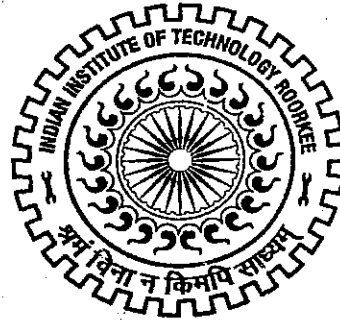


अभिशासक परिषद  
की तृतीय बैठक का कार्यवृत्त  
**MINUTES OF THE 3<sup>rd</sup> MEETING OF THE  
BOARD OF GOVERNORS**

**28.09.2002**



भारतीय प्रौद्योगिकी संस्थान, रूड़की  
रूड़की - 247 667 (भारत)  
**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247 667 (INDIA)**

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
**ROORKEE - 247 667**

No. MS/IITR/BOG/3<sup>rd</sup> /2002/149

Dated 7<sup>th</sup> November 2002

**Subject: Minutes of the 3<sup>rd</sup> meeting of the Board of Governors held on  
28.9.2002**

Sir,

A copy of the minutes of the 3<sup>rd</sup> meeting of the Board of Governors of the Institute, approved by the Chairman, is sent herewith for favour of your kind perusal and comments, if any, latest by 25<sup>th</sup> November 2002. If no comments are received by that date, it will be presumed that you have no comments to offer and that you approve of the minutes as recorded.



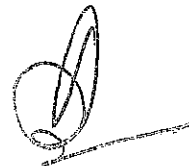
( A.K.Srivastava )  
Lt. Col. (Retd)  
Registrar &  
Secretary,  
Board of Governors

To,

1. Prof.S.K.Joshi  
The Chairman, Board of Governors  
IIT Roorkee  
Room No. 252  
National Physical Laboratory  
Dr. K.S.Krishnan Marg  
New Delhi 110 012
2. Prof.Prem Vrat  
Director  
IIT, Roorkee
3. Mr. Sudripto Roy, IAS  
Secretary to Govt. of H.P  
Technical Education Department  
Simla- 2 ( Himáchal Pradesh)
4. Mr. Madhukar Gupta I.A.S.  
Chief Secretary to Uttaranchal Govt.  
State Secretariat  
Dehradun (Uttaranchal)

5. Mr. Dharamvir, I.A.S.  
Financial Commissioner and  
Principal Secretary to Govt. of Haryana  
Room No.46, Tech. Education & I.T. Deptt.  
9<sup>th</sup> Floor, Haryana Civil Secretariat  
Chandigarh
6. Mr. V.S.Pandey  
Jt. Secretary (Tech)  
Department of Secondary  
& Higher Education  
MHRD, Shastri Bhawan  
New Delhi
7. Dr. K.Kasturirangan  
Chairman,  
Deptt. of Space, Antariksh Bhavan  
New BEL Road  
Bangalore 560 094
8. Dr. D.P.Singh  
Vice Chancellor,  
U.P.Rajarshi Tandon Open University,  
17, Thorn Hill Road,  
(Maharishi Dayanand Marg)  
Allahabad - 211 001 (U.P.)
9. Prof. R.Natarajan  
Chairman  
All Indian Council for Technical Education  
Indira Gandhi Sports Complex,  
Indraprastha Estate  
New Delhi 110 002
10. Prof. K.G.Ranga Raju  
Civil Engg. Deptt.  
Indian Institute of Technology, Roorkee  
Roorkee 247 667
11. Prof. M.L.Kapoor  
Metallurgical and Materials Engg. Deptt.  
Indian Institute of Technology, Roorkee  
Roorkee 247 667
12. Lt. Col. (Retd.) A.K.Srivastava  
Registrar  
Indian Institute of Technology, Roorkee  
Roorkee 247 667

Secretary



INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE

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**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667**

**MINUTES OF THE 3<sup>RD</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 28<sup>TH</sup> SEPTEMBER 2002 AT 2.00 P.M. IN THE BOARD ROOM OF THE INSTITUTE.**

**PRESENT:**

- |    |                                 |             |
|----|---------------------------------|-------------|
| 1. | Prof. S.K.Joshi                 | - Chairman  |
| 2. | Prof. Prem Vrat                 | - Member    |
| 3. | Mr. V.S.Pandey, IAS             | - Member    |
| 4. | Mr. Dharamvir, IAS              | - Member    |
| 5. | Prof. K.G.Ranga Raju            | - Member    |
| 6. | Prof. M.L.Kapoor                | - Member    |
| 7. | Lt. Col. (Retd.) A.K.Srivastava | - Secretary |

**Apologies were conveyed by the following members for not attending the meeting:**

1. Dr. K. Kasturirangan, Chairman, ISRO, Bangalore
2. Prof. R. Natarajan, Chairman, AICTE, New Delhi
3. Mr. Madhukar Gupta, IAS, Chief Secretary to the Uttaranchal Govt. Dehradun
4. Dr. D. P. Singh, Vice-Chancellor, U. P. Rajarshi Tandon Open University, Allahabad.

At the outset, the Chairman welcomed the members to the 3<sup>rd</sup> meeting of the Board of Governors and specially Prof. M. L. Kapoor, who was attending the meeting for the first time. He also thanked Prof. S.S.Saini for his contributions during membership of the Board.

The agenda was then taken up.

**Item No.3.1.1: To confirm the minutes of the 2<sup>nd</sup> meeting of the Board of Governors held on 29<sup>th</sup> June 2002.**

The minutes of the 2<sup>nd</sup> meeting of the Board of Governors held on 29<sup>th</sup> June 2002 as circulated, were confirmed.

**Item No.3.1.2: To receive a report on the action taken on the decisions of the previous meeting of the Board of Governors held on 29<sup>th</sup> June 2002.**

The positions of action taken on the matters as reported were confirmed. It was observed for action on item No. 2.4.11 concerning "Proposal for opening a Senior Secondary School within the campus under the management of the Delhi Public School Society (DPS) by converting the existing Adarsh Bal Niketan (ABN) into Delhi Public School (DPS), IIT Roorkee" that the matter be pursued further.



**Item No. 3.1.3: To receive a report on the academic activities of the Department of Biotechnology.**

Dr. R.P.Singh, Head, Department of Biotechnology made a presentation on the academic activities/ achievements of the Department.

**Item No. 3.1.4: To receive a report from the Director on the significant developments/ issues since the last meeting of the Board held on 29.6.2002:**

Presenting the report, the Director highlighted the significant developments/ issues with special reference to (a) Administrative Appointments (b) Visits to Departments (c) On campus Recruitment (d) Budget (e) Academic matters (f) Faculty (g) Short-term Courses/ Training Programmes (h) Consultancy/ Extension Activities (i) Research & Development (j) Curriculum Development (k) Innovations in Science & Technology (l) Important Visitors to the Institute (m) Development of infrastructure/facilities (n) Events Organised (Institute level) (o) Publication and Printing (p) Other activities.

Noting the Report, the Board appreciated the efforts made by the Director, towards the overall development of the Institute, and in affecting the transition smoothly. The Board further noted that :

1. Innovations in Science & Technology is a positive step and needs to be strengthened by the Dean SRIC.
2. Implementation of the Apprentices scheme be pursued.
3. A Nano Technology Centre needs to be organised as an interdisciplinary centre and should involve various departments.
4. Residences of the faculty and Hostels be provided internet connectivity by extending the present network.

**Item No.3.2.1: To approve award of degrees/ diplomas to the students who have qualified for the award of degrees/ diplomas in various disciplines/ courses as recommended by the Senate.**

The Board approved the award of degrees/ diplomas to the students who have qualified for the award of degrees/ diplomas in various disciplines/ courses as recommended by the Senate.

**RESOLUTION NO. BG/68/2002: RESOLVED THAT the award of degrees/ diplomas to the students who have qualified for the award of degrees/ diplomas in various disciplines/ courses during the session 2001-2002, be approved.**



**Item No. 3.2.2:** To consider the award of Doctor of Social Sciences (Honoris Causa) to be conferred on Dr. Amartya Sen (Nobel Laureate), on the occasion of the 2<sup>nd</sup> Annual Convocation on 24<sup>th</sup> November 2002 as recommended by the Senate:

The Board recommended the award of Doctor of Social Sciences (Honoris Causa) to be conferred on Dr. Amartya Sen (Nobel Laureate), on the occasion of the 2<sup>nd</sup> Annual Convocation on 24<sup>th</sup> November 2002.

**RESOLUTION NO. BG/69/2002:** RESOLVED THAT the Degree of Doctor of Social Sciences (Honoris Causa) to be conferred on Dr. Amartya Sen (Nobel Laureate) on the occasion of the 2<sup>nd</sup> Annual Convocation on 24<sup>th</sup> November 2002. The case be referred to the MHRD for approval of the Visitor.

**Item No. 3.2.3:** To consider the proposal to start a modular M. Tech. (Process Integration) programme for industry sponsored candidates in Chemical Engineering Department as recommended by the Senate.

The Director briefed the Board about the proposal. After some deliberation, the Board approved that the proposal be forwarded to MHRD for specific approval.

**RESOLUTION NO. BG/70/2002:** RESOLVED THAT the proposal to start a modular M.Tech. (Process Integration) programme for industry sponsored candidates in the Department of Chemical Engineering as given in Appendix 'A' be approved and forwarded to MHRD for specific approval.

**Item No. 3.2.4:** To consider the proposals for increasing the intake in M.Tech./ M.Sc. Programmes run by AHEC, Earthquake Engg., Hydrology, E&CE and Earth Sciences Deptts.

The Director briefed the Board about the proposal. After protracted discussion, the Board approved the proposals for increasing the intake in M.Tech./ M.Sc. Programmes run by Alternate Hydro Energy Centre, Earthquake Engg., Hydrology, Electronics & Computer Engineering and Earth Sciences Deptts.

**RESOLUTION NO. BG/71/2002:** RESOLVED THAT the proposal for increasing the intake in M.Tech./ M.Sc. Programmes run by Alternate Hydro Energy Centre, Earthquake Engg., Hydrology, Electronics & Computer Engineering and Earth Sciences Deptts as given in Appendix 'B' be approved. The increased intake will be effective from the session 2003-2004.



**Item No. 3.2.5: To consider proposals for starting new Masters Degree Programmes (two years duration) as recommended by the Senate.**

The Director briefed the Board about starting the new Masters Degree Programmes (two years duration) and highlighted some salient features of the proposed courses. The members were of the view that employment potential be assessed with reference to the new courses. After some deliberation, the Board decided that after incorporating the views of the members, the revised proposal be placed before the Chairman to approve the same on behalf of the Board.

**RESOLUTION NO.BG/72/2002:** RESOLVED THAT the revised proposal for starting the new Masters Degree Programmes ( two years duration) be placed before the Chairman for approval on behalf of the Board of Governors.

FURTHER RESOLVED that the under-mentioned courses be phased out:

**A. Earthquake Engineering Department:  
PG Diploma/M.Tech. (Extension Programmes)**

1. Earthquake Engineering
2. Earthquake Technology

**B. Chemistry Department:**

1. M. Phil (Industrial Methods of Chemical Analysis)

**Item No. 3.2.6: To consider the introduction of Dual Degree Programmes (5 years) at UG/PG levels:**

The Director briefed the house about the introduction of Dual Degree Programmes (5 years) at UG/PG levels as recommended by the Senate in its meeting held on 18<sup>th</sup> /24<sup>th</sup> Sept. 2002 and highlighted the salient features of the programmes. After extensive discussion, the Board decided that the proposal be referred back to the Departments for suggesting suitable titles for the courses keeping in view the demand from the industry in the fields of Hydrocarbon Engineering and Wireless Communication.

**RESOLUTION NO. BG/73/2002:** RESOLVED THAT the proposal of introduction of Dual Degree Programmes (5 years) at UG/ PG levels be referred back to the Departments for suggesting suitable titles for the courses keeping in view the demand from the industry in the fields of Hydrocarbon Engineering and Wireless Communication. The revised proposal be placed before the Chairman for approval on behalf of the Board of Governors.

**Item No.3.2.7:** To consider the enhancement of student intake in various UG programmes as recommended by the Senate.

The Director briefed the Board about the enhancement of student intake in various UG programmes and highlighted salient features. After discussion, the Board approved the same.

**RESOLUTION NO. BG/74/2002:** RESOLVED THAT the enhancement of student intake in various UG programmes as given in **Appendix 'C'** be approved. This will be effective from the session 2003-2004.

**Item No. 3.3.1:** To consider the proposal for Mapping of the Academic and Non Academic Staff of the erstwhile University of Roorkee on to the Pay Scales and Designations of the Indian Institutes of Technology.

The Director briefed the Board about the proposal on Mapping of the Academic and Non Academic Staff of the erstwhile University of Roorkee on to the pay scales and designations of the Indian Institutes of Technology and highlighted some salient features. The recommendations of the Finance Committee on the proposals for mapping of the Academic and Non-Academic Staff were also placed before the Board. After discussion, the Board approved the same with certain modifications.

**RESOLUTION NO. BG/75/2002:** RESOLVED THAT the proposal be accepted with the following modifications:

- (a) The mapping will be as a special case and will not be quoted as precedent or a reason for similar demands by other institutes.
- (b) Where the new scales proposed are the same as the existing scales or one higher in the group ladder/ cadre, the incumbents be mapped on the proposed scales straightway.
- (c) Where the new scales proposed are two or more scales higher than their present scales in the respective group ladders, the incumbents be provisionally given one scale higher than their present scales.
- (d) Where incumbents with lower qualifications as compared to those in IIT system are given higher pay scales as a result of mapping, the service from the date of upgradation alone will be taken into account for the next promotion under the Assured Career Progression Scheme.
- (e) Incumbents in time scale I and time scale II under the personal promotion scheme of the erstwhile University of Roorkee will be given the IIT pay scales only after their regular promotion. Meanwhile, their pay may be fixed in such a manner that they do not draw less pay than their juniors.

- (f) The Institute may examine the justification for grant of the scales proposed in the agenda item for those under (c) above in the light of hierarchical structure, suitability of the incumbents to the scales proposed in the light of their qualifications, experience, past performance as well as the scales existing in other IITs for the same designations. This may be done in the manner deemed most appropriate including internal screening , if required.
- (g) The proposals for grant of higher scales, in the light of (f) above, if any, be put up to the Board of Governors for its consideration.

Still further RESOLVED that,

- (a) The mapping be made effective from the date of conversion, viz. 21<sup>st</sup> September, 2001.
- (b) The 1339 filled posts stand frozen, but this freeze will not apply to the 34 posts approved for filling by the Board in its meeting held on 30<sup>th</sup> March 2002.
- (c) In view of the fact that shortages exist in vital areas, whereas others areas are comfortably staffed, proposals for revival/ relocation/ redesignation of posts be placed before the Finance Committee, with due justification.
- (d) The financial effect of mapping should not exceed the indicated sum of Rs. 38.15 lakhs per year.

**Item No. 3.3.2: To consider the First Statutes of IIT Roorkee.**

The Director briefed the Board that the First Statutes of the IIT Roorkee in line with the other IITs was drafted by an Institute Committee and were considered and approved by the Institute Administrative Committee in its meeting held on 23<sup>rd</sup> September 2002. He then highlighted certain salient features of the First Statutes of IIT Roorkee.

The Board approved the First Statutes of IIT Roorkee, which were broadly in line with those of the other IITs, as recommended by the Institute Administrative Committee with some minor changes.

**RESOLUTION NO. BG/76/2002:** RESOLVED THAT the First Statutes of IIT Roorkee as given in **Appendix 'D'** , be referred to MHRD for specific approval of the Visitor.



**Item No. 3.3.3: To consider the new House Allotment Rules of IIT Roorkee**

The Director briefed the Board about the new House Allotment Rules of IIT Roorkee which were broadly in line with those of the other IITs. These were drafted by an Institute Committee and were considered and approved by the Institute Administrative Committee in its meeting held on 23<sup>rd</sup> September 2002. He then highlighted certain salient features of the new House Allotment Rules of the IIT Roorkee.

The Board approved the new House Allotment Rules of IIT Roorkee which were broadly in line with those of the other IITs, as recommended by the Institute Administrative Committee.

**RESOLUTION NO. BG/77/2002:** RESOLVED THAT the new House Allotment Rules of IIT Roorkee as given in **Appendix 'E'** be approved for adoption.

**Item No. 3.3.4: To consider the policy regarding visits of Professors/ Scientists from foreign Universities/ Institutes.**

This issue was considered by the Finance Committee earlier in the day and it had accepted the policy in principle. However, the members were of the view that the best practices existing in the other IITs be followed.

The Board approved the policy as recommended by the Finance Committee.

**RESOLUTION NO. BG/78/2002:** RESOLVED THAT the policy regarding visits of Professors/ Scientists from foreign Universities/ Institutes be approved in principle and the best practices existing in the other IITs be followed.

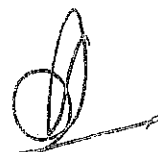
**Item No.3.3.5: To consider the waiver of application fee for recruitment of Faculty and other Academic Staff.**

The Finance Committee had considered this issue earlier in the day and had recommended the same. The Board approved the proposal.

**RESOLUTION NO. BG/79/2002:** RESOLVED THAT the waiver of application fee for recruitment of Faculty and other Academic Staff be approved.

**Item No. 3.3.6: To consider the re-classification of posts in the Institute.**

This item was withdrawn.



**Item No. 3.3.7: To Formulate the Recruitment procedure for the Institute.**

The Director apprised the Board that prior to conversion of the erstwhile University of Roorkee into IIT Roorkee, the University had followed its own recruitment procedure which was required to be changed in view of the forthcoming recruitment to various posts in Groups 'B', 'C' and 'D' in line with other IITs. After deliberation, the Board approved the Recruitment procedure for the Institute, with certain minor modifications.

**RESOLUTION NO.BG/80/2002:** RESOLVED THAT the recruitment procedure for the Institute be approved as follows:

1. Filling up vacancies at the entry level will be done by recruitment through open advertisement on the basis of approved norms.
2. The process will consist of a job-oriented test (Practical and / or written) followed by an interview. The distribution of marks will be as given below:

Sl.No.	Details	Max. Marks
(a)	Job- oriented test	75
(b)	Interview	15
(c)	*For possessing higher relevant desirable qualifications over and above any of the qualifications and experience prescribed for the post.	10

\*Guidelines be prepared

3. Merit list will be prepared on the basis of aggregate marks among the candidates who have obtained not less than 60 marks in the aggregate for General, OBC candidates, and 40 marks for SC/ST candidates.

**Item No. 3.3.8: To consider the First Statutes of IIT Roorkee.**

This item refers to item No. 3.3.2.

**Item No. 3.3.9: To consider the new House Allotment Rules of IIT Roorkee**

This item refers to item No. 3.3.3.

**Item No. 3.3.10: To consider the revision of Half-Time Assistantships for Ph.D. Scholars.**

The Board approved the proposal as recommended in the 109<sup>th</sup> meeting of the IIT Directors held on 16<sup>th</sup> August 2002 .



**RESOLUTION NO. BG/81/2002:** RESOLVED THAT the revision of rates of Half-Time Assistantships for all Ph.D. Scholars as communicated by the MHRD through circular F.No. 30-4/2000-TS-I dated 20<sup>th</sup> December 2001, be implemented in the Institute w.e.f. 01.07.2002 as under:

<u>EXISTING RATES</u>		<u>REVISED RATES</u>
(a)	Rs. 6000.00	Rs. 7000.00 p.m. for M.Tech. or equivalent Degree holders with increment of Rs. 500/- per annum.
(b)	Rs. 5000.00	Rs. 6000.00 p.m. for B.Tech./M.Sc. degree holders with increment of Rs. 500/- per annum.

The scholarships will be payable for a period of four years.

The Board further RESOLVED that there will be a contingency grant of Rs.10,000/- per annum for Ph.D. scholars, Rs.5,000/- per annum for M.Tech. students and Rs. 3,000/- per annum for PG diploma students as per the Policy Framework laid down by the Government of India for Promotion of P.G. Education & Research in Engineering & Technology in the Country.

**Item No.3.3.11:** To consider granting incentive to Group 'C' Ministerial/ Technical Staff who volunteer to work in the Departmental Libraries.

The Director apprised the Board that the Institute was facing the problem of finding suitable staff for the Departmental Libraries as no staff was separately authorized for this purpose and the Ministerial/ Technical staff was reluctant to take on this responsibility. This issue was also considered by the Finance Committee earlier in the day and it was recommended that the proposal for granting an incentive be approved. After discussion, the Board approved the proposal as recommended by the Finance Committee.

**RESOLUTION NO. BG/82/2002:** RESOLVED THAT an incentive of Rs. 200.00 p.m. to such Group 'C' Ministerial/ Technical Staff who volunteer to work in the Departmental Libraries, be approved, to be effective from 1<sup>st</sup> October 2002.

**Item No. 3.3.12:** To consider the recommendations of the committee of the Directors of IIT Delhi, IIT Roorkee, IIT Kanpur & TIET, Patiala and other regarding initiation of the scheme "N.C.Nigam Distinguished Visiting Professorship".

The Director briefed the Board about the scheme and highlighted the salient features of the scheme. After due deliberation, the Board approved the same.

**RESOLUTION NO. BG/83/2002:** RESOLVED THAT the initiation of the scheme "N.C.Nigam Distinguished Visiting Professorship" as given in agenda note be approved.

**Item No. 3.4.1:** To consider the revision of pay scale of Rs. 5500-9000 (Rs. 1640- 2900) of Assistants / Sr. Stenographers. UDC(SG).

This item was withdrawn as it refers to item No. 3.3.

**Item No.3.4.2:** To consider the revision of pay scale of Technical Assistants from Rs. 1400-2600 (Rs. 5000-9000) to Rs. 5500-9000 (Rs. 1640-2900).

The Finance Committee considered this issue earlier in the day and opined that the proposal be considered only after ascertaining the order of Delhi High Court in the appeal filed by the MHRD in the case of Assistants/Senior Stenographers. The Board agreed with the viewpoint of the Finance Committee.

**RESOLUTION NO. BG/84/2002:** RESOLVED THAT the revised pay scale of Rs. 5500-9000 (Rs. 1640-2900) be considered to the Technical Assistants w.e.f. 21.05.2002, only after ascertaining the order of the Hon'ble Delhi High Court in the appeal filed by the MHRD in the case of Assistants/ Senior Stenographers.

**Item No. 3.4.3:** To consider the issue of allowing the benefit of time scale to the staff appointed in various Research Schemes/ Projects.

The Finance Committee considered this issue earlier in the day and the Finance Committee did not accept the proposal. The Board came to the same conclusion.

**RESOLUTION NO. BG/85/2002:** RESOLVED THAT the proposal of allowing the benefit of time scale to the staff appointed in various Research Schemes/ Projects, be not approved.

Further it was suggested that Board SRIC should convert the existing emoluments of such staff into consolidated emoluments within a fixed range, with an in built mechanism to cater for yearly escalation in the cost of living.

**Item No.3.4.4:** To consider counting of past service rendered in other Govt. Organizations (Central/ States) for pensionary benefits by IIT Roorkee.

The Finance Committee discussed the matter, earlier in the day, and the Finance Committee accepted the proposal. The Board approved the same.

**RESOLUTION NO. BG/86/2002:** RESOLVED THAT for counting of past service rendered in other Govt. Organizations (Central/ States) for pensionary benefits by IIT Roorkee, the Government of India Rules be followed w.e.f. 21<sup>st</sup> Sept. 2001. Prior to 21<sup>st</sup> Sept. 2001, the Rules of the U.P./Uttaranchal Government shall prevail.

**Item No.3.4.5:** To consider the issue of naming the students Hostel of Department of Paper Technology (DPT), Saharanpur Campus, IIT Roorkee:

The issue was deliberated in the meeting of the Board and after a lengthy discussion on the location of the Department of Paper Technology, the Board was of the view that this item be deferred, and desired that the Institute may examine in comprehensive way to shift the Department of Paper Technology from the Saharanpur Campus to Roorkee. The MoU with U.P. Govt. and other legal aspects be also examined in the process.

**Item No. 3.4.6:** To consider the recognition of IITR Employees Union constituted in the context of IIT System.

The Director apprised the Board that after conversion to an IIT, an elected IITR Employees Union was established after due process of Election in line with the other IITs. The guidelines for the functioning of the Union are required to be approved. After extensive discussion, it was decided that the proposed guidelines may be revised as discussed and placed before the Board for consideration.

**RESOLUTION NO. BG/87/2002:** RESOLVED THAT the revised guidelines for the functioning of the IITR Roorkee Employees Union be placed before the Board of Governors for consideration.

**Item No. 3.4.7:** To consider grant of stagnation increments to the Academic/ Non-Academic staff of this Institute.

The Finance Committee discussed the matter, earlier in the day, and the Finance Committee accepted the proposal. The Board approved the same.

**RESOLUTION NO. BG/88/2002:** RESOLVED THAT for granting of stagnation increments to the Academic/ Non-Academic staff of this Institute, the Government of India Rules be



followed w.e.f. 21<sup>st</sup> Sept. 2001. Prior to 21<sup>st</sup> Sept. 2001, the Rules of the U.P./Uttaranchal Government shall be followed.

**Item No. 3.4.8:** To consider filling the post of Lab. Assistant (Boiler) and Senior Attendant (Boiler) to operate the steam boiler in the Department of Chemical Engineering.

The Director apprised the Board that the Department of Chemical Engineering has an Urjex oil fired boiler which is required to be run during both the semesters for UG Students' Laboratory Classes to carry out experiments on heat and mass transfer. However, there was no trained staff in the Department to run the boiler. After due deliberation, the Board came to the conclusion that at present a person be engaged on contract basis for one year and an agenda item be placed before the Board of Governors for filling the positions on regular basis.

**RESOLUTION NO. BG/89/2002:** RESOLVED THAT at present, a person be engaged on contract basis for one year. Further it was decided that a detailed proposal for the recruitment such staff which is required to operate the steam boiler in the Department of Chemical Engineering be placed for consideration before the Board of Governors.

**Item No. 3.5.1:** To report the decisions/ actions taken by the Chairman on behalf of the Board of Governors.

The Board ratified the approvals accorded by the Chairman, BOG on behalf the Board.

**RESOLUTION NO. BG/90/2002:** RESOLVED THAT the approvals accorded by the Chairman, BOG on behalf of the Board, in the matters listed below, be ratified:

- (a) Appointment of an Assistant Engineer (Civil) on deputation from U.P.P.W.D.
- (b) Resignation of Prof.S.K.Bhattacharya, Department of Management Studies w.e.f. 22.07.2002.
- (c) Appointment of Dr. S.K.Pal as Assistant Professor on contract in the Department of Mechanical and Industrial Engineering.
- (d) Engagement of Dr. P.C.Pandey as Visiting Professor in the Department of Mechanical & Industrial Engineering.
- (e) Engagement of Emeritus Fellows.

- (f) Extension of the facility of reimbursement of residential Telephone Bills up to a ceiling of Rs. 750/- p.m. to Associate Professors, Assistant Professors and equivalent posts.

The Board further noted that the telephone charges will include all types of residential telephones – internal, external, mobile etc.

- (g) Payment of Dearness Relief to Pensioners/ Family Pensioners of IIT Roorkee at revised rates effective from 1.1.2002.
- (h) Implementation of Constitution of the IIT Roorkee Employee Union w.e.f. August 2002.
- (i) Revision of honorarium of part-time Doctors engaged on work purchase/ contract basis w.e.f. 1.9.2002 as per details given below:

Sl. No.	Specialization of the Part –Time Doctor	Existing honorarium (p.m.)	Approved honorarium (p.m.)	Remarks
1.	Physician (Part-time)	Rs. 5000/- (fixed)	Rs. 8000/- (fixed)	04 hours daily
2.	Dentist (Part-time-Visiting)	Rs. 3000/- (fixed)	Rs. 5000/- (fixed)	02 hours twice a week
3.	Orthopedic Surgeon (Part-time-Visiting)	Rs. 2000/- (fixed)	Rs. 5000/- (fixed)	02 hours twice a week

**Item No. 3.5.2: To report certain matters for the information of the Board of Governors.**

The Board took note of the same.

**RESOLUTION NO. BG/91/2002:** RESOLVED THAT the matters, as listed below, be noted and recorded.

- (a) 3<sup>rd</sup> meeting of the Senate of IIT Roorkee was held on 20.6.2002.
- (b) 2<sup>nd</sup> meeting of the Finance Committee of IIT Roorkee was held on 29.6.2002.
- (c) Nomination of Prof. M.L.Kapoor on the Board of Governors, in place of Prof. S.S. Saini, Civil Engineering Department, IIT Roorkee who has opted for Voluntary Retirement w.e.f. 20.8.2002.

- (d) The following faculty members have retired:-

Sl. No.	Name & Designation	Department	Date of retirement
1.	Dr. Swami Saran, Professor	Civil Engg.	30.6.2002
2.	Sri C.L. Raina, Asstt. Professor	M&IED	30.6.2002
3.	Dr. C.L. Sharma, Professor	Chemistry	30.6.2002

- (e) The following faculty members have been sent on deputation/granted E.O.L. :-

Sl. No.	Name & Designation & Deptt.	Period		Nature	Purpose
		From	To		
1.	Dr. Ajay Gairola, Asstt. Professor, Civil Engg.	16.8.02	14.8.03	Depu- tation	To join AICTE, New Delhi as Deputy Director on deputation for one year.
2.	Dr. A.M.C. Srivastava, Professor, Civil Engg.	30.8.02	29.8.04	EOL	To join as Professor in Arba Minch Water Technology Institute Ethiopia for two years.

- (f) The following faculty members have been brought on the regular cadre on completion of their probation period.

Sl. N	Name	Designation	Department	Date
1.	Dr. K.S. Hari Prasad	Asstt. Professor	Civil Engg.	25.6.02
2.	Dr. M. Srikhande	Asstt. Professor	Earthquake Engg.	25.6.02
3.	Dr. Yogendra Singh	Asstt. Professor	Earthquake Engg.	11.7.02
4.	Dr. R.M. Manickavasagam	Professor	Instt. Instn. Centre	29.6.02
5.	Dr. A.K. Choudhary	Professor	Instt. Instn. Centre	3.8.202
6.	Dr. G.C. Kaushal	Professor	Mett.& Matl. Engg.	5.6.02
7.	Dr. P.K. Ghosh	Professor	Mett.& Matl. Engg.	28.6.02
8.	Dr. Anjan Sil	Assoc. Professor	Mett.& Matl. Engg.	26.7.02
9.	Dr. R.C. Agarwala	Assoc. Professor	Mett.& Matl. Engg.	25.6.02
10.	Dr. (Mrs.) V. Agarwala	Assoc. Professor	Mett.& Matl. Engg.	25.6.02
11.	Dr. Pramod Agarwal	Assoc. Professor	Electrical Engg.	25.6.02

12.	Dr. G. K. Singh	Assoc. Professor	Electrical Engg.	25.6.02
13.	Dr. B. Das	Asstt. Professor	Electrical Engg.	25.6.02
14.	Dr. S. P. Singh	Asstt. Professor	Electrical Engg.	29.6.02
15.	Dr. S.C. Sharma	Assoc. Professor	Mech. & Indl. Engg	25.6.02
16.	Dr. Pradeep Kumar	Assoc. Professor	Mech. & Indl. Engg	25.6.02
17.	Dr. B.K. Mishra	Assoc. Professor	Mech. & Indl. Engg	25.6.02
18.	Dr. Akhilesh Gupta	Assoc. Professor	Mech. & Indl. Engg	25.6.02
19.	Dr. Anil Kumar	Assoc. Professor	Mech. & Indl. Engg	25.6.02
20.	Dr. P.K. Sahoo	Asstt. Professor	Mech. & Indl. Engg	20.7.02
21.	Dr. R. Nath	Professor	Physics	25.6.02
22.	Dr. A.K. Jain	Professor	Physics	25.6.02
23.	Dr. G.S. Singh	Professor	Physics	25.6.02
24.	Dr. Rajesh Srivastava	Professor	Physics	25.6.02
25.	Dr. Vir Singh	Professor	Physics	25.6.02
26.	Dr. V.K. Gupta	Professor	Chemistry	25.6.02
27.	Dr. (Mrs.) Mala Nath	Professor	Chemistry	25.6.02
28.	Dr. Anil Kumar	Professor	Chemistry	25.6.02
29.	Dr. T.R. Gulati	Professor	Mathematics	25.6.02
30.	Dr. (Mrs.) Rama Bhargava	Professor	Mathematics	25.6.02
31.	Dr. R.C. Mittal	Professor	Mathematics	25.6.02
32.	Dr. P.N. Agarwal	Professor	Mathematics	25.6.02
33.	Dr. (Mrs.) B. Sinha	Professor	E & CE	25.6.02
34.	Dr. Manoj Mishra	Assoc. Professor	E & CE	25.6.02
35.	Dr. Vijay Kumar	Asstt. Professor	E & CE	25.6.02
36.	Dr. Arun Kumar	Professor	E & CE	25.6.02
37.	Dr. D.K. Nauriyal	Professor	Hum. & Soc.Sc.	25.6.02
38.	Dr. (Ms.) Asha Kapoor	Professor	Hum. & Soc.Sc.	25.6.02
39.	Dr. (Mrs.) Renu Rastogi	Professor	Hum. & Soc.Sc.	25.6.02
40.	Dr. Sukhpal Singh	Assoc. Professor	Hum. & Soc.Sc.	25.6.02
41.	Dr. P.K. Gupta	Professor	Earth Sciences	25.6.02
42.	Dr. D.C. Srivastava	Professor	Earth Sciences	25.6.02
43.	Dr. D.K. Mukhopadhyay	Assoc. Professor	Earth Sciences	25.6.02
44.	Dr. Bikash Mohanty	Professor	Chemical Engg.	25.6.02
45.	Dr. I.D. Mall	Assoc. Professor	Chemical Engg.	25.6.02
46.	Dr. (Mrs.) Shashi	Asstt. Professor	Chemical Engg.	28.6.02

(g) To report the following about the 2<sup>nd</sup> Annual Convocation of the Institute to be held on November 24, 2002:

1. That the 2<sup>nd</sup> Annual Convocation of the Institute will be held on November 24, 2002 from 1430 hrs- 1730 hrs.
2. That Dr. Murli Manohar Joshi, Hon'ble Union Minister for Human Resource Development has consented to be Chief Guest on this occasion and deliver the Convocation Address.
3. That invitations for the Convocation function are being issued on behalf of the Members of the Senate and the Board of Governors.

Under any other items:

The Board of Governors opined that in future, a presentation on utilisation and proposed expenditure of plan funds be made by Professor Incharge Planning before the Finance Committee and Board of Governors, showing the details of projects in hand, projects in the pipeline, equipment procured and to be procured, with the capital outlay involved in each case.

The next meeting of the Board of Governors will be held in the morning of 24<sup>th</sup> November 2002.

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



DETAILED PROPOSAL TO START A MODULAR M.TECH. (PROCESS INTEGRATION) PROGRAMME IN ASSOCIATION WITH EIL, NEW DELHI AND UMIST, U.K.

1. Name of the Programme : M.Tech. (Process Integration)
2. Name of the Deptt. : Department of Chemical Engineering, Indian Institute of Technology, Roorkee.
3. Collaborating Deptts./ Organization : i) Engineers India Ltd., New Delhi.  
ii) Deptt. of Process Integration, UMIST, U.K.

4. Mode of Selection of the Students for Admission :

For the sponsored candidates from industries/R&D Institutions and Design Organisations joining M.Tech. (Process Integration) Programme, the current eligibility requirements of qualification, experience, sponsorship, etc. shall be followed. However, there shall be no admission test for these sponsored candidates. The current eligibility requirements are as follows :

- a) The Candidates who possess Bachelor's degree in Chemical/Bio-Chemical Engg./ Pulp & Paper/Chemical Tech./Petro Chem. Engg./Polymer Tech./Petroleum refining , Pharmaceutical Engg. and Mechanical Engg. or its equivalent from AICTE approved institutions with atleast 60% marks for GENERAL and 55% for SC/ST categories in aggregate or equivalent CGPA will be eligible for admission.
- b) The candidates must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt./Quasi Govt./ Autonomous Organisation in the relevant field in which admission is being sought. The Firm/Company/Industry shall either be a public sector undertaking or a public limited undertaking registered in a stock exchange or a private concern whose annual turnover during the past two years exceeds Rs. 5.0 Crores.
- c) There will not be any age restriction. However, preference will be given to those who are below 45 years of age.

5. Intake to the Programme : 10-15 sponsored candidates

The programme shall run only if 10 sponsored candidates have registered initially.  
The programme may start from the Nov.-Dec. 2002 or May-June 2003.

#### 6. Partnership Mechanism

The teaching programme and the dissertation shall be conducted jointly by the faculty drawn from the Department of Chemical Engineering, Indian Institute of Technology, Roorkee, the Department of Process Integration, UMIST, U.K. and the EIL, New Delhi. EIL, New Delhi shall be the nodal agency to contact the Industries for sponsoring the candidates. The tripartite protocol for this arrangement may be worked out by the Indian Institute of Technology, Roorkee India, the EIL, New Delhi and the UMIST, U.K. The collaboration with UMIST, U.K. shall be effected after due clearance from the Ministry of Human Resource Development, Government of India.

#### 7. Degree :

The sponsored candidates completing the course requirements of the programme shall be offered the degree of M.Tech. Process Integration by the Indian Institute of Technology, Roorkee, India.

#### 8. Academic Fees :

The sponsoring industry/organization shall be required to bear the entire academic and boarding and lodging expenses incurred by the sponsored candidate. The industry/organizations shall pay directly to EIL an amount (to be decided by the EIL) towards academic and administrative charges. The Indian Institute of Technology, Roorkee shall be paid directly by the Engineers India Ltd. Rs. 1.80 lakh per candidate as the academic fee for the entire M.Tech. programme. This amount is exclusive of the boarding and lodging charges payable by a candidate during his/her stay at the Indian Institute of Technology campus as also that of the charges being paid to UMIST and EIL. The exact amount of fee shall be worked out by the EIL, IIT, Roorkee and UMIST mutually.

#### 9. Infrastructure Requirement

- (a) **Class Room/Laboratory Space :** New built-up area for the class cum laboratory shall be available to the Department by July end, 2002.
- (b) **Furnishings for Virtual Class Room/Laboratory :** However, the class room/laboratory shall have to be furnished with furnitures, air-conditioning, and PCs with multimedia and internet facilities. For long distance learning, the projection system shall also be required.
- (c) **Faculty :** A number of courses could be taken by the faculty of the Department/Institute. Some courses shall be taken by the staff of EIL, New Delhi and the faculty members of UMIST, U.K.



- (d) **Boarding and Lodging** : The Indian Institute of Technology, Roorkee shall provide a furnished single seated/double seated accommodation to each student, preferably in Khosla International House or in some other accommodation. The rental charges shall be the same as charged from the Officer-Trainees of WRDTC. The Institute shall make a provision of 10-15 double seated or 20-25 single seated, furnished accommodation. The messing facility may be provided by KIH Mess or any other Mess of the Institute.

#### **10. Faculty**

Since the teaching programme modules shall be run during vacation/examination period, the programme shall require 3-4 full-time core faculty to be provided by the Institute. If the core faculty could not be provided, then the courses may be offered by the faculty of the Department/Institute on payment basis on the same norms as for the sponsored short term courses being run in the Institute by the Centre for Continuing Education. Faculty may also be drawn from Engineers India Ltd. and UMIST, U.K.

A select-few Senior Officers of EIL, New Delhi may be designated as Adjunct Faculty by Indian Institute of Technology, Roorkee, as per the recommendation of the Professorial Committee of the Deptt.

#### **11. Obligation towards the Participating Institutions**

The Indian Institute of Technology, Roorkee shall provide the hospitality to the Faculty from EIL New Delhi and UMIST, visiting the Institute in connection with the programme. UMIST and EIL shall bear all the travel expenses of their faculty.

#### **12. Governmental Clearance**

The clearance of the Ministry of Human Resource Development, Govt. of India shall be sought for the collaborative and tripartite arrangement between IIT, Roorkee ; EIL, New Delhi, and UMIST, U.K.

A tripartite MOU shall be drawn-up delineating the obligations and responsibilities of the participating institutions. Minor modification, if any, may be made with the approval of the Director of IIT, Roorkee.



**Appendix 'B'**  
**Item No. 3.2.4**

**APPROVED ENHANCEMENT OF SEATS IN VARIOUS PG PROGRAMMES**

S.No	Name of Programme	Existing Faculty	No. of Sanctioned Seats	Student admitted in 2002-2003			Approved Increase in seats 2003-2004	Total Intake to be effective from 2003-2004.	Remarks
				No.	Gate*	Rank*			
	<b><u>M.Tech.Programme</u></b>								
1.	A.H.E.C.(A.H.E.S)	6	14(12+2)	13	77.93	42	02	16	
2.	<b><u>E&amp;C.Engg</u></b>								
(a)	Microwave & Radar	23	06	06	87.12	276	04	10	Renamed as 'RF and Microwave Engg.'
(b)	Solid State Electronics		06	06	94.00	134	04	10	Renamed as 'Semi Conductor Devices & VLSI Technology'.
(c)	M. Tech. CST		35	35	-	-	-	20 15	Diversified to M.Tech. (CST) Diversified to M.Tech. (IT)
3.	<b><u>EARTHQUAKE ENGG.</u></b>								
	Structural Dynamics	23	12	11	77.33	51	08	20	
4.	<b><u>HYDROLOGY</u></b>								
(a)	Sponsored	7	30	09	-	-	-	20	Reduction of seats by 10
(b)	Fresh GATE qualified		-	-	-	-	-	10	10 seats for non sponsored students
	<b><u>M.Sc. Programme</u></b>								
1.	Earth Sciences(Applied Geology)	23	12	12	-	38	08	20	
<b>TOTAL</b>		82	115	92			26	141	

\*GATE Score/Rank of last student admitted.



### ENHANCEMENT OF PRESENT STUDENT INTAKE

Branch	Present Intake				Seats Vacant (2002-03)				Student Strength (2002-03)	Approved Increased students intake for (2003-04)*			
	Total	Gen	SC	ST	Total	Gen	SC	ST		Total	Gen	SC	ST
B.Arch	35	27	05	03	11	03	05	03	24	50	39	07	04
B.Tech. Chem.	35	27	05	03	09	01	05	03	26	35	27	05	03
B.Tech. Civil	60	46	09	05	19	06	08	05	41	75	58	11	06
B.Tech. CSE.	30	23	05	02	--	--	--	--	30	30	23	05	02
B.Tech. Elect.	60	46	09	05	04	--	--	04	56	75	58	11	06
B.Tech. E&C.	35	27	05	03	03	--	--	03	32	35	27	05	03
B.Tech. Ind.	20	15	03	02	05	--	03	02	15	30	23	05	02
B.Tech. Mech.	40	31	06	03	03	--	--	03	37	50	39	07	04
B.Tech. Met.	45	35	07	03	10	--	07	03	35	60	46	09	05
B.Tech. P & P.	30	23	05	02	16	09	05	02	14	50	39	07	04
<b>Total</b>	<b>390</b>	<b>300</b>	<b>59</b>	<b>31</b>	<b>80</b>	<b>19</b>	<b>33</b>	<b>28</b>	<b>310</b>	<b>490</b>	<b>379</b>	<b>72</b>	<b>39</b>

\* to compensate possibility of reduced intake due to unfilled seats

Percent vacancy in 2002-03 category wise

General  $19/300 = 6.33\%$

SC  $33/59 = 55.9\%$

ST  $28/31 = 90.3\%$

If same ratio is maintained, expected students intake in 2003-04 based on proposed intake

General  $(1 - .0633) 379 = 355$

SC  $(1 - .559) * 72 = 32$

ST  $(1 - .903) * 39 = 4$

Total =  $355 + 32 + 4 = 391$

Registered candidates Preparatory courses (2002-03) = 26 [SC(24/33) + ST(02/28)]

Expected students from preparatory courses = 50% of 26 = 13

Expected strength of students in Academic Year (2003-04) =  $391 + 13 = 404$

THE FINAL DRAFT OF THE PROPOSED  
FIRST STATUTES OF THE  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

(The underlined words/sentences are the new additions)

Short Title &  
Commencement

1. (1) These Statutes may be called the first statutes of the Indian Institute of Technology, Roorkee.
- (2) They shall come into force on such date as the Central Government may, appoint therefor.

Definitions

2. In these Statutes unless the context otherwise requires, -
  - (a) 'Act' means the Institutes of Technology Act, 1961, as amended from time to time;
  - (b) 'Authorities', 'Officers' and 'Professors' respectively means the authorities, officers and professors of the Institute;
  - (c) 'Bhawan' or a 'Hostel' means a Bhawan or a Hostel for the residence of the students of the Institute ;
  - (d) 'Board' means the Board of Governors of the Institute ;
  - (e) 'Building and Works Committee' means the Building and Works Committee of the Institute ;
  - (f) 'Centre/School' means an Academic Centre/School so established to carry out and/or facilitate academic and/or research activities leading to Bachelor's/Master's/Ph.D. degree ;
  - (g) 'Central Government' means the Government of India ;
  - (h) 'Chairman' means the Chairman of the Board';
  - (i) 'Chief Warden' in relation to the Hostel/Bhawan means the Chief Warden thereof ;
  - (j) 'Council' means the Council of the Institutes ;
  - (k) 'Dean' means the Dean appointed by the Director ;
  - (l) 'Department' means an Academic Department established to impart instructions and for carrying out research activities leading to Bachelor's and/or Master's and Ph.D. degrees ;
  - (m) 'Deputy Director' means the Deputy Director of the Institute;



- (n) 'Director' means the Director of the Institute ;
- (o) 'Finance Committee' means the Finance Committee of the Institute;
- (p) 'Head' in relation to a Department/Centre/School means the Head thereof;
- (q) 'Institute' means the Institute known as the Indian Institute of Technology, Roorkee, incorporated under the Act;
- (r) 'Ordinances' means the Ordinances of the Institute;
- (s) 'Registrar' means the Registrar of the Institute;
- (t) 'Senate' means the Senate of the Institute;
- (u) 'Service Centre' means an Academic Service Centre so established to provide infrastructural and / or scientific and technical support to further and enhance academic and research activities;
- (v) 'Warden' in relation to a Hostel/Bhawan of the Institute means a Warden thereof;

Board of  
Governors

3. (1) Consistent with the overall policy frame work issued by the Central Government, the Board shall lay down norms in regard to the following, namely :-
  - (a) industrial consultancy;
  - (b) collaboration with foreign and Indian educational and research institutions;
  - (c) acceptance of donations;
  - (d) academic support to other technical institutions;
- (2) The Board shall lay down the policy regarding the limit of expenditure to be incurred and the approval thereof in case of minor and capital works and repair and maintenance of estate and works.
- (3) The procedure for the constitution and the meetings of the Board shall be as follows, namely :-
  - (a) The bodies entitled to nominate or elect representatives on the Board shall be invited by the Registrar to do so within a reasonable time not ordinarily exceeding eight weeks from the date on which he issues such invitations. The same procedure shall be followed for filling casual vacancies on the Board.
  - (b) The Board shall meet as often as may be necessary but not less than twice during a calendar year.



(c) Meetings of the Board shall be convened by the Chairman either on his own initiative or at the request of the Director or on a requisition signed by not less than three members of the Board.

(d) Four members including one member from outside the Institute shall form a quorum for a meeting of the Board.

Provided that if a meeting is adjourned for want of quorum, it shall be held on such a day, time and place, as the Chairman may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be a quorum;

(d) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.

(e) The Chairman, if present, shall preside at every meeting of the Board. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.

(f) A written notice of every meeting shall be sent by the Registrar to every member at least three weeks before the date of the meeting. The notice shall state the place, the date and time of the meeting.

Provided that the Chairman may call a special meeting of the Board at short notice to consider urgent special issues.

(g) The notice may be delivered either by hand or sent by registered post at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

(h) Agenda shall be circulated by the Registrar to the members at least ten days before the meeting.

(i) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.

(j) The ruling of the Chairman in regard to all questions of procedure shall be final.

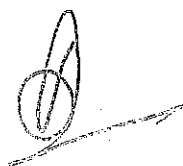
- (k) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Board present in India. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board and the Council at all time during office hours.
- (l) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board he shall cease to be a member of the Board.
- (m) The Board may delegate such of its powers to the Director, as may be deemed appropriate by it. However, the Director shall report to the Board of the action taken by him at its next meeting.

Authentication  
of Orders and  
Decisions of  
the Board

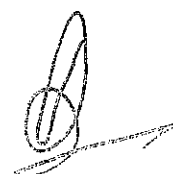
- 4. All orders and decisions of the Board shall be authenticated by the signature of the Registrar or any other person authorised by the Board in this behalf.

Senate

- 5. (1) In addition to the persons mentioned in Section 14 of the Act, the following shall be the members of the Senate, namely: -
  - (a) The Heads of the Departments/ Academic Centres/ Schools other than Professors, as are not members of the Senate;
  - (b) the Deans and Associate Deans other than Professors, as are not members of the Senate;
  - (c) the Librarian of the Institute;
  - (d) One Chief Warden by rotation to be nominated by the Director for a period of one year;
  - (e) not more than six other members of the academic staff for their special knowledge appointed by the Chairman after consultation with the Director for such period as may be specified by the Chairman;
- (2) Subject to the provisions of the Act, the Senate shall have the power to :-
  - (a) frame and revise curricula and syllabi for the courses of studies for the various Departments/ Academic Centres.
  - (b) make arrangements for the conduct of examinations, appoint examiners, moderators, tabulators and the like;



- (c) declare the results of the examinations or to appoint Committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degree, diplomas and other academic distinctions or titles;
- (d) appoint Advisory Committees or Expert Committees for both the Departments and the Academic Centres of the Institute to make recommendation on academic matters connected with the working of the Department/Academic Centre. The Head of the Department concerned shall act as convenor of such Committees;
- (e) appoint Committees from amongst the members of the Senate, other teachers of the Institute and expert from outside to advise on such specific academic matters as may be referred to any such Committee by the Senate;
- (f) consider the recommendations of the Advisory Committee attached to various Departments and Academic Centres and that of Expert and other committees and take such action (including the making of recommendations to the Board) a circumstances of each may be require;
- (g) make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to the Board);
- (h) supervise the working of the Library;
- (i) promote research within the Institute and require reports on such research from the persons engaged thereon;
- (j) provide the inspection of the classes and the Bhawans/Hostels in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
- (k) award stipends, scholarships, fellowships, medals and prizes and make other awards in accordance with the Ordinances and such other conditions as may be attached to the award;
- (l) make recommendations to the Board with regard to (i) the creation of posts on the academic staff and the abolition thereof, and (ii) duties attached to such posts.
- (m) make recommendations to the Board with regard to (i) the establishment of the Departments/Centres/Schools/Service Centres and the abolition thereof, and (ii) the allocation of academic and other staff to such Academic Departments/ Centres/ Schools/ Service Centres.

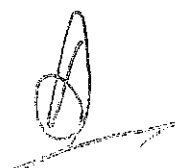


- (n) provide support to other technical institutions in furtherance of their academic standards;
  - (o) outreach through distance learning mode to enhance the academic and research productivity of the Institute.
- (3) The Senate shall meet as often as its necessary but not less than four times during a calendar year.
  - (4) Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 20% of the members of the Senate.

The requisitioned meeting shall be a special meeting to discuss only those items of agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairman of the Senate on date and time convenient to him within 15 days of the notice given for such a requisition.

- (5) One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
- (6) The Director, if present, shall preside at every meeting of the Senate. In his absence, the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior-most of the Deans/ present shall preside at the meeting. In case none of the Deans are present, the senior-most of the Professors present shall preside at the meeting.
- (7) A written notice of every meeting, together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could not be given.
- (8) Notwithstanding the provisions of sub-statutes (7), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- (9) The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.
- (10) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar with the approval of the Chairman of the Senate and circulated to all the members of the Senate present in India.

Provided that any such minute shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institutes. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the






minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in the minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.

- (11) In emergent cases the Chairman of the Senate may exercise the powers of the Senate and report to the Senate of the action taken by him at its next meeting for its approval.

Finance  
Committee

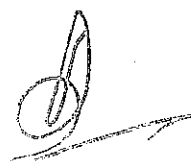
6. (1) The Finance Committee, shall be an authority of the Institute within the meaning of Section 10 of the Act. It shall consist of the following persons, namely:-
- (a) the Chairman, *ex officio*, who shall be the Chairman of the Finance Committee ;
  - (b) two persons nominated by the Central Government ;
  - (c) three persons nominated by the Board, and
  - (d) the Director.
- (2) (a) The term of office of a member nominated under Clause (b) and (c) of Sub-Statute (1) above shall be three years from the 1<sup>st</sup> day of January of the year in which he is nominated ;
- (b) The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the members in whose place he has been nominated.
- (3) The Finance Committee shall perform the following functions, namely:-
- (a) to examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the Board;
  - (b) to give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative of any financial question affecting the Institute;
  - (c) to consider and make its recommendations to the Board on all such matters connected with the Institute as have financial implications;
- (4) The Finance Committee shall meet as often as may be necessary but at least twice a year.
- (5) Three members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (6) The Chairman, if present, shall preside at the meeting of the Finance Committee. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.



- (7) The provisions in the above Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as may be, be applicable in connection with the meeting of the Finance Committee.
- (8) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Board.
- (9) In emergent cases, the Chairman may exercise the powers of the Finance Committee and report the action taken by him at the next meeting of the Finance Committee for its approval.

Building and  
Works  
Committee

7. (1) The Building and Works Committee shall be an authority of the Institute within the meaning of Section 10 of the Act. It Shall consist of the following persons, namely:-
  - (a) the Director, ex-officio, who shall be the Chairman of the Building and Works Committee;
  - (b) the Deputy Director, ex officio;
  - (c) Professor In charge Estate and Works , Ex-officio;
  - (d) one person nominated by the Central Government ;
  - (e) one Civil Engineer, not below the rank of Superintending Engineer, nominated by the Board from a Government Department/Agency ;
  - (f) one Electrical Engineer, nominated by the Board from a Government Department/Agency ;
  - (g) three Professors, of the Institute with relevant specialisations to be nominated by the Board ;
  - (h) The Registrar, Ex-officio;
  - (i) The Institute Engineer, Ex-officio Secretary;
- (2) (a) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member;
- (b) The term of office of a member nominated under clause (d), (e), (f) and (g) of sub-statute (1) above shall be the two years from the 1<sup>st</sup> day of January of the year in which he is nominated;
- (3) The Building and Works Committee shall perform the following functions and have the following powers, namely:-
  - (a) it shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction;
  - (b) it shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the expenditure



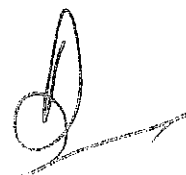
limit approved by the Board and within the grant placed at the disposal of the Institute for the purpose ;

- (c) it shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like ;
  - (d) it shall be responsible for making technical scrutiny as may be considered necessary by it ;
  - (e) it shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works where necessary;
  - (f) it shall have the powers to settle rates not covered by tender and settle claims and disputes with contractors.
- (4) The Building and Works Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.
  - (5) In emergent cases, the Chairman of the Building and Works Committee may exercise the powers of the Building and Works Committee. Such cases shall be reported by him to the Building and Works Committee at its next meeting.
  - (6) The Building and Works Committee shall meet as often as is necessary, but not less than twice a year.
  - (7) Three members shall form a quorum for a meeting of the Building and Works Committee.
  - (8) The provision in these Statutes regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be applicable in connection with the meeting of the Building and Works Committee.
  - (9) A copy of the minutes of every meeting of the Building and Works Committee shall be sent to the Board.

The Chairman

8.

- (1) The Chairman should be a person of eminence in education/science/engineering/technology/industry, and shall be nominated by the Visitor.
- (2) The Chairman shall have the power to fix on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which appointments can be made by the Board under the provisions of the Act.



(3) The Chairman shall have the power to send members of the staff of the Institute for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time.

(4) The Chairman shall execute the Contract of Service between the Institute and the Director.

Provided that the Chairman shall not be personally liable in respect of anything under such contract.

(5) In emergent cases, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval in its next meeting.

The Director

9. (1) The Director shall be appointed by the Council, from a panel of names recommended by a Search Committee with the prior approval of the Visitor, on contract for a period of five years or till he attains the age of 62 years, whichever is earlier ;

Provided that if the appointee on the conclusion of the contract period is below the age of 62 years, his service shall continue till the 30<sup>th</sup> June of the academic year in which the appointee concludes the said period of service or till he attains the age of 62 years, whichever is earlier ;

Provided further that the appointee may, with the prior approval of the Chairman of the Council, continue to hold office until another person is appointed as the Director in his place.

(2) The Search Committee shall be appointed by the Chairman of the Council. The Search Committee shall recommend a panel of names for the post of the Director within such period as the Chairman of the Council stipulates while appointing the Search Committee ;

(3) The terms and conditions of service of the Director shall be such as may be decided by the Council, subject to the approval of the Visitor.

(4) The contract of service between the Institute and the Director shall be in writing in the format to be prescribed and be expressed to be made in the name of the Institute.

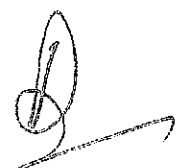
(5) Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.



- (6) The Director shall have the power to re-appropriate funds with respect to different items constituting the recurring budget up to such limit for each item as may be determined by the Board from time to time.

Provided that such re-appropriation will not involve any liability in future years. Every such re-appropriation shall, as soon as possible, be reported to the Board.

- (7) The Director shall have the power to waive recovery of over-payment upto such limit as may be determined by the Board from time to time. made to a member of the staff, not detected within twenty-four months of payment. Every such waiver shall, as son as possible, be reported to the Board.
- (8) The Director shall have the power to write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to fair, wear and tear on the recommendation of a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time.
- (9) The Director shall have the power to fix, on the recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of such posts to which appointment can be made by him as stipulated by the Board in accordance with the Act.
- (10) The Director shall have the power to employ technicians and workmen paid from contingencies involving such emoluments as may be stipulated by the Board from time to time.
- (11) The Director shall have the power to send the members of the staff for training or for a course of instructions inside India subject to such terms and conditions as may be laid down by the Board from time to time.
- (12) The Director shall have the power to sanction remission or reduction of rents for buildings rendered wholly or partially unsuitable.
- (13) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (14) In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the Chairman, of not more than two years' duration on approved scales of pay under report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created.



- (15) The Director shall have the power of a Head of Department for purposes of rules in the Account Code, the Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.
- (16) If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to any member of the staff of the Institute, any of the functions of the Registrar as he deems fit. Provided that if, at any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.
- (17) The Director may, during his absence from the headquarters, authorise the Deputy Director or one of the Deans or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorise him for assuming such powers of Director as may be specifically delegated to the Deputy Director or one of the Deans or the senior most Professor present, by him in writing.
- (18) The Director may, at his discretion, constitute such Committees as he may consider appropriate.
- (19) In the event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation, or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairman under Statute 7.
- (20) The Director may, with the approval of the Board, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the Institute.

The Deputy  
Director

10. (1) The Deputy Director shall be appointed by the Director from amongst the Professors of the Institute with the prior approval of the Chairman, on such terms and conditions as may be decided by the Board from time to time.
- (2) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research and also with industrial undertakings and other employers.

The Deans

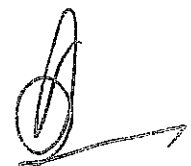
11. (1) The Director may appoint Deans and Associate Deans to assist him in discharging his duties and responsibilities, in consultation with the Chairman..



- (2) The Deans and Associate Deans shall be appointed by the Director from amongst the teachers for a period not exceeding three years. They shall hold their offices at the pleasure of the Director.
- (3) The Deans and the Associate Deans shall be deemed to be the officers of the Institute and will enjoy such powers and perform such duties as may be delegated to them by the Director with the prior approval of the Board. The Associate Deans shall normally assist the respective Deans in the performance of their duties.

Classification 12.  
of the  
employees of  
the Institute

- (1) Except in the case of employees paid from contingencies, the employees of the Institute shall be classified as :-
  - (a) *Academic Staff* – which term shall include Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Manager (Senior Grade), System Programmer, Senior System Programmer (Manager), Programmer, Research Engineer/Computer Engineer, Workshop Superintendent, Assistant Superintendent Workshop, Chief Scientific Officer, Senior Scientific Officer, Principal Scientific Officer, Scientific Officer and such other academic posts as may be decided by the Board from time to time.
  - (b) *Technical Staff* – which term shall include Institute Engineer, Assistant Engineer, Junior Engineer, Technical Officer, Foreman, Assistant Foreman, Senior Laboratory Assistant, Laboratory Assistant, Senior Technical Assistant, Technical Assistant, Telephone Operator, Sub Overseer, Driver, Senior Security Inspector, Security Inspector, Key Punch Operator/Punch Card Operator, Senior Pharmacist, Pharmacist, Nursing Sister, PTI, Assistant Coach, Worker, Construction Assistant (Senior), Construction Assistant, and such other technical posts as may be decided by the Board from time to time.
  - (c) *Administrative and other Staff* – which term shall include Registrar, Deputy Registrar, Assistant Registrar, Estate Officer, Security Officer, Public Relations Officer, Central Purchase Officer, Stores Officer, Chief Medical Officer, Medical Officer, Sports Officer, Assistant Sports Officer, Sports Instructor, Assistant Counsellor, P.S. to Director, Superintendent, Assistant, UDC, LDC, Senior Stenographer, Stenographer, Senior Store Keeper, Store Keeper, Peon, Daftari, Mali, Senior Mali, Helper, Cleaner, Security Guard, Sweeper, Senior Sweeper, Attendant, Senior Attendant, Aya, Dresser, and such other administrative and other staff as may be decided by the Board from time to time.



Appointments 13.

(1) All posts at the Institute shall normally be filled by advertisement but the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.

(2) The Institute shall make necessary provisions for the reservation of posts as laid down by the Board in accordance with the directives of the Council from time to time. While making appointments to such posts the appointing authority shall consistently uphold the maintenance of efficiency of administration and the teaching at the Institute.

(3) The Selection Committees for filling up of posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below, namely :-

(a) In the case of posts of Professors and equivalent posts in scientific, design and computer staff cadres, the Selection Committee shall consist of the following members, namely :-

- |       |   |          |
|-------|---|----------|
| (i)   | The Director  | Chairman |
| (ii)  | One nominee of the Visitor  | Member   |
| (iii) | Two nominees of the Board,<br>one being an expert, but other<br>than a member of the Board. | Members  |
| (iv)  | One expert, other than a<br>member of the Senate,<br>nominated by the Senate                | Member   |

(b) In the case of posts of Associate Professor, Assistant Professor, equivalent posts in scientific, design and computer staff cadres, and the posts of Librarian, Deputy Librarian and Assistant Librarian and such other academic posts as the Board may decide from time to time the Selection Committee shall consist of the following members, namely :-

- |       |  |                |
|-------|--|----------------|
| (i)   | The Director   | Chairman       |
| (ii)  | Two nominees of the Board<br>one being an expert, but other<br>than a member of the Board  | <u>Members</u> |
| (iii) | <u>One expert, other than a member<br/>of the Senate, nominated by the<br/>Senate, and</u>   | Member         |
| (iv)  | The Head of the Department/<br><u>Academic Centre/School</u> concerned,<br>if the post for which selection is<br>made is lower in status than that<br>occupied by the Head of the<br>Department/ <u>Academic Centre/School</u> | Member         |





- (v) The Chairman, Library Advisory Committee of the Institute, for the posts of Librarian, Deputy Librarian and Assistant Librarian Member
- (c) In the case of posts of Registrar, Deputy Registrar, Assistant Registrar, Institute Engineer, Sports Officer, Assistant Sports Officer, Chief Medical Officer and Medical Officer, the Selection Committee shall consist of the following members, namely:-
- |       |  |          |
|-------|--|----------|
| (i)   | <u>the</u> Director                                    | Chairman |
| (ii)  | <u>the</u> Deputy Director                             | Member   |
| (iii) | two nominees of the Board                              | Members  |
| (iv)  | <u>the</u> Registrar, except for the post of Registrar | Member   |
- (d) In the case of other Group 'A' posts not covered by categories (a), (b) or (c) above and carrying a scale of pay the maximum of which exceeds the amount specified by the Central Government from time to time, the Selection Committee shall consist of the following members, namely:-
- |       |  |          |
|-------|--|----------|
| (i)   | <u>the</u> Director or his nominee   | Chairman |
| (ii)  | a nominee of the Board   | Member   |
| (iii) | <u>the</u> Head of the Department/<br><u>Centre/ School</u> concerned<br>or Registrar as the case may be | Member   |
| (iv)  | an expert from the staff of the<br>Institute nominated by the Director                                   | Member   |
- (e) In the case of other posts not covered by categories (a), (b), (c) or (d) above and carrying a scale of pay the maximum of which exceeds the amount specified by the Board from time to time, the Selection Committee shall consist of the following:-
- |       |  |          |
|-------|--|----------|
| (i)   | <u>the Director or his nominee</u>   | Chairman |
| (ii)  | <u>a nominee of the Board</u>  | Member   |
| (iii) | <u>the Head of the Department/<br/>Academic Centre concerned or the<br/>Registrar as the case may be</u> | Member   |
| (iv)  | <u>an expert from the staff of the<br/>Institute nominated by the<br/>Director</u>                       | Member   |
- (f) In the case of all other posts, the Director may at his discretion, constitute such Selection Committees as may be considered appropriate by him.



Note :

1. The Chairman of a Selection Committee may invite one or more additional experts from approved panels to assist the Selection Committee.
  2. The Selection Committee for appointments to the posts reserved for SC/ST and OBC candidates shall include one SC/ST member and one OBC member from a panel approved by the Director.
- (4) In the absence of the Director, any member of the staff of the Institute, who is appointed to perform the current duties of the Director, shall be the Chairman of the Selection Committees in the place of the Director.
- (5) In the absence of the Deputy Director, the Director may nominate any member of the staff of the Institute to work on the Selection Committees in his place.
- (6) Where a post is to be filled on contract basis or by invitation, the Chairman may, at his discretion, constitute such ad hoc Selection Committees, as circumstances of each case may require.
- (7) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (8) Notwithstanding anything contained in these Statues, the Board shall have the power to make appointments of persons trained under "approved" programmes in such manner as it may deem appropriate. The Board will maintain a schedule of such "approved" programmes.
- (9) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement shall be considered by the Selection Committee, provided that the Selection Committee may for sufficient reasons consider any application received after the date so specified.
- Provided further that if the Board considers it appropriate, there shall be a running advertisement on the Web-Site of the Institute for various posts and the applications received from time to time may be considered by the appropriate Departmental Committees and their recommendations sent to the Director for taking appropriate action in accordance with the procedure laid down by the Board from time to time.
- (10) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or



brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit and shall, at the discretion of its Chairman, cause a written test or tests including an oral presentation to be held for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Board or the Director, as the case may be, with the names of the selected candidates being arranged in order of merit.

Provided that the Selection Committee constituted under Sub-Statute (3) Clause (b) above may recommend a candidate to be appointed as ex-cadre Lecturer on Contract for an initial period of three years which may be further extended for a period not exceeding two years.

- (11) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee:

Provided that, if any meeting of the Selection Committee is found necessary, the Registrar shall give notice of the meeting to the members of the Selection Committee at least a fortnight before the date of the meeting.

- (12) Unless otherwise provided for under these Statutes, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.

- (13) A candidate applying for a post other than faculty and academic posts under the Institute shall be charged such application fees as may be determined by the Board from time to time.

Provided that the candidates belonging to scheduled castes and scheduled tribes and displaced persons may be granted such concessions in the payment of application fees as may be decided by the Board/Council from time to time.

- (14) Candidates selected for interview for a post under the Institute may be paid such travelling allowance as may be determined by the Board from time to time in this behalf.

- (15) All appointments made at the Institute shall be reported to the Board at its next meeting.

The permanent employees of the Institute shall be governed by the following terms and conditions:-



Terms and  
Conditions of  
Service of  
Permanent  
Employees

14. (1) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service in India by a medical authority nominated by the Board.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

- (2) Subject to the provision of the Act and the Statutes, all appointments to such posts under the Institutes shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the age of superannuation as decided by the Council and/or the Central Government from time to time.

Provided that where the Board considers that in the interest of the students and for the purpose of teaching and guiding the students registered for the Ph.D. programme, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester or the academic session as may be considered appropriate in the circumstance of each case.

Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the Board may, with the previous approval of the Visitor, re-employ any such member for such period as may be deemed necessary and in no case exceeding the end of the academic session in which he attains the age of 65 years. Provided also that in no circumstances such member shall be re-employed for any purposes other than those of teaching and guiding the students registered for the Ph.D. programme.

- (3) At any time after an employee has completed twenty years' qualifying service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service on the terms and conditions laid down by the Central Government from time to time for its own employees.

- (4) The appointing authority shall have the power to extend the period of probation of any appointee for such periods as may be found necessary but not exceeding two years, provided that if, after the extended period of probation, the appointee is neither confirmed nor his services terminated, he shall, on the 30<sup>th</sup> day thereafter, be deemed to have been confirmed.

- (5) An employee of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Director, and/or in

accordance with the procedures laid down by the Board from time to time.

- (6) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned thereto during the period of probation.
- (7) The appointing authority shall have the power to terminate the services of any member of the staff by three months' notice or on payment of three months' salary in lieu thereof, if, on medical grounds, certified by the medical authority nominated by the Board, his retention in service is considered undesirable by such appointing authority.
- (8) The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the persons concerned six months' notice in writing or on payment of six months' salary in lieu thereof.
- (9) An employee of the Institute may terminate his engagement by giving the appointing authority three months' notice, provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- (10) A member of the staff appointed at the Institute may be placed under suspension and/or disciplinary proceedings may be started against him as per the procedure prescribed in the Rules framed under Statute 27.
- (11) The employees of the Institute shall be entitled to travelling and daily allowances according to the scales laid down by the Board from time to time.
- (12) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families in accordance with the Rules framed under Statute 27.
- (13) The employees of the Institute shall be governed by the Conduct Rules as framed under Statutes 27.
- (14) It shall be for the Board to decide as to the class of employees of the Institute who shall be entitled to vacation.

Terms and  
Conditions of  
Service of  
Temporary  
Employees

15. (i) The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such shall be one month, unless otherwise agreed to by the Institute and the Employee.
- (ii) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.



Appointment  
on Contracts

16. (1) Notwithstanding anything contained in these Statutes, the Board may, in special circumstances appoint an eminent person on Contract for a period not exceeding five years, with a provision of renewal for further periods;

Provided that every such appointment and the terms thereof shall be subject to the prior approval of the Chairman of the Council.

- (2) Subject to the provisions contained in the Act, the Board may appoint any person on contract in the prescribed scales of pay and on the terms and conditions applicable to the relevant posts for a period not exceeding five years with a provision of renewal for further period. For making such appointments, the Chairman may, at his discretion, constitute such ad hoc Selection Committees, as the circumstances of each case may require.

Provided further that the Director may also appoint a person on the ex-cadre post of Lecturer, on the recommendation of a Selection Committee constituted under Statute 3, Sub-Statute (3), Clause (b), on Contract for an initial period of three years which may be further extended for a period not exceeding two years ;

Provided further that the service of an ex-cadre Lecturer shall be liable to be terminated at any time by one month's notice in writing given either by the ex-cadre Lecturer to the appointing authority, or by the appointing authority to the ex-cadre Lecturer.

Retirement  
Benefits

17. Retirement benefits for the employees of the Institute will be in accordance with the Central Civil Service (CCS) (Pension) Rules, 1972 of the Central Government as applicable from time to time with appropriate adaptation and/or modification as approved by the Board under Statute 27.

Vacation  
and Leave

18. (1) Every employee of the Institute shall and be entitled to vacation and leave as laid down in the rules framed by the Board under Statute 27.

- (2) When an employee joins the Institute or a Central University from any of the other Institutes or any Central University or any State University or any other Institute/Organisation of the Central/State Government, the leave to his credit on the date immediately before the date of such joining shall be carried forward and credited to his leave account in the Institute or the Central University which he joins subject to the prescribed limit of accumulation of leave.

Provided that for this purpose the State University or any other Institute/Organization of the Central/State Government from which an employee joins the Institute will discharge the leave salary liability for such leave to be carried forward.



Residential Accommodation for Staff 19. The employees of the Institute will be eligible for allotment of a house within the campus of the Institute, if available in accordance with the rules framed by the Board from time to time under Statute 27

Travelling Allowance 20. (1) The members of the Board and other Authorities of the Institute and the members of the Committees constituted under the Act or these Statutes or appointed by the Board and other Authorities, other than Government employees and employees of the Institute, shall be entitled to such travelling allowance and daily allowance for attending the meetings of the Authorities and the Committees as may be laid down by the Board from time to time.

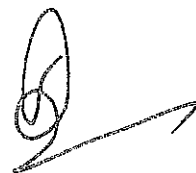
(2) The members of the Board and other Authorities of the Institute and the Committees, who are Government employees, shall receive travelling allowance and daily allowance from the source from which they draw their salaries at the rates admissible to them.

If, however, required by the members, the Institute shall re-imburse the TA or DA as laid down by the Board from time to time, to the members concerned if they declare that they shall not claim TA or DA from any other source ;

Departments/  
Centres/  
Service Centres 21. (1) The Institute shall have the following Departments, namely:

- (a) Architecture and Planning
- (b) Biotechnology
- (c) Chemical Engineering
- (d) Chemistry
- (e) Civil Engineering
- (f) Earth Sciences
- (g) Earthquake Engineering
- (h) Electrical Engineering
- (i) Electronics and Computer Engineering
- (j) Humanities and Social Sciences
- (k) Hydrology
- (l) Paper Technology
- (m) Management Studies
- (n) Mathematics
- (o) Mechanical and Industrial Engineering
- (p) Metallurgical and Materials Engineering
- (q) Physics
- (r) Water Resources Development & Management

Provided that the Board may, on the recommendation of the Senate create or modify or abolish any Department or merge it with another Department.



- (2) The Institute shall have the following Academic and Service Centres, namely :

- |     |                                  |                          |
|-----|----------------------------------|--------------------------|
| (a) | Alternate Hydro Energy Centre    | Academic Centre          |
| (b) | Central Library                  | Academic Services Centre |
| (c) | Continuing Education Centre      | Academic Services Centre |
| (d) | Institute Instrumentation Centre | Academic Services Centre |
| (e) | Institute Computer Centre        | Academic Services Centre |
| (f) | Information Superhighway Centre  | Academic Services Centre |

Provided that the Board may, on recommendation of the Senate, establish or abolish any Centre/Service Centre or merge it with another Centre/Service Centre or a Department or convert it into a Department.

Head of the  
Department

22. (1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors and Associate Professors in such manner as may be laid down by the Board from time to time.

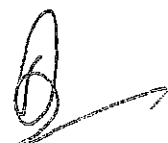
Each Centre/School/Service Centre of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors/Associate Professors, Chief Scientific Officers/Principal Scientific Officers, Chief Design Engineers/Principal Design Engineers in the Centre/School/Service Centre or in a cognate Department/Centre/School in such manner as may be laid down by the Board from time to time.

Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of an Department/Centre/School/Service Centre or place it under the charge of the Deputy Director or a Professor from another Department/Centre for a period not exceeding six months.

- (2) The Head of the Department/Centre/School/Service Centre shall be responsible for the entire working of the Department/Centre/School/Service Centre, subject to the general control of the Director.
- (3) It shall be the duty of the Head of the Department/Centre/School/Service Centre to see that the decisions of the authorities of the Institute and of the Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director.

Institution of  
Fellowships,  
Scholarships  
Exhibitions,  
Medals and  
Prizes

23. Consistent with the decisions of the Council and the policies laid down by the Central Government, from time to time, the Institute, shall institute and award such stipends, fellowships, Scholarships, exhibitions, medals, prizes and other awards to be awarded to the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be prescribed by the Ordinances.





Fees and  
Award of  
Fee Waivers

24. (1) The Institute shall charge such fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be determined by the Board consistent with the decision of the Council and the policies laid down by the Central Government, from time to time.

Provided that the Institute shall also award fee waivers to the students and research scholars in accordance with the decision of the Board and consistent with the policy of the Central Government and as per directions of the Council from time to time.

- (2) The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the academic programmes of the Institute, and such other matter as may be decided by the Senate, shall be laid down in the Ordinances.

Halls/Hostels  
and Bhawans

25. (1) (a) The Institute shall build and maintain Bhawans/Hostels at Roorkee and at such other off-campus as the Board may decide and the students, including research students may reside in the Bhawans/ Hostels built in the Institute or outside the Institute campus. The Institute may frame Ordinances for the purpose from time to time.

- (b) The students who do not reside in the Hostels shall not be required to pay any charge that is recoverable from the students residing in the hostels e.g. establishment charges, mess subsidy charges, room rent, electricity charges, etc.

- (2) Every student residing in the Bhawans/Hostels and those living outside the Institute campuses shall conform to the Standing Orders laid down by the Senate for the purpose.

- (3) For each Bhawan/Hostel, there may be a Chief Warden, a Warden and such number of Assistant Wardens and other staff as may be laid down by the Board. The procedure of the appointment of the Chief Warden and other staff in the Bhawan/Hostel, the entitlement of facilities, if any, and the allowances payable to them, if any, shall be such as may be prescribed in the Ordinances.

Conferment  
of Honorary  
Degree

26. All proposals for the conferment of honorary degree shall be made by the Senate and shall require the assent of the Board before submission to the Visitor for confirmation;

Provided that in cases of urgency, the Chairman may submit on behalf of the Board, such proposal to the Visitor.



Framing of  
Rules

27. (1) Notwithstanding anything contained in the above Statutes, the Rules including subsequent amendments/additions/deletions thereto in relation to the under-mentioned Statutes shall be such as may be approved by the Board consistent with the policy guidelines of the Central Government and the directions of the Council, if any.
- (i) Statute 10, Sub-Statute (4) (Contract of service of the Director)
  - (ii) Statute 14, Sub-Statute (12) (Medical Attendance & Treatment)
  - (iii) Statute 14, Sub-Statute (13) (Conduct)
  - (iv) Statute 17, (Retirement Benefits)
  - (v) Statute 18, (Vacation and Leave)
  - (vi) Statute 19, (Residential Accommodation for Staff)
- (2) The rules, as adopted and/or framed by the Board from time to time, would continue to be in force subject to any modification/direction of the Council.

Application of  
Government  
of India Rules

28. Notwithstanding anything contained in the above Statutes, the Board may adopt such Rule(s) framed by the Government of India as may be applicable to the employees of the Government, Subject to such modifications/adaptations as the Board may deem appropriate keeping in view the special circumstances of the Institute and/or any other consideration in furtherance of the interest of the Institute in its pursuit of academic and research excellence.



INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667

**HOUSE ALLOTMENT RULES**

**1. ELIGIBILITY**

**1.1** The Institute residences shall be allotted on License only. Following categories of staff shall be eligible for allotment of Institute residences.

- (a) Regular/temporary staff of the Institute.
- (b) Faculty on Contract including Visiting faculty.
- (c) Emeritus fellows.
- (d) Staff on deputation.
- (e) Staff employed in research schemes/projects of the Institute approved by various funding agencies.
- (f) Pool Officers and Post Doctoral Fellows.
- (g) Staff under Research Schemes/Projects/Centres as per the MOU's signed between the Institute and the sponsoring agencies.
- (h) Group C Mess and Dairy staff.

**1.2** If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of a residence.

**1.3** A person, who is having a period less than one year from the date of his superannuation, shall not be eligible to apply for another residence.

**1.4** A member of staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of staff serving at Saharanpur Campus shall be eligible for a residence in the Saharanpur Campus.

**2. CATEGORIES OF RESIDENCES**

All the residences of the Institute shall be categorized by the Board for Group A,B,C and D Staff, which will accordingly determine their entitlement.

**2.1** Further sub-categorization shall be according to the basic pay of the respective Group of Staff. This will, however, be revised as per Pay Revision recommendations from time to time. The current sub-categorization is as given below :



Group of staff	Sub Category of House	Basic Pay Range (w.e.f. 1.1.1996)
A	A-1	Rs. 14,900 and above
	A-2	Rs. 8,000 – Rs. 14,899
	A-S	Transit Accommodation
B&C	B-1	Rs. 4500 and above
	B-2	Rs. 2750 – 4499
D	-	All Group 'D' staff.

**Note:** The above sub-categorization shall be subject to review on the basis of the decisions of the Board in regard to mapping of the existing staff onto the I.I.T. System.

- 2.2** The following houses shall be treated as Transit Accommodation and the allotment for these will be made with the approval of the Director for a specific period to group A staff.

- (a) Teachers Hostels
- (b) Ravindra Lok Barracks
- (c) Multistoried Building in EP Hostel

If an extension is required beyond the specified period, an application must be made to the Chairman, HAC in the prescribed proforma, at least two weeks in advance.

HAC may, from time to time, notify the status of transit accommodation.

- 2.3** The following officers/staff of the Institute are entitled to houses earmarked for them :

1. Director
2. Chief Medical Officer
3. Medical Officers

This list may be revised from time to time by the Board. Earmarked houses must be vacated within one month of relinquishment of the office by the concerned person. A person who is allotted an earmarked residence, may be allotted a residence as per his entitlement by the House Allotment Committee (HAC) upto the period of his entitlement after retirement. Such allotment can be made by the HAC two months before the date of retirement of the concerned employees. The Board shall consider and approve the specific earmarked residences.

### **3. HOUSE ALLOTMENT COMMITTEES (HAC)**

There shall be a House Allotment Committee (HAC) appointed by the Director for all the staff serving at Roorkee. Similarly, HAC shall be appointed by the Director for the staff serving at Saharanpur campus. The HAC shall be responsible for considering the applications and recommending to the Director the allotment of residences to different groups of staff.



#### 4. ALLOTMENT PROCEDURE

- 4.1 Announcement of vacant residences will be made in the middle of odd numbered (e.g. 1,3,.....) months and the last date for receipt of applications for the advertised houses shall be fixed by the Chairman of the House Allotment Committee (HAC). Application, once made, can also be withdrawn upto the last date for receipt of application.
- 4.2 The Superintendent, Institute Estate (SIE.) will inspect each vacant residence and will arrange necessary repairs and white washing etc.. He will also certify that the vacant residence is safe and liveable and will inform the Chairman, HAC that the house is available for allotment.
- 4.3 The applications shall be screened and a seniority list shall be prepared for the various residences and displayed in the office of the Institute Engineer for scrutiny by all concerned persons who may point out discrepancies, if any.
- 4.4 **Seniority:** The seniority shall be determined for each member of the staff on the basis of the following criteria :

- (a) For Group A staff : Full length of continuous service in the Institute from the date of entering the pay slab of the sub-category of the residence for which application has been made plus full duration of his earlier service in the Institute, if any, in the same or higher sub- category before 1.1.96, as defined at that time, plus 50% of duration of service, if any, in the Institute in the lower A sub-category.

**Note :-** For an outside person joining a Group A post in the Institute, 1/3<sup>rd</sup> of his total length of Group A service, subject to a minimum of five years for Professors, the Registrar and the Librarian, will be added to his service in the Institute till he gets a regular accommodation in his proper sub-category as it obtained at the time joining. This shall, however, not be applicable to allotment of transit accommodation.

- (b) For Group B and C- Staff: Full continuous service from the date of entering pay slab of the sub-category of the house for which application has been made plus 25% of the length of service, if any, in lower sub categories (excluding Group 'D' service.)
- (c) For Group 'D'-Staff: Full continuous service from the date of joining the Institute service.
- (d) On the death of a staff member who has been occupying an Institute accommodation, priority allotment may be made to the son, daughter or wife of the staff member if either of them is a staff member of the institute and has been residing with the deceased staff.

If the son, daughter or spouse (as the case may be) of the deceased staff is eligible for the same or higher category of accommodation as was in occupation of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.



**Note:-** Benefit of 1/3<sup>rd</sup> of the length of service of a retired staff upto a maximum limit of 3 years will be given for considering the seniority of the spouse, serving the Institute at the time of retirement of the said staff, for the purpose of allotment of a house in the category to which they belong. Provided that the seniority so calculated does not exceed that of the retired staff.

Provided that this benefit shall be availed of only for the first allotment of a regular residence even after the retired staff retains his/her house for the full authorised duration. The house will be advertised in the immediate preceding advertisement before the full authorised duration is over and the spouse will also apply for the house in which the couple was staying.

#### **4.5 License Fee :**

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different categories of residences. It will be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

- 4.6** (a) A staff member of the institute applying ab-initio for a house, can apply for a house of lower sub-category, provided that no house of his sub-category is available.
- (b) A staff member of the institute in a house of a sub-category lower than his entitled residing sub-category, may apply for a house of the same sub-category in which he is currently residing.
- (c) A staff member of the institute living in a house of his entitled sub-category will not be permitted to apply for a house of a lower sub category.

**Note:-** A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub-category by the House Allotment Committee.

- 4.7.1** No person will be eligible to apply for fresh allotment of a residence of the same sub-category in which he is living unless he has completed one year from the date of occupation of the residence. However, one can always apply for a higher sub-category residence, if eligible.
- 4.7.2** If the allottee vacates the allotted residence before the completion of one year, and is not residing in an Institute residence, no application will be considered for the next one year, from the date of vacation of the previous residence.
- 4.8** After allotment of a residence by the HAC the allottee will be issued a formal order of allotment.

#### **5. FORFEITURE OF ALLOTMENT OF A RESIDENCE**

The residence once allotted must be occupied in the condition as it is within 15 days from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he was residing, if any. Failure to do so



within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years, excepting for transit accommodation.

## **6. OUT OF TURN ALLOTMENT**

**6.1** Out of turn allotment shall be made only under the orders and discretion of the Director and normally the following categories of staff shall be entitled to out of turn allotment :

- (a) Faculty on Contract including Visiting faculty.
- (b) Emeritus Fellows.
- (b) Persons on Deputation (including NCC staff).
- (c) Persons declared as belonging to essential services.
- (b) Fresh employees who may be allotted residences in the interest of Institute work.
- (c) Emeritus Fellows.
- (d) Persons on medical grounds certified by a Medical Committee.

Provided that the out of turn allotment shall be for a residence of a sub-category lower than the entitled sub-category of the staff.

**6.2** The son/ daughter/ widow of a deceased staff, if employed or being given employment in the Institute, may be considered for out of turn allotment at her request for a lowest sub-category residence in her group, provided that the deceased staff was living in an Institute residence at the time of his death.

**6.3** Temporary or out of turn allottees, who as regular employees are entitled to normal allotment, but are not on deputation to the Institute, will become unauthorized occupants after the expiry of three years. Such an allottee must apply for regular allotment of a residence in response to advertisements. He/she may also be considered for a residence falling vacant in his/her own sub-category without receiving an application from him/her. In case of regular allotment the out of turn allotment will stand cancelled automatically and he/she will be required to shift to the regular allotted residence. This provision should be notified in the advertisement.

## **7. ALLOTMENT ON TEMPORARY BASIS**

**7.1** In special cases, temporary allotment of residence to a Institute staff may be made for a period not exceeding six months under discretion and direct orders of the Director. The allottees in such cases must

- (a) deposit one month's license fee as a security, which shall be refunded at the time of vacation of the residence.
- (b) pay license fee of the current month latest by 5<sup>th</sup> day of the month.
- (c) vacate, the residence on one month's notice, or on the expiry of the six months period, whichever is earlier.

Cases of default and violation of (a), (b) & (c) above, shall be liable to notice of immediate vacation and charging of penal licence fee.



7.2 Request for temporary allotment on medical ground may be considered by the Director who may invite confidential recommendations of the CMO on the matter and give its recommendations.

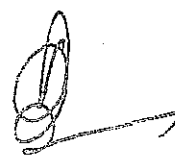
7.3 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of house. The HAC may itself take decision in the matter, or request the Director to appoint a Committee to investigate the matter and give its recommendations.

## **8. RETENTION OF RESIDENCE.**

8.1 Retention of a residence may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated and at the license fee payable as mentioned against each :

<b>Condition</b>	<b>Maximum duration Permitted</b>	<b>License fee payable</b>
(a) After retirement	*4 months	Normal license fee
(b) After death of a staff member	6 months	Normal license fee
(c) Staff proceeding on EOL/Study Leave/ Training/ sabbatical, PDL/LFS etc.	1 year (excluding medical and duty leave)	Normal license fee
(d) Staff proceeding on Deputation	1 year	Normal license fee
(e) Medical /duty leave	full period	Normal license fee
(f) Resignation retirement, Dismissal or termination from service	1 month	Normal license fee
(g) For deputationists	1 month for every years service [maximum duration as per (a) above]	Normal license fee
(h) Earmarked residences	1 month	Normal license fee

\*A person who does not have a house in his own name or in the name of his spouse anywhere in the country and is not employed elsewhere, will be allowed retention of his house for one year after retirement with the prior approval of the Board.





**Note 1** Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC on the prescribed proforma at least one month before due date of retirement/due date of proceeding on leave or within 2 months of the death of the staff. In case of condition '(e)' request should be made within a week of the letter of dismissal or termination received by the concerned person.

**Note 2** A residence retained under this clause must be vacated within the period as specified under Rule 8.1, or the date upto which permitted, whichever, is earlier. Permission to retain the house beyond the maximum period specified in Rule 8.1 will be at the enhanced license fee specified in Rule 9.1 and shall in no case exceed six months.

**Note 3** In case of those staff who would be drawing pension from the Institute, the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases License fee must be paid in advance in quarterly instalments. First instalment should be deposited in the Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the licence fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rule 12.

#### **9. ENHANCED LICENSE FEE**

**9.1** Enhanced license fee at the rate of 50 (fifty) times of the monthly standard licence fee for the Institute residences shall be charged per month from the occupants of the residences. This may, however, be reviewed by the Board from time to time.

**9.2** The Enhanced License Fee may be deemed to be a charge on the salary, pension, or any other amount due to the employee and the Institute shall be entitled to deduct/set-off such Licence Fee from such amount due to the employee.

#### **10. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES**

**10.1** The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated, except under Rule 8.1(c), (d) and (e) where the residence may be locked under intimation to the Institute.

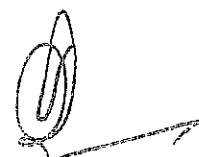
**10.2** No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect appropriate action will be taken by the Institute authorities.

**10.3** Sharing of the residence by the allottee with any one else, other than those permitted under Rule 10.1 is not permitted.

**10.4** Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.



- 10.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 10.6 The allottees will not make any alterations or additions of permanent nature in the building without prior permission of the Institute.
- 10.7 Milk cattle or any other cattle will not be kept in a Institute residence or its out-house.
- 10.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute
- 10.9 Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- 10.10 The allottees will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 10.11 The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 10.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 10.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 10.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 10.15 Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for his own eating purposes. In case the resident sells the fruit crops he will have to deposit 75% of the sale proceeds with the Institute.
- 10.16 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate (SIE) as the Institute property.
- 10.17 If an out house is attached to a residence, the allottee shall furnish the name and age of the person staying in the out house to the SIE office. The allottee shall be fully responsible for the conduct of the person residing in the out house.



## 11. ALLOTMENT OF INSTITUTE COMMUNITY GARAGES

11.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for A and B category houses for allotment of garages built for the respective categories of houses. They should be satisfying the following conditions :-

- (a) That the applicant for the allotment of a community garage should own a car in his own/spouse name for which documentary proof will have to be attached with the application
- (b) That the allotment of garage will be made on the basis of length of service of an staff in the Institute in a given category. Provided that such the garages which have been built by using any portion/part of a residence or its compound, shall be allotted to the allottee of that residence, if he/she owns a car.

11.2 Only one garage can be allotted to the allottee of a Institute residence. Staff members living in residences which have attached garages are not eligible to apply for allotment of a community garage.

11.3 The Institute will be divided into zones for the above purpose and allotment of garages will be made zone-wise. The five existing zones and the groups of garages in these zones are as follows :-

Available for persons residing in the following localities	Zone	Eligible Group of staff
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### Zone A

Saraswati Kunj, Vikas Nagar, Depot Batallion, Solani Kunj	Group I	IG 6 to 20	A
	Group II	IG 23 to 27	
	Group III	IG 28 to 43, 43'A' to 43 'I'	
	Group IV	IG 44 to 51	
		Group V	IG B1 to IG B2

### Zone B

Teachers Hostel, Sheel Kunj, VC Lodge, Thomason Marg	IG-82,83 & 84	A
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Nirman Path, Vigyan Kunj, KIH	Zone C	No Garages at present
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D.S. Barracks,  
Govind Puri,  
E.P. Hostel

**Zone D** No Garages at present

Ravindra Lok,  
Amod Kunj,  
Niti Nagar,  
Guest House  
residences

**Zone E** Group I IG 1 to 4, 73 to 75  
Group II IG 5, 21, 59 to 73,  
79 to 81  
Group III IG 22, 52 to 58

**A**

Saharanpur Campus  
(DPT)

**Zone F** - All the garages

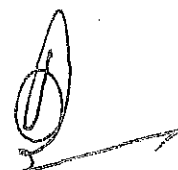
**A**

- 11.4** The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 11.5** Preference for a garage in a zone will be given to the resident of that zone.
- 11.6** Mutual exchange will be permitted within a zone with the permission of HAC so that one can get the garage nearest to his place of residence.
- 11.7** If an allottee shifts from one zone to another zone, he/she must vacate the garage under his possession and will be given a garage in a new zone, if available. In case the new allotted residence has an attached garage then there will be no need of fresh allotment.
- 11.8** In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 11.9** If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.
- 11.10** Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 11.11** Any other garages, which become available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC.

## **12. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS**

- 12.1** A person residing in a Institute residence or occupying a garage shall be deemed to be an unauthorised occupant, under any one, or more, of the following circumstances :

(a) the residence or the garage (or both) is occupied without allotment;



- (b) violation of or Rule(s) 10.1 to 10.7 of the Code of Conduct for the allottees of Institute residences;
- (c) under the conditions specified in Rule 8.1, a duly allotted residence is retained:
  - (i) beyond the allotted period without prior permission or if the permission is refused.
  - (ii) without making advance payment of licence fee as specified in the Note-3 of Rule 8.1;
  - (iii) in violation of any term or condition as prescribed in the Rules for retaining the residence.
- (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.

**12.2** (a) An Institute staff declared to be an unauthorised occupant by the Institute shall be liable to punitive action specified under Rule 12.6, besides any disciplinary action as per Institute Statutes/Rules.

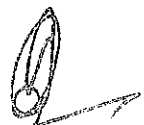
(b) If a person who is declared an unauthorised occupant is not an Institute employee, action will be taken as per law.

**12.3** If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, punitive actions as per Rule 12.6 may also be taken against such persons.

**12.4** On a complaint received against a staff regarding violation under Rule 12.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. For violation under Rule 12.1 (a), (b) & (c) punitive actions as per Rule 12.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

**Note :-**

- (a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.
- (b) Such complaint alongwith the comments or replies, if any, made by the concerned staff shall be referred to the HAC. After considering the complaints and the comments, if any, the HAC may drop the complaint if satisfied with the comments or replies. However, if the HAC is not satisfied with such comments or replies, then it shall refer the same to the House Standing Committee (HSC) for an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive actions as provided for under unauthorised occupation under Rule 12.5 and 12.6.



- (c) The House Standing Committees shall be constituted by the Director. The term of the members of the HSC shall be three years from the date of their appointment.

**12.5** For violating Rules 10.7 to 10.17 of the Code of Conduct and/or Rules 11.9, 11.10, if applicable, the allottee will render himself/herself liable to disciplinary action as per Rules in addition to other punitive actions provided under Rule 12.6.

**12.6 PUNITIVE ACTIONS FOR UNAUTHORISED OCCUPATION**

**12.6.1** An unauthorised occupant will be liable to eviction by the Estate Officer under Section 3 of the Public Premises (Eviction of unauthorised occupants) Act, 1971 (Act No. 49 of 1971).

**12.6.2** For the period of unauthorised occupation a person will be charged PENAL LICENCE FEE which will be double of the ENCHANCED LICENCE FEE as specified in Rule 9.

Such Penal License Fee shall, for all purposes, be deemed to be a charge on the salary, pension, or any other amount due to the staff and the Institute shall be entitled to deduct or set-off such penal licence fee from such amount due to him/her.

**12.6.3** The Institute may disconnect the electricity, water and/or Institute telephone, (if any provided in the concerned premises) at any time after the service of fifteen day's notice as provided under Rule 11.4.

**12.6.4** In addition to the provisions in Rules 12.6.1 to 12.6.3, the Competent Authority may take disciplinary action in accordance with the relevant Statutes/Rules.

