT Roorkee

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

Items under limited circulation are excluded.

The rationalized fees structure of Gymkhana Fees, Mess Establishment Charges & Mess Advance is recommended as under:

S.No.	Particulars	Basis	Tentative No. of Students	For Non-Dining Non-Residing students	For 5 Months Semester	For 6 Months Semester
1	*Proposed to merge the Gymkhana Fee Mess Establishment Charges and renamed as **"Student Establishment & Maintenance**	Fixed	9200	7000	7000	7000
2	**Mess Advance	Variable	7900	0	17000	20400
	Proposed Total			7000	24000	27400
	Existing Total			3000	24000	26400
	Difference (Amount increasing)			**4000**	**0**	**1000**

Existing Mess Advance @ Rs. 2400/- per month
Proposed Mess Advance @ Rs. 3400/- per month

* Non-refundable
** Subject to adjustment on actual basis

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Guidelines of the Continuing Education Centre IIT Roorkee

1. Preamble

(i) Over the past few years there has been a continuous growth and demand in high quality courses for the knowledge advancement and upskilling of working professionals in industry, individuals seeking courses to enhance employability, academia and governance. The availability of high-speed internet and many innovations in online program delivery have not only made professional education convenient and affordable, but also allows aspirants greater flexibility and freedom. Many leading Universities and Technical Institutes have been offering certificate programs and degrees to aspiring individuals using online platforms or partnering with EdTech companies for publicity/marketing, LMS management and implementation. This scenario has been further amplified during pandemic in which demand for online programs has increased many folds.

(ii) Furthermore, a large number of these programs are centred around AI and Data Science, and their application in wide ranging areas. The data driven methods and techniques, which are powered by data science, AI/ML, cloud computing, 5G and enabling technologies are transforming the world of Engineering, Technology, Commerce, and Society at large. Being an institute of national importance, IIT Roorkee is committed to ensure that expertise and learning developed at the institute in emerging areas of science and technology is imparted not only to the students registered in the institute, but also to the aspirants of these technologies outside to benefit wider public.

(iii) With the world rapidly progressing towards a digital economy, skills in latest technologies in data science, AI and allied areas are required to enhance India's workforce employability and competence. Thus, keeping in mind the need for training and upskilling of professionals/individuals, IIT Roorkee has started various initiatives to offer courses in emerging areas of interest to both industry and individuals.

(iv) The Continuing Education Centre (CEC) IIT Roorkee is a self-financed Entity and its most staff and operation costs are managed through its own fund. CEC IITR can offer courses/programs in open participation or sponsored mode:

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(a) **The open participation courses/programs** of short- and long-term duration, can be offered by any faculty member(s) of IITR to the eligible candidates on a chargeable fee basis. In these courses all the expenditures are expected to be met through the fee receipts. The short term (up to 3 weeks) courses can be conducted in physical class room/online mode at IIT Roorkee/Saharanpur/Noida campus, long term courses should be online mode, with a provision of short visit to IITR for interaction.

(b) **The sponsored courses** of short- and long-term duration are funded by external organisations in which training will be conducted for the candidates nominated by the sponsoring agency/organisation/company. These can be at their site or at IIT Roorkee/Saharanpur/Noida campus. The short term (up to 3 weeks) courses can be conducted in physical class room/online mode at IIT Roorkee/Saharanpur/Noida campus, long term courses should be online mode, with a provision of short visit to IITR for interaction.

2. Definitions

i. **Institute** means Indian Institute of Technology Roorkee, Roorkee

ii. **Department** means all the academic departments, academic centres, centres of excellence and academic service centres at the Institute.

iii. **Director** means Director, Indian Institute of Technology Roorkee, Roorkee.

iv. **Dean of Sponsored Research & Industrial Consultancy (Dean, SRIC)** means Dean of Sponsored Research & Industrial Consultancy (Dean, SRIC), Indian Institute of Technology Roorkee, Roorkee.

v. **E-Learning Centre means** E-Learning Centre, Indian Institute of Technology Roorkee, Roorkee.

vi. **Coordinator, CEC (CCEC)** means Coordinator, Continuing Education Centre (CEC) Indian Institute of Technology Roorkee, Roorkee.

vii. **Sponsor/ Funding Agency** means the organization a company, Govt, Semi-Govt entity that provides necessary financial support for the courses.

viii. **CEC Program/Course:** CEC (Continuing Education Centre) human resource development (HRD) program/course of following categories: Open participation/financed and sponsored mode.

ix.   **Faculty/Expert/Instructor:** A faculty member of the IIT Roorkee or expert in a subject area.

x.   **Participant:** A person who is enrolled for attending the program, registered in CEC of IIT Roorkee.

xi.   **Field Visit:** Field visit is the Technical Tour/ visit to Industry for the course participants.

xii.   **Practical/Tutorial:** Practical/Tutorial is the hands on training of the course participants.

xiii.   **Course Coordinator (CC)** is the faculty/scientist of the Institute with necessary expertise and competence to conduct a CEC course. Normally, the faculty/scientist who submits the training course proposal and negotiates with the sponsor and is instrumental in organising the course, is the Course Coordinator (CC). To organize a course emeritus fellow/chair professor/ visiting professor may also be the Course Coordinator.

xiv.   **Course Co-Coordinator (CCC)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the CC to work jointly with him/her to organize a course.

xv.   **Industry Partner/EdTech** means the program partner, Education Technology Company working with CEC IIT Roorkee and Course coordinator to implement a course.

xvi.   **Project Staff** means a person appointed in conformity with the guidelines to work in CEC or in a course.

xvii.   **Departmental Development Fund (DDF)** means a fund of the Centre to which a part of the Institute overhead and other charges from CEC Programs are transferred.

xviii.   **Professional Development Fund (PDF)** means a fund for individual academic staff with Dean SRIC.

xix.   **TAs** means Teaching Assistant/Technical Assistant/Lab Staff appointed by Course Coordinator/Instructors for helping in coordination/assignment/hands on/Labs etc.

xx.   **Open participation courses/program:** A short- or long-term duration course/program, offered by any faculty member(s) of IITR to the eligible candidates on a chargeable fee basis.

xxi.   **Sponsored course/program:** A short or long-term duration program financed by external organisations in which training is conducted for the candidates nominated by the funding agency/organisation/company.

3. General

(i) If a prima-facie case of malpractice and/or misconduct is established by a fact-finding committee against a staff member in connection with course (s), the Director, on the recommendation of Coordinator, CEC may prohibit the concerned staff member to take part in any new project either as Coordinator or Co-coordinator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing courses/programs with which he/she is connected, in order that the ongoing courses/programs and obligations to the sponsor do not suffer.

3.1 TA

The course coordinator and instructors may engage Institute Students (who may or may not be getting fellowship/assistantship). A maximum payment of Rs 5000 per hour, with total number of hours for which the payment can be made equal to number of the lecture hours in a course. Course Coordinator can also engage TA for the maximum of 20% of total number of the lecture hours in a course.

3.2 Forms

To ensure smooth administration & management of CEC Programs, only the forms supplied by Coordinator (CEC) will be used by the coordinators and others concerned.

3.3 Certificates

On the completion of the course, the certificates, in prescribed format, will be issued by CEC office on the recommendation of the course coordinator as follows:

i. Confirmation from the coordinator(s) that the details of fees are correct, and that all the payment instalments have been/will be received per the MoU/agreement terms.

ii. Feedback, comments, and suggestion from the participants will be shared by the course coordinator.

iii. A unique Certificate ID for each participant will be allotted by the CEC. On the recommendation of the course coordinator(s), the certificates will be released by the CEC per the terms.

iv. The certificate will have the format mentioned as Indian Institute of Technology, Continuing Education Centre, and signature by Coordinator CEC and course Coordinator(s), the other details shall be as per the course/MOU (if there).

v. Wherever needed, guidelines similar to NPTEL should be followed for awarding marks, in the Certificates/Executive Courses. A consolidated marksheet can be given for a program having multiple courses, with the approval from the coordinator CEC. The charges for evaluation and other costs for marksheet can be extra as decided by the course coordinator.

3.4 Distribution of Funds

(i) Before distribution of honorarium course feedback, schedule, list of participants with fee detail and all the payment instalments will be resolved as per the MoU/agreement terms.

(ii) The honorarium to internal faculty will be distributed at the time of closure of the course for the courses having live interactions. For a fully self-paced programs, the honorarium may be distributed when fee from the participant have been received. The course will be closed on the prescribed CEC form.

3.5 Exception Clause

These guidelines shall normally be applicable to all courses of CEC. However, any changes required which does not constitute to policy change may be approved by Dean SRIC on the recommendations of Coordinator, CEC.

3.6 Application of guidelines

These guidelines will replace regulations or recommendation pertaining to CEC mentioned in the existing SRIC rules (Notification no. IITR/SRIC/829/G-01 dated July 10,2018, rule no. 6.6 & 6.7) and related notifications.

3.7 Review

These rules/guidelines may be reviewed normally in three years or as per needs.

3.8 Course Commitment

On agreeing to participate in a program, a faculty member/expert will not withdraw, however in the case of an emergent situation where a faculty member is not available a replacement shall be found by the member.

3.9 Course/Program monitoring committee (PMC)

For courses/programs with large outlay/long duration the program monitoring committee with the following composition shall review and assess (including the running and feedback of the course) the progress periodically (at least bi-annually or before the distribution of the honorarium):

- Dean SRIC
- Coordinator CEC
- Course Coordinator
- Head of the Dept concerned
- A member from other dept (to be suggested by the course coordinator).

3.10 Other Items

(a) Hiring sufficient manpower (Project Officer/Program Manager and Project Associate) in CEC, who will be managing and coordinating these programs, and

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providing support to course coordinator(s), under the supervision of the Coordinator CEC.

(b) There should be a maximum of 30 courses run at a time to ensure that the courses are managed well.

(c) Present SRIC IITR norms (Notification no. IITR/SRIC/829/G-01 dated July 10,2018) will be applicable for the following:

    i.   Manpower (rule no. 4.1 and annexure)
    ii.   Consultants (rule no. 4.3 and annexure)
    iii.   Travel (rule no. 5)
    iv.   Purchase (rule no. 3.7)
    v.   Admission of Project staff to Academic Programmes (rule no. 8)
    vi.   Sponsors specific conditions (rule no. 9)
    vii.   Exception Clause (rule no. 10)
    viii.   IPR/Copyright (rule no. 3.5)
    ix.   Liability (rule no. 2.B.4)
    x.   Disagreement/Disputes (rule no. 2.B.5)
    xi.   Arbitration (rule no. 2.B.6)
    xii.   If not defined, any item related to operation/implementation and running of CEC or CEC courses/programs will be followed as per present SRIC norms (Notification no. IITR/SRIC/829/G-01 dated July 10,2018).

4. Open Participation/Learning Programs/Courses

(i)   The courses on topics of interest to the industry and research inviting participation from industries, individuals looking for up-skilling, and other organisations can be offered by faculty members through CEC. The courses can be of shorter duration upto three weeks and longer of few weeks' duration upto an year. With these courses, the institute aims to provide career enhancement and skill-up-gradation as per the requirements of industry and the corporate. The shorter courses can be conducted both online and offline (including Roorkee, GNEC & Saharanpur), while the longer duration programs should be conducted online with an option of short duration visit to the campus.

(ii)   As a part of this program, IIT Roorkee through Continuing Education Centre has also initiated various courses in emerging areas including Data Science, AI/ML, 5G, Cyber Security etc, aimed at reaching out to learners nationally and internationally. The courses would be curated and delivered by the collaboration of experts from IIT Roorkee, other academic institutions, and industry experts through online, self-paced, or hybrid mode. The courses are designed to follow a robust delivery model

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which consists of online content, weekend/evening live sessions and a series of hands-on/practical projects to make learners industry ready. In these courses there is a provision of collaboration with industry partners in execution, which will help in shaping young talent as per the industry requirements.

(iii)   These PG /Advance/Executive certificates courses of duration few weeks to up to a year can be offered, on paid fee basis to interested candidates. The admission/shortlisting criteria and type of the certificate (PG/advanced etc) will be proposed by the coordinator(s) with CEC approval prior to launching of the course. These courses may also be conducted in partnership with an EdTech company, which has sufficient experience and expertise in organizing these programs.

(iv)   The engagement with an Industry Partner in programs is expected to help in: (i) better management of course and more effective delivery through optimised LMS, (ii) hands-on, addressing of learner queries, projects, industry use cases, (iii) involvement of industry experts who can bring in industry insights and scope of career opportunity for the participants, (iv) offer IITR faculty platform to showcase/brand their expertise to wider audience nationally and internationally, (v) build industry outreach and create opportunities for collaboration between faculty and industry in general.

(v)   However, for IIT Roorkee to award certificates for the courses, it is recommended and expected that overall leadership and direction of the courses will led by IIT Roorkee faculty including content planning, delivery, experts, evaluation and hands-on. The role of the EdTech partner is expected to be in course outreach/marketing, implementation, Q&A/tutorial/project support, industry expert lectures, enhancing learner experience and industry use cases. As a general guidance, 50% or more course delivery should be from the faculty members of IIT Roorkee (including other IITs/peer Institutes)

4.1. Entities Involved and Roles

(i)   For smooth execution of these courses, there is a need to have a set of guidelines outlining both financial and administrative models. In all courses planned to be held following entities/individuals will be involved: Course coordinator(s) from IIT Roorkee, Industry Partner/EdTech (**optional**), CEC IITR and Dean SRIC IITR.

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4.1.1 Roles and Responsibilities

(i) **Course Coordinator(s) IIT Roorkee:** Before a course is decided to be launched, the Course coordinator(s) will plan and direct (in consultation with the Industry Partner if needed) the course including preparing schedule, fees, Instructors/Experts, candidate details, progress, evaluation, quality/feedback, and resolution of any issues during the running of the course. The Course coordinator(s) will request to generate invoice per the terms within one month of the start of the course to CEC. CEC will follow up with SRIC to generate invoice.

(ii) **CEC IIT Roorkee:** CEC will serve as nodal body for overall program coordination, management and implementation involving IIT Roorkee, Coordinator(s), Program Partner (if any) and SRIC. Any program that is planned to be launched will be initiated through CEC IIT Roorkee. Various details regarding the program to be launched will be provided by the Course Coordinator(s) and Program Partner (if available) to CEC before the launch of the program. CEC will also collect the details of registered candidates, feedback about the program, fee details as well as issue certificates at the end of completion of the course.

(iii) **Dean SRIC IIT Roorkee:** Dean SRIC will approve the MoU between Industry Partner and IIT Roorkee, fee receipt components and the other terms. All the receipts generated from the course will be transferred to CEC course code upon receipt from either program partner or SRIC payment gateway. SRIC will raise the invoice for agreed upon receipts component of the enrolment fees as requested by Course Coordinator(s).

(iv) **Industry Partner/EdTech (if engaged):** The program partner, working with Course Coordinator(s) IIT Roorkee, will support overall implementation of the course including LMS, user queries, marketing, publicity, registration, fees, hands-on and industry experts (if any). On receipt of invoice, the program partner shall transfer the fund to IIT Roorkee's account within two weeks from the date of raising invoice.

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4.2 Administrative and Implementation Guidelines

4.2.1 Selection of Industry Partner/EdTech.

(i) A committee comprising of Coordinator CEC and E-learning Centre IITR and Dean SRIC nominee(s) will interact with the potential partner. The EdTech partner application will be assessed regarding its experience, expertise, technical and financial strengths, etc.

(ii) If the partner company is recommended by screening committee, an interaction of its directors/managers may be held with the Director IITR (or nominee), Dean SRIC and Coordinator CEC to make a presentation. After a broad agreement over the scope of collaboration, range of courses that can be taken up, an MoU defining terms of collaboration will be signed with the partner company by Dean SRIC. The MoU should be deliberated by the Coordinator CEC and ELC and Dean SRIC along with the partner to set out roles and responsibility, fee receipt, certificate, and other matters regarding the course planned to be run. Probable instructors and coordinator(s) should be identified at this stage along with the list of courses planned to be offered on a platform.

(iii) The number of batches of a program should be limited to four in a year, also it is recommended that there should be at the most two courses coordinated by a faculty in a year to allow good delivery and management of the program. Further, it is recommended that a faculty can take maximum of 150 hours of lecture in all combined programs in a year (live and recorded).

(iv) The average duration for 1 year program should be 150-200 Hrs of lectures and hands-on. For a smaller duration program, the lectures can be prorated. The courses should have as many live interactive sessions and hands on as possible.

4.2.2 Implementation

The following sequence of stages (along with SOP mentioned in section 8) will be followed for open participation programme and releasing the certificates from the Continuing Education Centre IIT Roorkee:

1. Course/Batch Approval.

   A request from the Course Coordinator(s) duly forwarded by HoD to Coordinator CEC, along with copy of MoU having following documents:

   i. Course approval (registration) form should be submitted along with the relevant documents.

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ii. The course schedule details along with IITR experts (with consent mail)/outside experts, the profile of outside experts should be approved by course coordinator(s). It is recommended that at least 50% course material should be delivered by the faculty members from IIT Roorkee (or, other peer institutes).

iii. Course Reference Annexure Document should be provided with relevant documents as mentioned.

iv. For a course having industry EdTech partner, a portal having access to live status of the candidate registration, fees, schedule/lectures, progress of the course, feedback should be provided.

v. Consent to recording of course as per IITR IP policy.

vi. Feedback from the previous batch, if available.

2. Launch of the Course/Batch (After approvals to proposals in (2) above)

i. Working live portal by the industry partner (if there) having access to status of the candidate registration, fees, schedule/lectures, progress of the course, feedback should be provided.

ii. Copy of Course Brochure and the course website, final copy of schedule.

iii. Course webpage at CEC IIT Roorkee having a description and its webpage link.

iv. The course coordinator(s) IIT Roorkee will be in regular communication with the Program Partner (if there) to ensure high quality and standard of the course are maintained, including good feedback. If there are any issues perceived/found the course coordinator(s) in consultation with course partner shall take the decision to rectify the issues or hold or stop the registrations and intimate to CEC.

3. Release of the Certificate by CEC as per 3.3

(Deleted text below shifted to 3.3)

4.3 Financial Guidelines for Open Participation Programs/Courses

(i) IIT Roorkee being a public funded Institute is committed to offer quality courses at cost which is affordable. Further as these programs are planned to be funded using fee receipt from the registrations, these courses will not be treated as consultancy project or program financially. However, these courses can be used as training project in performance and related metrics of the CEC and IITR faculty. Also, it is imperative to ensure that efforts and work of IIT faculty and other entities involved are suitably rewarded to sustain these courses at high quality. The courses are possible due to the efforts of course coordinator(s), instructors as well as the administrative support of the CEC and DSRIC. Due to the involvement of different entities, these courses are recommended as IIT Roorkee's outreach activity to benefit aspiring individuals and society in general, but also with good honorarium to faculty involved and sustenance cost of others.

(ii) As CEC works on self-sustainable mode, there is also need for having manpower and other contingency support in CEC for this activity requiring funds. Further, as there are also some defined rates of honorarium for faculty for instruction in other programs like QIP (Rs 5000/Hr), NPTEL (Rs 10000-15000/Hr) and programs like

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GIAN (~$250/Hr), it needs to be ensured that these programs maintain a range of remuneration at par or better than these programs. Also, at the same time it should not degenerate into a purely commercial activity for revenue/income generation. Thus, it is desirable to have a range of remuneration adhering to some guidelines.

(iii) The maximum participants in a batch should be limited to 100 for good course delivery. However, for a fully self-paced program there is no limit on the number of candidates. It will be the responsibility of the instructor(s) to ensure that any queries are properly addressed in a self-paced program, even when the number of the registrations in a program are low.

(iv) To maintain parity with courses offered by other Institutes, maximum course fee per candidate is recommended to be Rs 1500 per lecture hr plus GST (maximum fees can be revised from time to time). For the courses having provision of short duration visit and stay at IITR Roorkee additional fee may be charged.

4.3.1 Fee Receipt Distribution of IIT Roorkee Account

(i) If a faculty member desires whole or part of the payments can be transferred to the PDF (SRIC) of the faculty member(s).

(ii) The course coordination fee includes conceptualization, design, development of schedule, customizing and coordination in delivering the program.

(iii) Payment to instructors include both delivery and lecture/course material preparation.

(iv) From the fee receipts generated in a course distribution will be as follows:

Table 1

Total Receipts = Gross amount 'G'

Taxes 'T'	Institute overhead (IOC) 'P'	Coordinator Fee 'C'	CEC operation/establishment costs 'O'	Other Expenditure/TA/lab staff/contingency 'E'	Payment to instructors 'R'
GST & TDS as applicable	20 % of Gross amount after taxes	Up to 20% after deduction of IOC**	10% after deduction of IOC	Deduction as per actuals	The remaining amount after all deductions in the course funds to be distributed to faculty/expert in proportion to the number of lectures/interactions subject to max of Rs. 18,000 per hour ##

**Coordination Fee is subject to a maximum of Rs. 8 Lakh. If faculty member desires whole or part of this amount can be transferred to the PDF (SRIC) of the faculty member(s). 50% of any left-over amount from coordination fee above Rs. 8 Lakhs will be deposited into the PDF (SRIC) of respective faculty (to be distributed as agreed), while the remaining 50% will be deposited into CEC corpus for developmental activities.

Total honorarium is subject to a maximum limit of Rs 18,000/- per lecture Hr. 50% of any left-over amount from Instructor payment (i.e., any amount above Rs 18,000 x no. of Instructor hrs) will be deposited into the PDF (SRIC) of the respective faculty (to be distributed in proportion to number of lectures/interactions), while the remaining 50% will be deposited into CEC corpus for developmental activities.

(v) The CEC corpus can be used for the various developments like: HW/SW purchase, support to faculty in converting the courses into monogram/book/video recording, course publicity/branding, LMS, administrative cost as approved by the coordinator CEC.

(vi) Any re-run of a course/program which involves recorded/live interactions, will be treated as separate course, the remuneration to the coordinator(s), the instructors and TAs etc will be the same as in Table 1 above.

(vii) At the time of course closure any unutilised balance amount will be transferred to CEC DDF.

5. Sponsored Programs/Courses

5.1 Course Proposals

(i) A faculty member(s) as course coordinator/PI can submit the proposal to funding agency after approval/endorsement by coordinator CEC. Sponsored courses should be organised exclusively for a specific company or organization.

(ii) The course coordinator will sign all type of contracts/agreement pertaining to the course/program with the approval of CEC coordinator, however in specific case CEC coordinator/Dean SRIC may also sign. The general MoU/agreement template available in SRIC rules will be used for creating a draft, however additional clauses may be added after approval.

(iii) The programs as agreed can be at Sponsor's site or at IIT Roorkee/Saharnpur/GNEC campus. The course proposals may be made by specific industries and after initial interaction, the courses would be tailor-made and conducted to their requirement. These courses can be of shorter duration upto 3 weeks (physical classroom/online) or long-term up to a year (online) with a provision of short-term visit to campus.

(iv) In addition to above general guidelines (as applicable) mentioned in section 4, SOP mentioned in Sec. 8 will be followed to organise the courses.

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5.2 Financial Guidelines

(i)   HRD training programs will not be considered as consultancy project or program financially. However, these courses can be used as training project in performance and related metrics of the CEC IITR and faculty.

(ii)   Guidelines in section 4.3.1(i)-(iii) will be applicable.

(iii) From the fee receipts generated in a course distribution will be as follows:

Table 2

Total Receipts = Gross amount 'G'

Taxes 'T'	Institute overhead (IOC) 'P'	Coordinator Fee 'C'	CEC operation/establishment costs 'O'	Other Expenditure/TA/lab staff/contingency 'E'	Payment to instructors 'R'
GST & TDS as applicable	20 % of Gross amount after taxes	Up to 20% after deduction of IOC**	10% after deduction of IOC	Deduction as per actuals	The remaining amount after all deductions in the course funds to be distributed to faculty/expert in proportion to the number of lectures/interactions subject to max of Rs. 18,000 per hour ##

**Coordination Fee is subject to a maximum of Rs. 8 Lakh. If faculty member desires whole or part of this amount can be transferred to the PDF (SRIC) of the faculty member(s). Any left-over amount from coordination fee above Rs. 8 Lacs will be deposited into the PDF (SRIC) of respective faculty (to be distributed as agreed)

Total honorarium is subject to a maximum limit of Rs 18,000/- per lecture Hr. 50% of any left-over amount from Instructor payment (i.e., any amount above Rs 18,000 x no. of Instructor hrs) will be deposited into the PDF (SRIC) of the respective faculty (to be distributed in proportion to number of lectures/interactions), while the remaining 50% will be deposited into CEC corpus for developmental activities.

(iv)   The CEC corpus can be used for the various developments like: HW/SW purchase, support to faculty in converting the courses into monogram/book/video recording, course publicity/branding, LMS, administrative cost as approved by the coordinator CEC.

(v)   Any re-run of a course/program which involves recorded/live interactions, will be treated as separate course, the remuneration to the coordinator(s), the instructors and TAs etc will be the same as in Table 2 above.

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6. EICT Academy Courses/Programs

Electronics & ICT Academy IIT Roorkee (E&ICT or EICT IITR) is an initiative supported by MeitY, Govt of India to deliver short courses/FDPs/certificate courses in online as well as offline mode under the plan national mission scheme viz. 'Digital India and Manpower Development'. The project was started in 2016 and was funded for four years initially, after which the initiative is expected to become self-sustainable, which will generate revenue from various activities including training and consultancy on paid fee basis.

EICT academy Open participation courses will overall follow the broad guidelines (as applicable) as mentioned for CEC open participation programs above. In addition to the other mandated activities, EICT academy will continue to conduct both short and long duration certificate/advance certificates/PG certificate programs on a paid fee basis. These programs may or may not involve Ed Tech partners. However, keeping in view the need to have a self-sustainable EICT program (as it does not have any manpower or financial support from the Institute) following guidelines for its operation will be different:

1. A 10% Institute overhead after taxes on the receipts will be deducted.
2. After deductions in (1) above, a maximum coordination fee of 20% (including courses run/ongoing, where coordination fee was not explicitly mentioned), which will be distributed (as agreed) among PI EICT academy and any other faculty involved in the coordination of the programs/courses. The maximum payments will be as per the relevant CEC norms in Sec. 4 above.
3. A minimum of 40% of the courses conducted by CEC in EICT domain (including AI/ML, Cloud Computing, Cyber security, Electronics, communication etc) will be set aside for EICT academy.
4. The honorarium to the instructors/experts will be as agreed between instructors/experts and EICT before the launch of the course. However, the maximum honorarium per hour will be as per the relevant CEC norms in Sec. 4 above.
5. Suitable honorarium to Co-PI, Academic Chairperson and Chairman may be paid.
6. The certificates issued by EICT academy will include EICT and IITR logo and any other logo as mentioned in relevant agreement or MoU. The format and signatures on the certificate will be as agreed before the launch of the program.

7. QIP/TEQIP/ATAL

(i) For programmes under MHRD funded scheme QIP/TEQIP/ATAL the remuneration and expenditure guidelines (if available) in the funding scheme will be followed.

8. SOP for Organising Courses

(i) The accounts of CEC and QIP were transferred to SRIC office in April 2019 for maintaining the financial control as per the Delegation of Financial Power Rules of IIT

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Roorkee. For smooth organization of the courses/programs, detailed guidelines regarding the roles of CEC and SRIC office is desirable. So, following SOP will be followed.

a. The Course Coordinator/PI will submit the course approval form with estimated budget to the CEC office.
   (i) The course code shall be assigned by the CEC office with the approval of CEC Coordinator and a copy of the approval will be sent to Course Coordinator/PI.
   (ii) After approval from CEC coordinator, the course/program can be conducted by coordinator/PI(s) as per plan, however, any funds needed to run the program will be arranged by the Course coordinator/PI.

b. On the receipt of the course funds or request of PDF advance transfer to course account by course coordinator, the course opening form with the actual budget and transaction details of fund transferred to Dean SRIC/IITR account, will be provided by Course Coordinator/PI to CEC office. This will be forwarded to SRIC Office for opening of Course code/account. The amount will be transferred to respective course code by SRIC Office. At the time of the settlement of the funds the PDF advance taken, if any, will be transferred back to PDF of the course coordinator(s)/PI.

c. If needed, revised budget form can be submitted by Course Coordinator/PI to CEC for forwarding to SRIC Office.

d. SRIC office will generate the receipt of the payment and Tax Invoice on the basis of the details provided in course opening form/revised budget form.

e. Course coordinator will send the bills to CEC office, which will be sent for payment to SRIC office after ensuring the necessary entries and verifying the payment details.

f. The distribution of funds will be provided by Course Coordinator/PI per the CEC/IITR norms, to be approved by the CEC Coordinator and will be forwarded to SRIC office for payment.

g. The UC/SE of the course will be prepared by SRIC office with the help of CEC office and final copy will be submitted to the concerned parties.

h. The account of the course will be reconciled by the CEC office at the closing of course, and the reconciliation report will be submitted to AR/DR SRIC.

i. All the correspondence to SRIC office, regarding courses/programs, should be sent through CEC office.

9. Distribution of IDF/CEC Account

Proposal:

(i) Increase the component of DDF of CEC from Institute overhead 'P' which is at present @15% of 'P'.

(ii) Reallocation of 25% PDF to DDF of CEC which is at present @ 25% of 'P'.

(iii) Continuing Education Centre (CEC) is a self-financed Entity and its most staff and operation costs are managed by its own fund. At present the only source of income of
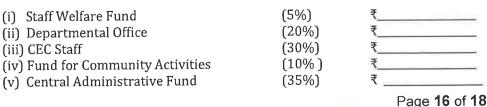
CEC is 15% component deposited in DDF from the 20% of the Institute overhead of the courses conducted to pay manpower, maintain the facilities and office expenses.

(iv) CEC has expanded its activities by coordinating 6-12 months PG/Advanced Certificate Courses in online mode in addition to offline short-term courses. As the activities of the Centre are increasing and programs require greater coordination, there is an increased need for manpower for seamless functioning and other contingency support in CEC. This will require employee cost which is paid from CEC component of courses in the Institute overhead. An outline showing the existing and proposed staff is attached. Also, the operational cost and efforts of CEC have been increasing continuously. However, the revenue generated from DDF of CEC is not sufficient to meet the CEC expenses.

(v) A summary of income and expenditure giving details for the last two years shows that expenditure is much higher than income. **During the last two financial years i.e. 2019-20 & 2020-21, the total expenses exceeded the income and there was net deficit of more than Rs. Eight Lacs and Rs. Fourteen Lacs respectively, which were met from CEC past savings.** The project summary reports of ledger code of CEC-DDF-001 and CEC-SAL-001 provided by SRIC office for the year 2019-20 & 2020-21 show this deficit. In addition, there is an added burden of cost of running QIP as the funding has been reduced by AICTE, and this cost eventually may have to be managed from CEC. Hence to fulfil this deficit there is an urgent need to increase the component of CEC from the Institute overhead of the courses. Therefore, it is proposed to increase the CEC DDF component in the Institute overhead.

(vi) As per CEC present norms, the distribution of 20% of Institute overhead deducted from course receipts is as below:

Amount payable to Institute (Institute overhead) **'P' (@20%T)**

Total Institute Component deducted **(P)**			₹_____
(a)	RDF [CEC-IDF-001]	50% of **P**	₹_____
(b)	DDF of CEC [CEC-DDF-001]	15% of **P**	₹_____
(c)	Electricity Charges [CEC-DDF-001]	5% of **P**	₹_____
(d)	PDF	25 % of **P**	₹_____

       (I) PDF of Dr. _____ = ₹_____

       (II) PDF of Dr. _____ = ₹_____

       (III) PDF of Dr. _____ = ₹_____

               Total = ₹_____

(e)   Distribution of incentive to office staff and SWF etc. ...5.% etc. ..of P ₹_____

(i) Staff Welfare Fund	(5%)	₹_____
(ii) Departmental Office	(20%)	₹_____
(iii) CEC Staff	(30%)	₹_____
(iv) Fund for Community Activities	(10%)	₹_____
(v) Central Administrative Fund	(35%)	₹_____

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(vii) It is seen that from the Institute overhead there is 25% deduction towards PDF of the Course Coordinator(s) which is in addition to the 20% coordination fee already deducted from the course. As such there appears to be a scope for reallocating component of 25% PDF to DDF of CEC to allow CEC to create funds for its increased operational costs and developmental activities.

(viii) To increase the CEC funds to meet its manpower cost and other expenditure, it is proposed that the distribution of 20% of Institute overhead for all the courses organized by CEC (open participation and sponsored) be modified as follows:

Revised distribution for 20% Institute overhead:

    (i)   50% to IDF   [CEC-IDF-001]
    (ii) 45% to CEC   [CEC-DDF-001]
    (iii) 5% Electricity   [CEC-DDF-001]

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10. Annexure-1 (List of Forms) *

S.No.	Detail	Form No.
1.	Course Approval Form for Open participation Courses	CEC-01-A
2.	Course Reference Annexure (Long Duration Courses) Course Plan/Schedule	Annex–CEC-01-A(i) Annex–CEC-01-A(ia)
3.	Course Approval Form for Sponsored Courses	CEC-01-B
4.	Course Opening Form with Actual Budget	CEC-02
5.	Revised Budget Form	CEC-03
6.	Request for Course Invoice Generation (Open participation Course)	CEC-04
7.	Request For Course Invoice Generation (Sponsored Courses)	CEC-05
8.	Remuneration/Honorarium Form	CEC-06
9.	Form for TA/Lab Staff	CEC-07
10.	Request for Advance for Open participation Course.	CEC-08
11.	Form for Coordination fee and course closure	CEC-09
12.	Form for distribution HRD course Fund	CEC-10

*From time to time, the list of forms, and their contents, can be altered on the approval of the coordinator CEC as per need. Only forms supplied by CEC will be used.

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Enhancement of Gender Diversity and Inclusion

1. The Institute will have a Standing committee by the name Diversity and Inclusion Committee (DIC). It will be constituted by the Director.

2. DIC will function in consultation with and as per the guidance of the Director.

3. DIC will work with all the entities of the Institute to ensure that the Diversity and Inclusion agenda remains alive and the required changes take place at every level including the grass-root level.

4. Depending on the nature of a formulated proposal, DIC will place it before the departments or the concerned Dean or DD or Director or Senate or BoG for consideration.

5. Every six months, the DIC will be required to present a report to the Board on its activities and accomplishments.

6. Diversity and inclusion related statistics should be compiled by the DIC. Some of it may also be included in the Institute's Annual Report. This kind of information may be used for ranking and analytics purposes as well.

7. All advertisements for recruitment should include an appropriate statement on the Institute's commitment towards Diversity and Inclusivity.

8. DIC should regularly organize seminars on entrepreneurship, financial independence, and skill building so as to promote Diversity and Inclusivity.

9. An age relaxation of two years be provided to women faculty for eligibility for Institute Research Fellowship.

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REVISED DELEGATION (ONLY RELEVANT PORTION RELATED TO BILLS PASSING AND PAYMENTS)

Particulars	Applicable for	Existing	Proposed
Pay orders of the bills	Finance & Accounts, SRIC, GATE, JEE/ Special examination	1. Up-to Rs. 2 lakhs- single signatory (A.R or D.R. or Joint Registrar) 2. Above Rs. 2 lakhs and up-to 10 lakhs two joint signatory (A.R./D.R. /Joint Registrar) (or in case of any of them is not available then Registrar) 3. Above Rs 10 lakhs two joint signatures any of D.R./Joint Registrar (or in case of any of them is not available then Registrar) and Dean (F&P)/Dean SRIC/ Chairman (GATE/JEE) 4. Under emergent instances, GATE / JEE/ Dean (F&P)/Dean (SRIC) may be single signatory.	1. Up-to Rs. 3 lakhs single signatory:- AR/ DR/ JR/ FO/ R/ Chairman (GATE/JEE) 2. Above Rs. 3 lakhs and up-to Rs. 6 lakhs two joint signatory: - AR/ DR /JR/FO /R/ Dean (F&P)/Dean (SRIC) /Chairman (GATE/JEE) *(Note: (a) Even two ARs can jointly sign. (b) One from Registry officers is must).* 3. Above Rs. 6 lakhs and up-to Rs. 15 lakhs two joint signatory:- AR /DR /JR /FO /R / Dean (F&P)/Dean (SRIC) /Chairman (GATE/JEE) *(Note: (a) However, two ARs cannot jointly sign. (b) One from Registry officers is must).* 4. Above Rs. 15 lakhs two joint signatory: - One from 1st set and one from 2nd set jointly: <table><tr><td>**Set 1**</td><td>**Set 2**</td></tr><tr><td>One AR/ DR/ JR/FO/R</td><td>Dean (F&P)/ Dean (SRIC) /Chairman (GATE/JEE)</td></tr></table>
Signing the cheques/ NEFT/RTGS /PFMS/TSA /Online transfer instructions to banks for digital payments	Finance & Accounts, SRIC, GATE, JEE/ Special examination	1. Up-to Rs. 2 lakhs- single signatory (A.R. or D.R. or Joint Registrar) 2. Above Rs. 2 lakhs two joint signatory (A.R. / D.R./Joint Registrar (or in case of any of them is not available then Registrar) 3. Under emergent instances, GATE / JEE/ Dean (F&P)/Dean (SRIC) may be single signatory.	1. Up-to Rs. 3 lakhs single signatory:- AR/ DR/ JR/ FO/ R/ Chairman (GATE/JEE) 2. Above Rs. 3 lakhs and up-to Rs. 6 lakhs two joint signatory: - AR/ DR /JR/FO /R/ Dean (F&P)/Dean (SRIC) /Chairman (GATE/JEE) *(Note: (a) Even two ARs can jointly sign. (b) One from Registry officers is must).* 3. Above Rs. 6 lakhs two joint signatory: - AR /DR /JR /FO /R / Dean (F&P)/Dean (SRIC) /Chairman (GATE/JEE) *(Note: (a) However, two ARs cannot jointly sign. (b) One from Registry officers is must)*

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New guidelines for Professorial Chairs:

1. Professors of IIT Roorkee who work in the research area(s) specified in the MoU of the Chair Professorship will be eligible. Distinguished Visiting Professors and Visiting Professors in IIT Roorkee will also be eligible for consideration.

2. A call for nominations will be made four months before a Chair is likely to become vacant. The call for nominations should be widely circulated and also displayed on the website so that it receives the attention of the relevant peer group. Unless specified otherwise in the MoU, it is not necessary for the nominee to be an Indian citizen. Self-nominations are also allowed.

3. The nominees whose candidature will be shortlisted for consideration by the Selection Committee will be finalized in separate DFAC-IFAC meetings of every department from which nominations have been received.

4. The constitution of the selection committee will be as follows:

    (i)   Director, IIT Roorkee   Chairman
    (ii) Two nominees of the Board   Members
    (iii) One nominee of Senate   Member
    (iv) One nominee of sponsor,   Member
          if required by the MoU

5. Nominees will not be invited for interaction by the selection committee.

6. A Chair Professor will get an honorarium of ₹ 30,000 per month in addition to the monthly salary. The Chair Professor will also be entitled to a travel grant of ₹ 1.00 Lakh per year and a contingency amount of ₹ 2.5 Lakhs per year. The travel and contingency support will help the Chair Professor take care of his/her professional and research related expenses. They can also be used to take care of the expenses required to fulfil his/her role as mentioned in the MoU.

7. A Chair Professorship will be for a tenure of three years. An individual will be eligible for at most three tenures unless the MoU limits it to one or two tenures only.

8. A Chair Professor will be expected to submit to the Director and the sponsor an annual report on his/her activities and accomplishments relevant to the expectations mentioned in the MoU of the Chair Professorship.

9. For Visiting Chair Professorships, the tenure, honorarium and obligation will be as per the MoU. Further, the selection process will be the same as for Visiting Professors.

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Revised guidelines for using Professional Development Allowance
Overall allocation: ₹ 3.0 Lakhs for a block period of 3 years.

S. No.	Existing guidelines		Proposed guidelines	
1.	Contingency (Up to a maximum of ₹ 0.5 Lakhs)	(i) Books - technical/research/ conference proceedings (ii) Membership of various professional bodies (iii) Pen drive/Hard drive (iv) Cartridges	Contingency (Up to a maximum of ₹ 1.5 Lakhs)	(i) *Academic/research books/e-books (ii) Memberships of professional societies (iii) Software/Cloud storage/Computer peripherals/Laboratory consumables/Laboratory usage charges (iv) **Publication charges/Journal over-length page charges/Journal subscription charges/Purchase of journal article (v) Research Assistant/Associate for a maximum of 3 months *Books/e-books costing less than ₹ 10,000 can be retained by faculty. Books/e-books costing ₹ 10,000 and above will need to be entered in MGCL collection. However, they can be retained at 5% purchase value. **Only for the high-quality research publications. Quality will be decided on considering the ranking (Q1/Q2 in Web of Science) or impact factor (Thomson Reuters) of the journal, journals of reputed professional societies AICHE, ASME, ASCE, IEEE or a ranking of the journals accepted widely by the peer group.
2.	Conferences (Total expenses of conference and contingency should not exceed ₹ 3.0 Lakhs)	(i) National/International conference travel support (ii) Registration fee for Conference/ Workshop/Tutorial	Conferences (Total expenses of conference and contingency should not exceed ₹ 3.0 Lakhs)	(i) ***National/International conference travel support/Field trips/Visits for data collection (ii) Registration fee for Short-term courses/Conference/Workshop/ Tutorial ***Travel support for attending National/International conferences is admissible to a coauthor (a faculty or student of IIT Roorkee). Field trips/ Visits for data collection will also be admissible for the students supervised by the faculty.
3.	If a faculty member joins the institute or retires from the institute service between a block period, he/she shall be entitled to this allowance on pro-rata basis.		No change proposed	
4.	Unutilized PDA of one block will be carried forward to the next block.		No change proposed	
5.	Any other academic activity, which is not included 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.		No change proposed	

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