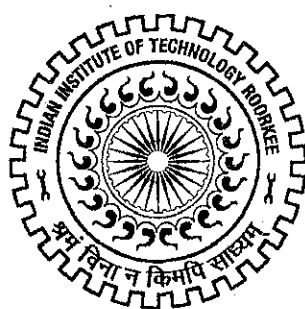


अभिशासक परिषद् की 45^{वीं} बैठक का कार्यवृत्त
**MINUTES OF THE 45th MEETING OF THE
BOARD OF GOVERNORS**

10 जनवरी 2015
10th JANUARY 2015



भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247667 (भारत)
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE - 247667 (INDIA)**

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




अभिशासक परिषद् की 45^{वीं} बैठक
45th MEETING OF THE BOARD OF GOVERNORS
DAY & DATE: SATURDAY, 10TH JANUARY 2015

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रूड़की – 247667
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE – 247667



भारतीय प्रौद्योगिकी संस्थान रूड़की की अभिशासक परिषद् की दिनांक 10 जनवरी 2015 को इंडिया इन्टरनेशनल सेंटर, नई दिल्ली में अपरान्ह 02.00 बजे आहूत 45^{वीं} बैठक का कार्यवृत्त।

MINUTES OF THE 45th MEETING OF THE BOARD OF GOVERNORS OF INDIAN INSTITUTE OF TECHNOLOGY ROORKEE HELD ON 10th JANUARY 2015 AT 02.00 P.M. IN THE INDIA INTERNATIONAL CENTRE, NEW DELHI.

उपस्थित / PRESENT:


1. Professor Ashok Misra	Chairman
2. Prof. Pradipta Banerji, Director, IIT Roorkee	Member
3. Mr. R.S.T. Sai, THDC, Rishikesh	Member
4. Mr. K.K. Katariya, Director of Technical Education Govt. of Haryana	Member
5. Prof. S.S. Jain, IIT Roorkee	Member
6. Prof. (Mrs.) Rama Bhargava, IIT Roorkee	Member
7. Prof. S.P. Gupta, Dy. Director, IIT Roorkee	Permanent Invitee
8. Prof. U.P. Singh, IIT Roorkee	Special Invitee
9. Lt. Col. (Retd.) A.K. Srivastava	Registrar

Communication regarding inability to attend the meeting was received from Mr. Pawan Munjal, MD & CEO, Hero MotoCorp Ltd., New Delhi.

No response in writing was received from Prof. B.N.Jain, Vice Chancellor, Birla Institute of Technology & Science (BITS-Pilani), Vidya Vihar Campus, Pilani.

At the outset, the Chairman welcomed the members to the 45th Meeting of the Board of Governors.

The Director informed that the under-mentioned officials of Indian Railways are alumni of IIT Roorkee and the Institute is proud of them for making to the top ranks :


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Mr. A.K. Mittal, 1975, E&C	Chairman, Railway Board
Mr. Navin Tandon, 1976, Electrical	Member Electrical, Railway Board
Mr. Pradeep Kumar, 1977, Civil	Member Staff, Railway Board

(Three out of five in the Board are from Roorkee)

Mr. Mangu Singh, 1979, Civil	MD Delhi Metro Rail Corporation
Mr. R.K. Bahuguna, 1980, E&C	CMD RailTel
Mr. Satish Agnihotri 1982, Civil	CMD Rail Vikas Nigam Ltd.
Mr. P.K.Srivastava, 1977, E&C	DG, RDSO
Mr. R.K. Gupta, 1977, Civil	GM, Eastern Railway
Mr. Radhey Shyam 1976, Civil	GM, SE Railway

Item No.45.1.1: To ratify the minutes of 43rd and 44th meetings of the Board of Governors held on 13.08.2014 and 20.09.2014, respectively

1.1.1 The Board **noted** that the minutes of the 43rd and 44th meetings of the Board of Governors held on 13.08.2014 and 20.09.2014 were circulated to all the members of the Board of Governors on 23.09.2014 and 14.10.2014, respectively for their comments, and that no comments were received.

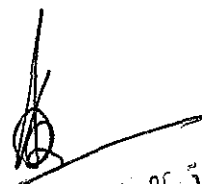
1.1.2 The Board then **ratified** the Minutes of the 43rd and 44th Meetings, respectively.

Item No.45.1.2: To receive a report of actions taken on the minutes of the 43rd and 44th meetings of the Board of Governors held on 13.08.2014 and 20.09.2014, respectively.

1.2.1 The Board **considered** the actions taken on the Minutes of the 43rd and 44th meetings of the Board of Governors held on 13.08.2014 and 20.09.2014, respectively.

1.2.2 The Director briefed on each item, status and action taken.

1.2.3 The Board **noted** the actions taken on the Minutes of the 43rd and 44th meetings of the Board of Governors held on 13.08.2014 and 20.09.2014, respectively. **(Appendix 'A')**


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Item No.45.1.3: To ratify the decisions taken by the Chairman, Board of Governors on behalf of the Board of Governors:-

1.3.1 The Board **ratified** the approvals accorded by the Chairman, Board of Governors on the recommendation of the Director and on behalf of the Board:


RESOLUTION No. BG/01/2015: THE BOARD RESOLVED THAT the approvals accorded by the Chairman, Board of Governors on the recommendation of the Director and on behalf of the Board are ratified as under:

(i) Extension of the under-mentioned three eminent educationists in the fields of Engineering, Science & Humanities, who are not employees of the Institute, to the Senate for a period of two years w.e.f. 1.1.2015.

1. Professor Bhim Singh, Department of Electrical Engineering, Indian Institute of Technology Delhi, Hauz Khas, New Delhi.
2. Professor Bodh Raj Mehta, Department of Physics, Indian Institute of Technology Delhi, Hauz Khas, New Delhi.
3. Professor Girishwar Misra, Department of Psychology and Dean, Research, (Humanities and Social Sciences), Arts Faculty Extension Building, University of Delhi, Delhi - 110 007

(ii) Nomination of the under-mentioned five members on the Building & Works Committee for a period of two years w.e.f. 1.1.2015 to 31.12.2016:

1. Engineer Pravendra Kumar, Superintending Engineer, U.P. Housing & Development Board, Ghaziabad
2. Deputy General Manager, Uttarakhand Power Corporation Ltd., Roorkee.
3. Professor Pushplata, Department of Architecture & Planning, IIT Roorkee.
4. Professor Pramod Agarwal, Department of Electrical Engineering, IIT Roorkee.
5. Professor Zulfequar Ahmad, Department of Civil Engineering, IIT Roorkee.


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(iii) Nomination of the under-mentioned three persons to the Finance Committee of the Institute as Board Nominees for a period of three years from 1.1.2015 to 31.12.2017:


1. Shri R.S.T. Sai (till the Board of Governors is reconstituted)
Chairman & Managing Director
Tehri Hydro Development Corporation Ltd.
Pragtipuram, Bypass Road
Rishikesh - 249 201 (Uttarakhand)
2. Prof. (Mrs.) Rama Bhargava
Department of Mathematics
Indian Institute of Technology Roorkee
3. Dean, Finance & Planning (Ex-Officio)
Indian Institute of Technology Roorkee

(iv) Annual Account/Balance Sheet for the F. Y. 2013-14.

The Board of Governors **noted** that the Chairman, Board of Governors on the recommendation of the Director and on behalf of the Board of Governors had approved the Balance Sheet/Annual Accounts for the Financial Year 2013-14 as given at **Appendix 'B'**, and that the same were audited by the Audit Party of the Principal Accountant General (Central), Lucknow, Branch at Allahabad, from 10.09.2014 to 17.10.2014. The Audit Certificate is awaited.

(v) Recommendations of the respective Selection Committees to select the candidates for the following posts:


1. Assistant Professor/Assistant Professor (on contract) in the Department of Architecture & Planning.
2. Assistant Professor/Assistant Professor (on contract) in the Department of Biotechnology.
3. Assistant Professor/Assistant Professor (on contract) in the Department of Chemical


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- Engineering and Department of Polymer & Process Engineering.
4. Assistant Professor/Assistant Professor (on contract) in the Department of Civil Engineering.
 5. Assistant Professor/Assistant Professor (on contract) **(NFS)** in the Department of Computer Science & Engineering.
 6. Assistant Professor/Assistant Professor (on contract) in the Department of Chemistry.
 7. Assistant Professor/Assistant Professor (on contract) in the Department of Earth Sciences.
 8. Assistant Professor/Assistant Professor (on contract) in the Department of Electronics & Communication Engineering.
 9. Assistant Professor/Assistant Professor (on contract) in the Department of Electrical Engineering.
 10. Assistant Professor/Assistant Professor (on contract) in the Department of Humanities & Social Science/Department of Management Studies.
 11. Assistant Professor/Assistant Professor (on contract) **(NFS)** in the Department of Mathematics.
 12. Assistant Professor/Assistant Professor (on contract) in the Department of Mechanical & Industrial Engineering.
 13. Assistant Professor/Assistant Professor (on contract) in the Department of Metallurgical & Materials Engineering.
 14. Assistant Professor/Assistant Professor (on contract) **(NFS)** in the Department of Physics.
 15. Assistant Registrar (Regular)
 16. Assistant Registrar (on contract).
 17. Scientific Officer Grade-I (on contract).
 18. Scientific Officer Grade-II (on contract) **(NFS)**.
 19. Principal Scientific Officer (on contract).
 20. Senior Scientific Officer (on contract).

Item No.45.1.4: Additional matters for ratification by the Board of Governors/ information of the Board of Governors.


RESOLUTION No.BG/02/2015: THE BOARD RESOLVED THAT the matters, as listed below, were considered and ratified.


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- (i) Minutes of the 57th meeting of the Senate of the Institute held on 15.09.2014.
- (ii) Certain additional names for the panel of experts for the Departments of Chemical Engineering and Electrical Engineering have been approved by the Director on behalf of the Senate (**Appendix 'C'**).
- (iii) Minutes of the 34th Meeting of the Finance Committee of the Institute held on 13.08.2014.
- (iv) **Matters for the information of the Board of Governors**
 - (aa) New appointments of the Faculty and other non-faculty Group 'A' as listed in **Appendix 'D'**.
 - (bb) The list of Faculty Members and other staff who have superannuated/resigned, as listed in **Appendix 'E'**.
 - (cc) The list of faculty members and other staff who have been brought on the regular cadre as listed in **Appendix 'F'**.
 - (dd) Visit of the Institute Review Committee at IIT Roorkee, from 12th to 14th November 2014:

The following members of the Institute Review Committee visited the Institute during 12th to 14th November 2014:


1. Prof. Tam Sridhar,
AO, Sir John Monash Distinguished Professor
Former Dean of Engineering, Monash University,
Australia
Vice President (India & China)
2. Dr. Anil Kakodkar
Padma Vibhushan, Ex-Chairman,
Atomic Energy Commission,
DAE Homi Bhabha Chair Professor,
Bhabha Atomic Research Centre
Mumbai


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3. Prof. Indira V. Samarsekera,
OC, FRSC, FCAE, DSc,
President
University of Alberta,
2-24 South Academic Building (SAB)
University of Alberta,
Edmonton, Alberta, Canada T6G2G7
4. Prof. Suhash C. Dutta Roy
Former Professor,
Indian Institute of Technology Delhi
INSA Honorary Scientist
Res: 164, SFS (DDA) Apartments,
Aurobindo Marg,
Hauz Khas, New Delhi
5. Prof. Larry William Kostiuk
Peng, FCSME,
Ex-Chairman
Department of Mechanical Engineering
University of Alberta
Edmonton, Alberta, T6G2G8
Canada.

The Review Committee had a meeting with the Chairman, Board of Governors, Director, Deputy Director and all Deans. The Committee also visited to Institute Instrumentation Centre, Department of Biotechnology and Library, Sports Activities & ES Club. The Committee also have a meeting with members of Faculty Forum, Officers Forum, Employees Union and Student members of SAC.

The Committee had interacted with Faculty Members and Students.


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Item No. 45.1.5: To consider two changes in the vacancy based promotions in each category of posts at all the levels of non-teaching groups A,B,C (Administrative, Ministerial & Technical Employees) as recommended by the Director.

1.5.1 The Board **considered** the two changes in the vacancy based promotions in each category of posts at all the levels of non-teaching groups A,B,C (Administrative, Ministerial & Technical Employees) as recommended by the Director.

RESOLUTION No.BG/03/2015: THE BOARD RESOLVED THAT the under-mentioned criteria for assessment to the next promotional post at all the levels of non-teaching group A,B&C (Administrative, Ministerial & Technical Employees) be approved as under :

FOR CHANGE OF GROUP:


- | | |
|--|----------|
| (a) Job related test | 50 marks |
| (b) ACR/APAR
(during the qualifying period of
last 05 years) | 25 marks |
| (c) Interview | 25 marks |

WITHIN THE GROUP:

- | | |
|---|----------|
| (a) ACARs/APARs
(during the qualifying period of last 5 years) | 50 marks |
| (b) Interview | 50 mark |

The Board further **resolved** that the Grade Pay Rs 10,000 and above associated with the highest post in the respective cadres will be available only through open recruitment as the applicant has to earn this GP.

The criteria will be reviewed after one year including the feedback on the success of the scheme.


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Item No. 45.1.6: To consider the revision of Rules 2.1 and 4.4 (a) (ii) of the House Allotment Rules of the Institute.

1.6.1 The Board **considered** the revision of Rules 2.1 and 4.4 (a) (ii) of the House Allotment Rules of the Institute as proposed by the House Allotment Committee.

RESOLUTION No.BG/04/2015: THE BOARD RESOLVED THAT the revision of Rules 2.1 and 4.4 (a) (ii) of the House Allotment Rules of the Institute be approved as under:

1.0 Categories of Residences & Entitlement

All the residences of the Institute shall be categorized into A1, A2, B1, B2, and C type of residences and their entitlement will be as below.

1.1 In case of B1, B2 & C type houses:

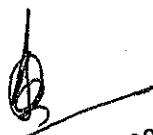
Sl. No.	Type of Houses	Grade Pay	Group eligible for entitlement of House
(c)	Type B1	Rs. 4200/- to Rs. 5400/-	Group B & C
(d)	Type B2	Rs. 2000/- to Rs. 2800/-	Group C & M.T.S.
(e)	Type C	Rs. 1800/- to Rs. 2000/-	M.T.S.

4.4 (a)(ii) In case of B1, B2 & C type houses:

The seniority will be determined as per the date of joining against a regular post in the Institute (Which term shall include University of Roorkee). If date of joining is same then basic pay will be considered, i.e. more basic pay will be accorded higher priority. If date of joining and basic pay are the same, employee having more age will be accorded higher priority over the employee having less age.

Item No. 45.1.7: To consider the proposal for construction of the following buildings at IITR as recommended by the Building & Works Committee:

- a. Lecture Hall Complex -II
- b. Boys' Hostel
- c. Students' Activity Centre
- d. Transit Accommodation (Furnished) cum Married Students' Hostel


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1.7.1 The Finance Committee had **considered** the issue vide item No.35.3. The recommendations of the Finance Committee were placed before the Board of Governors. The Board of Governors noted that the proposal is in accordance with the Master Plan presented to the Board of Governors on 30.11.2013. After discussion, the Board approved the recommendations of the Finance Committee.

RESOLUTION No.BG/05/2015: THE BOARD RESOLVED THAT the work of the above four buildings at IIT Roorkee be awarded to the National Building Construction Corporation Ltd. (NBCC) at a cost of Rs. 231.45 crores, as this was the cost approved earlier by the Finance Committee. The Board further **resolved** as under :

- (a) On one floor, two 150 seats class rooms be provided with a soft partition, so that the seating capacity may be expanded up to 300, when required. Three 45 seat class rooms be similarly provided with soft partitions to expand up to about 150 seats.
- (b) In the Boys' Hostel, toggle bolts for locking the rooms be provided. Ventilators be provided with glass panels just above the entry door in each room for alternate emergency access.
- (c) Emergency entry and exit be provided in each building.
- (d) Lifts wherever applicable be provided with glass windows in all the buildings.

Item No. 45.1.8: To consider the demolition of the under-mentioned residences in the Institute as recommended by the B&WC:

- (a) 181/1, 181/2, 181/3, 182/1 & 182/2, Sheel Kunj (05 Nos.)
- (b) 97-A, 97-B, 98 & 100, Vigyan Kunj & Jai Krishna House, Squash Court of Faculty Club (05 Nos.)
- (c) 62/1, 62/2, Ravindra Lok (02 Nos.)
- (d) 101/1-2, 101/3, 101/4-5, 102/1, 102/2, 102/3, 102/4
- (e) 155/1 to 155/5, 156/1 to 156/3, 157/1 to 157/3, 158/1 to 158/3, 148/1, 148/2 (out houses), 155/1 & 155/2 ('B' class residences) Vikas Nagar (18 Nos.)


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1.8.1 The Board **considered** the demolition of the above residences in the Institute as recommended by the B&WC.

RESOLUTION No.BG/06/2015: THE BOARD RESOLVED THAT the demolition of the under-mentioned residences in the Institute as recommended by the B&WC be approved:

- (a) 181/1, 181/2, 181/3, 182/1 & 182/2, Sheel Kunj (05 Nos.)
- (b) 97-A, 97-B, 98 & 100, Vigyan Kunj & Jai Krishna House, Squash Court of Faculty Club (05 Nos.)
- (c) 62/1, 62/2, Ravindra Lok (02 Nos.)
- (d) 101/1-2, 101/3, 101/4-5, 102/1, 102/2, 102/3, 102/4
- (e) 155/1 to 155/5, 156/1 to 156/3, 157/1 to 157/3, 158/1 to 158/3, 148/1, 148/2 (out houses), 155/1 & 155/2 ('B' class residences) Vikas Nagar (18 Nos.)


The Board observed that the space created by the demolition of the above buildings will be used for other building structures as per the Institute Master Plan. All these buildings are very old structures and have no salvage value.

Item No. 45.1.9: To consider the reimbursement of telephone/mobile phone/broad band/data card use to group 'A' staff who have been appointed on contract basis on fixed monthly salary.

1.9.1 The Board **considered** the reimbursement of telephone/mobile phone/broad band/data card use to group 'A' staff who have been appointed on contract basis on fixed monthly salary.

RESOLUTION No.BG/07/2015: THE BOARD RESOLVED THAT a monthly ceiling amount at the rate of Rs.700/- per month to all such group 'A' personnel appointed on contract basis, considering the official requirement of their assigned duties in their respective areas be approved.

The Board further **resolved** that the under-mentioned monthly ceiling amount to the personnel of Group 'B' & 'C' who are performing the essential duties be given as under:


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Group 'B' Rs. 700.00 p.m.

Group 'C' Rs. 500.00 p.m.

Suitable arrangement may also be made for the Drivers on official duties.

Item No. 45.1.10: To consider the write off of a Digital Camera Nikon Cool Pix 5200 Digital (5.2 megapixels) with accessories lost by Dr. R. Shankar, Retired Professor, Department of Architecture & Planning under abnormal wear & tear.

1.10.1 The Board **considered** the write off of a Digital Camera Nikon Cool Pix 5200 Digital (5.2 megapixels) with accessories lost by Dr. R. Shankar, Retired Professor, Department of Architecture & Planning under abnormal wear & tear.

RESOLUTION No.BG/08/2015: THE BOARD RESOLVED THAT a Digital Camera Nikon Cool Pix 5200 Digital (5.2 megapixels) with accessories lost by Dr. R. Shankar, Retired Professor, Department of Architecture & Planning under abnormal wear & tear be written off with the proviso that no recovery be made from Prof. R. Shankar as the item is more than nine years old.

Item No. 45.1.11: To consider the change in designation, qualification and experience for the post of PTI (Yoga)

1.11.1 The Board **considered** the change in designation, qualification and experience for the post of PTI (Yoga).

RESOLUTION No.BG/09/2015: THE BOARD RESOLVED THAT the designation, qualification and experience for the post of PTI (Yoga) be changed as under:

Name of post: Yoga Instructor

1. Essential Qualifications:

- (a) Three year Bachelor's Degree in any discipline from a recognized University or Institute.


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- (b) Two years Post Graduation Degree in Yoga from a recognized University or Institute.
- (c) Minimum 05 years experience in imparting yoga training to the students/ staff of any recognized University or Institute of higher learning. He/She should have practical knowledge and able to perform all types of Yoga asana.

2. Desirable Qualifications:

- (a) Two years Yoga teaching experience to the students of any recognized (Central Govt. of State Govt. or UGC approved) Educational Institutions.
- (b) Experience of being a trainer/Coach of a team of students representing the University/College in the Inter-University competitions or the State in National Championship in Yoga.
- (c) Good working knowledge of Hindi and English.
- (d) Age limit can be relaxed in case of very experienced candidates.

Further **resolved** that the post be filled against the present post of PTI (Yoga) on contract basis on fixed emoluments amounting to Rs. 25,000/- per month with the revised qualification for a period of five years with relaxation in age limit in case of very experienced candidates.

Item No. 45.1.12: To consider the Budget proposals of the Institute for the Financial Year 2015-16.

1.12.1 The Finance Committee had **considered** the issue vide item No.35.5. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

RESOLUTION No.BG/10/2015: THE BOARD RESOLVED THAT the under mentioned Budget proposals of the


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Institute for the Financial Year 2015-16, as given at **Appendix 'G'** for approval of the MHRD:

- (a) Budget proposals for expenditure under the Plan Grant.
- (b) Budget proposals for expenditure under the Non-Plan Grant.

The Finance Committee further recommended that the latest position of the Plan Funds for the financial year 2014-15 be sent to the MHRD. The commission @ 13.5% given to the agents for IEEE Journals, be stopped.

Item No. 45.1.13: To consider the proposal for Investment of Institute Development Fund (IDF), JEE, GATE, and PG Admission funds with SBI, IITR and PNB, IITR at 0.25% lower rate of interest.


This item was withdrawn as suggested by the Finance Committee.

Item No. 45.1.14: To consider the proposal for Installing Wheel Chair Lifts for physically challenged students and staff in Departments/Centre

1.14.1 The Finance Committee had **considered** the issue vide item No.35.7. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

RESOLUTION No.BG/11/2015: THE BOARD RESOLVED THAT six numbers Wheel Chair Lifts for the physically challenged students and staff in the under-mentioned Departments/Buildings in the IIT Roorkee Campus be installed, as a pilot attempt for the time being, on nomination basis at an estimated cost of Rs. 72.00 lacs (Rs. 12 lacs x 6 = 72.00 lacs):

1. Department of Mechanical & Industrial Engineering
2. Department of Civil Engineering
3. Department of Electronics & Communication Engineering
4. Department of Electrical Engineering


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5. Department of Chemical Engineering
6. Khosla International House.

The Cabin of the lifts should be such that its walls/door provide transparent visibility from both inside and outside.

Item No. 45.1.15: To consider the recommendations of the Institute Technical Committee to write off the unserviceable items of Earthquake Engineering Department, Physics Department, Civil Engineering Department, Institute Instrumentation Centre and Institute Transportation Section.

1.15.1 The Board **considered** the recommendations of the Institute Technical Committee to write off the unserviceable items of the Departments of Earthquake Engineering, Physics, Civil Engineering, Institute Instrumentation Centre and Institute Transportation Section.


RESOLUTION No.BG/12/2015: THE BOARD RESOLVED THAT the under-mentioned unserviceable items of the Departments of Earthquake Engineering, Physics, Civil Engineering, Institute Instrumentation Centre and Institute Transportation Section be written off as proposed in the agenda note:

(A) Earthquake Engineering Department

Sl. No.	Name of Item	Quantity	Book Value in Rs.	Date of Purchase	Prescribed/ Estimated life	Salvage value in Rs.
1.	9690-82 Digital event recorder Winchester disc drive magnetic tape	02	18,14,882.06	20.07.91	05 years	1000.00

(B) Physics Department

Sl. No.	Name of Item	Quantity	Book Value in Rs.	Date of Purchase	Prescribed/ Estimated life	Salvage value in Rs.
1.	(i) MICRO VAX Computer	01	9,99,279.00	4.1.89	10 years	2000.00


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	(ia)RAM, Cable, CPU Ethernet port serial ports,8 MB RAM	01	8,91,050.00	3.7.92	10 years	50.00
2.	I- Langmuir Blodgett Through Complate	01	543701.00	31.10.90	10 years	1000.00
	Alternate Layer dipper Mechanism	01				
	Pressure sensor	02				

(C) Civil Engineering

Sl. No.	Name of Item	Quantity	Book Value in Rs.	Date of Purchase	Prescribed/ Estimated life	Salvage value in Rs.
1.	Computerized Drive Aptitude Laser Doppler	01	5,19,750.00	31.1.90	20 years	2000.00
2.	Counter based LDA06 Laser Doppler Anemometer System	01 set	5,47,712.00	28.12.85	10 years	2000.00
3.	Arc Inf Ver.8.1	01	6,05,000.00	11.6.2002	05 years	10.00
4.	Erdas Imagine Software	01	7,00,000.00	19.6.2002	05 years	10.00

(D) Institute Instrumentation Centre

Sl. No.	Name of Item	Quantity	Book Value in Rs.	Date of Purchase	Prescribed/ Estimated life	Salvage value in Rs.
1.	Electro Probe X-Ray Micro Analyzer	1	4861094.00	3.11.99	10 years	20,000.00
2.	Additional Accessories for Micro Analyzer	1	564573.00	3.11.99	10 years	2,000.00
3.	Hewlett Packed Gas Chromatograph 5890 A with its accessories	1	5,06,917.00	25.2.89	10 years	2,000.00


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(E) Institute Transportation Section:


Sl. No.	Name of Item	Quantity	Book Value in Rs.	Date of Purchase	Prescribed/ Estimated life	Salvage value in Rs.
1.	UA08H-2550 (TATA SAFARI)	01	6,36,916.00	2006	Done 196751 km	2,46,755.0 0

Item No. 45.2.1: To consider a representation NO.KJ/DA/A-3 dated 17.06.2014 received from Dr. Kamal Jain, Professor, Department of Civil Engineering regarding non payment of legitimate monthly Salary.

Background: The President of India, in his capacity as the Visitor of IIT Roorkee had taken a view that the case be remitted to Disciplinary Authority i.e. the Board of Governors of Indian Institute of Technology (IIT) Roorkee with the advice to review the punishment that had been awarded to Dr. Kamal Jain vide IIT Roorkee OM No. Estt(A)/11077/E-3977 dated 10th June 2011 as the punishment that had been awarded was excessive in relation to the gravity of the charges.

This was reported to the Board of Governors in its meeting held on 27.07.2013. The Board of Governors noted that there were other matters too, in addition to the one referred to above, in respect of Dr. Kamal Jain which required investigation. It was resolved to hand over to an external agency to conduct a formal comprehensive investigation on all aspects involved and submit its findings to the Chairman, Board of Governors.

The Board of Governors was now informed that due to unforeseen reasons the comprehensive investigation by the said external agency could not take place. Under the circumstances, the observation of the Visitor was again considered and it was decided to reduce the punishment period from five to three years.


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RESOLUTION No.BG/13/2015: The Board decided, in reference to the Visitor's advice, to reduce the penalty of reduction of pay by one stage from Rs.49,170/- to Rs.47,460/- in the Pay Band-4 (Rs.37,400-67,000) and the Academic Grade Pay of Rs.9,500/- for a period of three years from 21.04.2011 to 20.4.2014, in place of five years, to Dr. Kamal Jain. Dr. Kamal Jain will not earn increments of pay during the period of reduction. However, this will be without cumulative effect at the expiry of the said period and not adversely affect his pension.

Item No. 45.2.2: To consider the change in the procedure for receiving the donations from abroad for "Anushruti" Nurturing Silence, Creating Lives.

2.2.1 The Board **considered** the change in the procedure for receiving the donations from abroad for "Anushruti" Nurturing Silence, Creating Lives.

RESOLUTION No.BG/14/2015: THE BOARD RESOLVED THAT the procedure for receiving the donations from abroad for "Anushruti" Nurturing Silence, Creating Lives be approved as under:

1. All the donations for Anushruti shall be received only in the name of Registrar, IIT Roorkee.
2. Formal receipt is to be issued by IIT Roorkee on behalf of "Anushruti", indicating that the donation qualifies for 100% Income Tax Exemption under Section 80G.
3. Funds received on account of donation may be transferred to "Anushruti" on request, as and when required.

Item No. 45.2.3: To consider the proposed Rules for Centralised Purchase at I.I.T. Roorkee.

2.3.1 The Board **considered** the proposed Rules for Centralised Purchase at I.I.T. Roorkee.


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RESOLUTION No.BG/15/2015: THE BOARD RESOLVED THAT the proposed Rules for Centralised Purchase at I.I.T. Roorkee as given at **Appendix 'H'** be approved.

Further, the benefits of the Central Purchase Procedure are as under:

1. The purchase of material/equipments if be made centrally by a single purchase department it will help to avoid over stocking, split up of purchase order, overlapping and the non-uniform procurements.
2. The centralized purchase system can prove to be a great help to ensure proper material control as well as efficient store and record keeping.
3. Emphasis will be on use of office automation to reach the required goal of efficiency and responsiveness with regard to Record Keeping, Inventory, Stock Verification, Preparation Of Centralized Asset Register and Purchase Procedure etc which always need proper attention so as to make the over all stores and purchase system efficient and more transparent.
4. A lot of time of the faculty members is wasted in inviting tenders and processing the purchase files for approval. The faculty members will be relieved from the responsibility of ministerial work of purchase and they can concentrate in academic activities in a better way.
5. At present in case of import the advance is drawn by the HODs of the concerned department to open L.C. (total amount of order + 10% amount of margin money) but in centralized purchase system drawing of any advance by the HOD/Faculty member is not required. The IITR will also follow the mechanism of opening LC like other IITs.

In the new system, the L.C. will be opened by the Material Management section and against the grant allocated to each department concerned. The Finance & Accounts section will give authority to the bank in this regard against plan grant / project grant according to bank norms.

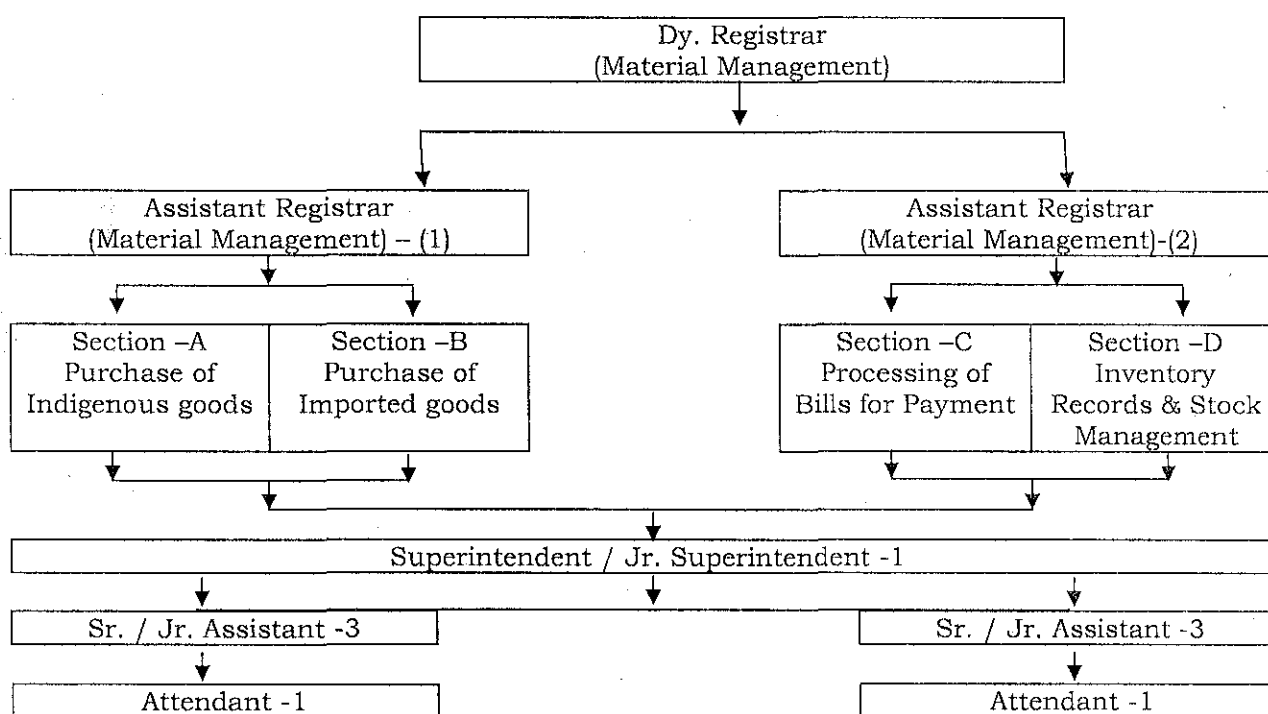

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6. In the new system of centralized purchase, the import section will track all the imports to ensure demurrage free delivery of consignments.

7. The e-tendering / e-procurement have become mandatory for all the IITs. Through centralized purchase system IIT Roorkee can also adopt e-tendering / e-procurement.

8. Because of centralized system of purchase, the duplication of efforts in buying procedure is eliminated, the cost will be relatively less and will be managed efficiently.


In order to implement the Centralised Purchase System, the Material & Management Section of the Institute will be organized as under:



Item No. 45.2.4: To consider the terms of reference, the role and the constitution of the Advisory Council for IIT Roorkee

2.4.1 The Board **considered** the terms of reference, the role and the constitution of the Advisory Council for IIT Roorkee.

RESOLUTION No.BG/16/2015: THE BOARD RESOLVED THAT the terms of reference, the role and the constitution


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of the Advisory Council for IIT Roorkee be approved as under:

Terms of Reference:

- 1. General:** The IIT Roorkee Advisory Council will be expected to advise the Institute authorities on a broad range of issues related to the Institute. These may be concerned with a long-term perspective on academics, research and outreach, administrative, or public relations issues. It may deliberate and advise on all the above issues of interest for the betterment of the Institute.
- 2. Academic Issues:** The Council will be expected, from time to time, to overview the achievements of the Institute and advise in developing vision, mission, focus and strategic plans for academic programmes with the rapidly changing scenario in science, technology, management and entrepreneurship that are relevant for both industry and society.
- 3. Research and Outreach Issues:** The Council will advise on the synergy between the areas of expertise available with the Institute and areas of research that would be relevant for both the country's development and for industry, and ways to leverage that synergy. They will provide advice on national and international linkages that would be beneficial to the Institute in the above endeavours. They may also advise on issues of funding and fund-raising and the creation of structures for the purpose of generation of funds.
- 4. Administrative Issues:** The Council will be expected to examine the governance and administrative structure of the institute and suggest changes for better engagement with the two issues mentioned in the above two paragraphs, and the road-map for change management; suggest strategies for human resources development and improvement, including training of the administrative leadership.
- 5. Public Relations Issues:** The Council will be expected to advise on strategies for better engagement and interaction with students, faculty, staff and alumni of the Institute


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and with public, institutions and governments within the regional, national and international spheres.

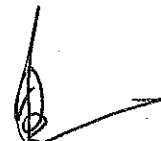
6. Apart from the above issues the Council may wish to engage with and advise the Institute on any matters that are in the interest of the betterment of the Institute.

Frequency of Meeting:

The Advisory Council would meet at least once a year, but not more than twice a year.

Constitution of the Council:

1. The Council will include senior and eminent persons from industry, academia, professional and media spheres who are active and have a significant interest in the betterment of the Institute. It is expected that alumni and friends of the Institute will form a key component of the Advisory Council.
2. The Council would consist of at most 25 members, and would be chaired by the Chairman, Board of Governors of the Institute. There would be four ex-officio internal members, (i) Chairman, BOG, (ii) Director, (iii) Dean (Finance and Planning), and (iv) Dean (Sponsored Research and Industrial Consultancy), and three senior faculty members of the Institute to be nominated by the Chairman, BOG in consultation with the Director. Thus there will be 18 external members, of which approximately nine would be alumni of the Institute. All members, except the ex-officio members, will be inducted in the Council by invitation only for a period of three years. A Council member may be re-nominated for at most one more term of three years. After the first three years, 1/3 of the members, except the ex-officio members, will be replaced every year. This will ensure continuity, but at least 1/3 of the initial group will be members for four years and 1/3 for five years.
3. The Internal Members of the Council mentioned in the preceding paragraph will serve as the link between the Advisory Council and the statutory and other executing bodies of the Institute, e.g. Board of Governors, Senate, Deans' Committee.


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4. The Registrar of the Institute will serve as the ex-officio Secretary of the Advisory Council, and the Deputy Director will be a Permanent Invitee to the Council.

Item No.45.2.5: To receive a report of the Director on the significant developments/issues since the last meeting of the Board held on 13.08.2014.

2.5.1. The Board **considered** the Report of the Director and **noted** the various events and initiatives being implemented since the last meeting of the Board as contained in his Report.

2.5.2 The Board appreciated the achievements of the Institute since the last meeting of the Board. The same is annexed at **Appendix 'I'**.


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


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Appendix 'A'
Item No. BOG/45.1.2

Actions taken Report on the minutes of the 43rd & 44th Meeting of the Board of Governors held on 13.08.2014 and 20.09.2014, respectively.


Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
MEETING DATED 13.8.2014			
43.1.3	Reporting matters for the information of the Board of Governors.	RESOLUTION No.BG/15/2014: THE BOARD RESOLVED THAT the matters, as listed , were noted and recorded.	No action was required to be taken.
43.1.4	Reported the actions/decisions taken by the Chairman, Board of Governors on behalf of the Board of Governors.	RESOLUTION No. BG/16/2014: THE BOARD RESOLVED THAT the approvals accorded by the Chairman, Board of Governors on behalf of the Board are ratified.	No action was required to be taken.
43.1.5	Newly framed post of "Institute Architect" to be single cadre post.	RESOLUTION No. BG/17/2014: THE BOARD RESOLVED that the post of Institute Architect in Group 'A' technical cadre being the only post of its kind and nature be treated as a single cadre post. This will carry the same career progression as in the current Modified Assurance Career Progression Scheme in force, with maximum allowed Grade Pay of Rs. 8900/- that is next lower to the Grade Pay associated with the highest post in respective cadre. Beyond this Grade Pay, one should earn through open recruitment only.	Post advertised vide advertisement No. ITR/RECT/539/A-86 (11/2014) dated 17.11.2014.


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Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
43.1.6	Proposal for change of earlier approved contractual employment of Manager Finance & Accounts to new designation of Administrative Officer for Greater Noida Extension Centre (GNEC).	RESOLUTION No. BG/18/2014: THE BOARD RESOLVED that the proposal for re-naming of earlier approved contractual employment of Manager Finance & Accounts to new designation of Administrative Officer for Greater Noida Extension Centre (GNEC) be approved	Under process for advertising the posts.
43.1.7	Proposal for change of earlier approved contractual employment of Technical Executive Officer for Internet Services to new designation of Technical Executive Officer (IT Management).	RESOLUTION No. BG/19/2014: THE BOARD RESOLVED that the proposal for re-naming of earlier approved contractual employment of Technical Executive Officer for Internet Services to new designation of Technical Executive Officer (IT Management) be approved	Under process for advertising the posts.
43.1.8	Proposal for formation of five contractual positions at IIT Roorkee, viz (a) One Chief Information Executive (b) One Information Executive (c) One Technology Officer for Dean SRIC and (d) Two Technical Executive (IT Management).	RESOLUTION No. BG/20/2014: THE BOARD RESOLVED that the four positions at IIT Roorkee, viz (a) One Chief Information Executive (b) One Information Executive (c) Two Technical Executive (IT Management) be instituted against the overall 45 sanctioned posts in Grade 'A' Technical posts. One Technology Officer for Dean SRIC be instituted against the overall faculty sanctioned posts. These posts will be filled on contract position on consolidated monthly emoluments only for three years from the date of initial appointment:	Under process for advertising the posts.


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Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
43.1.9	Proposal for establishment of an 'Enterprise Resource Planning' (ERP) System at IIT Roorkee	<p>RESOLUTION No. BG/21/2014: THE BOARD RESOLVED that the proposal of Engaging the Ernst & Young after obtaining a satisfactory work performance report and certificate from IIT Bombay be approved as IIT Bombay have engaged them after following a competitive bidding process as per procedures.</p> <p>Further, resolved that and the Institute be allowed, in principle, to join IIT Bombay in the process (open tender followed by reverse auction on L1 T1 basis) of selection of System Integrator (SI) for implementation of ERP and its continued maintenance over a period of 7 years. Possibilities of single consolidated contract of award be explored for better price. A separate detailed proposal be placed before the Finance Committee and the Board of Governors for financial consideration and approval.</p>	<p>1. We are in the process of finalizing the contract with M/S Ernst and Young for consultancy work for the ERP project at IIT Roorkee. The purchase order has been drafted.</p> <p>2. IIT Roorkee alongwith IIT Bombay is finalising the System Integrator (vendor) for implementation of ERP.</p>
43.1.10	Budget estimate of Rs. 615.00 lacs for the development (civil construction work) of Pseudo-Dynamic Structural Testing Facility at the Department of Earthquake Engineering.	<p>RESOLUTION No. BG/22/2014: THE BOARD RESOLVED THAT the budget estimate of Rs. 615.00 lacs for the development of Pseudo-Dynamic Structural Testing Facility at the Department of Earthquake Engineering is approved</p>	Process initiated.
43.1.11	Additional estimate of Rs.1.68 corers as submitted by NBCC for additional features	<p>RESOLUTION No. BG/23/2014: THE BOARD RESOLVED as under:</p> <p>(i) In Appendix -A of the Agenda, Sl. No. 1.0 to 4.0 of</p>	Work completed.


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Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
	towards site development at Greater Noida Extension Centre.	Annexure-A and Sl. No. 1.1 to 1.6 and 1.14 to 1.15 of Annexure-B of the agenda be taken out and transfer these items to the Maintenance Budget as these can not be considered new additional items. (ii) The items of the Annexures-A, B & C of total cost as summarised at 'summary of cost' at Appendix 'A' of Rs. 1,68,17,845.85 (Rs. One crore sixty eight lacs seventeen thousand eight hundred forty five and eighty five paisa only) to augment with features of site development at Greater Noida Extension Centre, is approved.	
43.2.1	Report of the Director on the significant developments/issues since the last meeting of the Board held on 05.03.2014.	The Board noted the Institute ranking on various scales and girls to boys students ratio and appreciated these and other achievements of the Institute since the last meeting of the Board.	Noted.
43.2.2	Proposal for disbursement of IIT Roorkee Pension directly through State Bank of India.	RESOLUTION No. BG/24/2014: THE BOARD RESOLVED THAT the proposal for disbursement of IIT Roorkee Pension directly through SBI be placed before the next meeting of the Finance Committee after carrying out the detailed cost-benefit analysis and solutions for TDS and issuance of Form 16-A, with permissibility of these being issued by any one other than the Institute Drawing & Disbursing Officer.	Under process.


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Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
MEETING DATED 20.09.2014			
44.1	Approval of the award of Degrees to the students who have duly qualified for the same in various disciplines/courses, on the recommendation of the Senate of the Institute.	RESOLUTION NO.BG/25/2014: RESOLVED THAT the award of Degrees to the students who have qualified for the award of Degrees in various disciplines/courses during the session 2013-14, as recommended by the Senate in its meeting held on 15 th September 2014 Is approved	The Degrees to the students who had qualified for the award of Degrees in various disciplines/ courses during the session 2013-14 had been awarded on the Annual Convocation of the Institute held on 20.09.2014.
44.2	Proposal for constitution of Advisory Body for the Indian Institute of Technology Roorkee.	RESOLUTION NO.BG/26/2014: RESOLVED THAT proposal for the constitution of an Advisory Body consisting of eminent persons from industry, academia and the fine arts, for the Indian Institute of Technology Roorkee, be approved in principle. Further resolved that the constitution of the Advisory Body and terms of reference be placed for consideration before the Board of Governors in the next meeting of the Board.	An agenda Item No. 45.2.4 is being placed before the Board.


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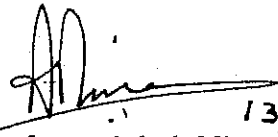
Subject: Approval of Balance Sheet 2013-14 for subsequent audit by CAG auditors.

The Board of Governors in its 7th meeting held on 11.10.2003 resolved (vide resolution No. BG/73/2003) that the Chairman be authorized to approve the Balance Sheet on behalf of Board of Governors for subsequent audit by CAG auditors.

The Balance Sheet for the year 2013-14 as mentioned above is enclosed for the kind approval of the Chairman.

Also enclosed (i) **Balance Sheet 2013-14**, (ii) **Income and Expenditure Accounts 2013-14**, (iii) **Receipt and Payment Account 2013-14** and (iv) **Significant Accounting policies & Notes on Accounts 2013-14** for your kind perusal.

The entire matter shall be reported in the next meeting of the Finance committee and Board of Governors.


13/08/2014
Professor Ashok Misra
Chairman, BoG, I.I.T. Roorkee


(Pradipta Banerji)
Director

Encl: As Above

UON/DIR/IITR/112

Dated: August 14, 2014


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Appendix 'C'
Item No. BOG/45.1.4 (ii)

Department of Chemical Engineering
BOG/SENATE NOMINEES

DESIGN: Design: CFD; Process Engg; Modeling, Simulation & Control, Reactor Analysis & Design; Safety and Risk Management ; Design of safety system; Fire Science & Engg.; Optimization

S. No	Name	CONTACT ADDRESS			Experience
		Office	Specialization	Mobile No.	
1.	Dr Hariharan S. Shankar	Professor Department of Chemical Engineering IIT Bombay	Bio-Systems, Environment, Reaction Engineering and Catalysis	(O)022 25767239 (R)022-25728239 Email: hss@che.iitb.ac.in	Yes
2.	Dr. K. Krishnaiah	Professor Department of Chemical Engineering IIT Madras	Chemical Reactor Analysis and Design, Fluidization	(O)044 22578040 Email: krishnak@iitm.ac.in	Yes
3.	Dr. M. Chidambaram	Professor Department of Chemical Engineering IIT Madras	Non Linear Control, Periodic Operation of Reactors	(O)044-22574155 Email: chidam@iitm.ac.in	Yes
4.	Dr. Ratan Mohan	Professor Department of Chemical Engineering IIT Delhi	CFD, Process Engineering Thermodynamics	(O)11 26591033 Email: ratan@chemical.iitd.ac.in	Yes
5.	Dr. Pushpavanam S	Professor Department of Chemical Engineering, IIT Madras	Mathematical modeling, nonlinear dynamics and instabilities, microfluidics and process intensification, gasification flow visualization.	(O)044-22574161 Email: spush@iitm.ac.in	Yes
6.	Dr. Sai PST	Professor Department of Chemical Engineering, IIT Madras	Chemical Reactor Analysis, Rotary Kilns	(O)044-22574163 Email: psts@iitm.ac.in	Yes
7.	Dr. Arun S. Moharir	Professor Department of Chemical Engineering IIT Bombay	Adsorptive separation, optimization, design and modeling.	(O)022 25767795 Email: amoharir@iitb.ac.in	Yes
8.	Dr. Alope Kumar Ghoshal	Professor Department of Chemical Engineering IIT Guwahati	Advanced Separation Technology, Modeling & Simulation, Environmental Pollution Control, Pyrolysis of waste plastics.	(O)0361-2582252 (R)0361-2582291 Email: aloke@iitg.ernet.in	Yes


[Signature]
24.7.14
डा० वी. के. अग्रवाल/Dr. V. K. Agarwal
प्रोफेसर एवं अध्यक्ष/Prof. & Head
रासायनिक अभियांत्रिकी विभाग
Department of Chemical Engineering
भारतीय प्रौद्योगिकी संस्थान रुड़की
Indian Institute of Technology Roorkee
रुड़की/Roorkee-247 667 (Uttarakhand) INDIA


[Signature]
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Department of Chemical Engineering
BOG/SENATE NOMINEES

TRANSFER PROCESSES: Thermodynamics; Transport Phenomena; Transfer Process; Biochemical Engg; Hydrocarbon Engg. Chemical Nano Manufacturing Novel and Membrane Separation

S. No	Name	CONTACT ADDRESS			Experience
		Office	Specialization	Mobile No.	
1.	Dr. Ashok N. Bhaskarwar	Professor Department of Chemical Engineering IIT Delhi	Interfacial Engineering Chemical Reaction Engineering, Pollution Prevention Tech., Chemical Product Design	(O)011 26591028 Email: ashoknb@chemical.iitd.ac.in	Yes
2.	Dr. A. K. Suresh	Professor Department of Chemical Engineering IIT Bombay,	Mass Transfer, Biochemical Engg. Polymer Reaction Engg. & Catalysis	(O) 022 2576,8240 @022 25728729 (Mob)09833117240 Email: aksuresh@che.iitb.ac.in	Yes
3.	Dr. A Kannan	Professor Department of Chemical Engineering IIT Madras.	Separation Processes, Software Development	(O)044 22574170 Email: kannan@iitm.ac.in	Yes
4.	Dr. S. Basu	Professor & Head, Chemical Engg. Dept. IIT Delhi	Hydrogen and fuel cell technology, Interfacial and Electrochemical Engineering, Enhanced oil recovery	(O)011 26591035 Email: sbasu@iitd.ac.in	Yes
5.	Dr. B. Pitchumani	Professor Department of Chemical Engineering IIT Delhi	Particle Technology, Nano Particle Production	(O) 011 26591022 Email: b_pitchumani@hotmail.com	Yes
6.	Dr. S. De	Professor Department of Chemical Engineering IIT Kharagapur	Membrane Separations, Transport processes, Flow through micro channels	(O)0322 283926 (O)0322 283927 Email: sde@che.iitkgp.ernet.in	Yes

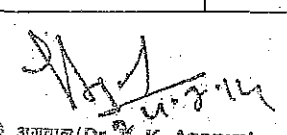

 डा० वी. के. अग्रवाल/Dr. V. K. Agarwal
 प्रोफेसर एवं अध्यक्ष/Prof. & Head
 रासायनिक अभियंताजी विभाग
 Department of Chemical Engineering
 भारतीय प्रौद्योगिकी संस्थान रुड़की
 Indian Institute of Technology Roorkee
 रुड़की/Roorkee-247 667 (Uttarakhand) INDIA


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Department of Chemical Engineering
BOG/SENATE NOMINEES

INDUSTRIAL POLLUTION ABATEMENT: Environment Engg. And Management Pollution Abatement(Environment Engg.)

S. No	Name	CONTACT ADDRESS			Experience
		Office	Specialization	Mobile No.	
1.	Dr. P. K. Bhattacharya	Professor Department of Chemical Engineering IIT Kanpur	Environmental Pollution; Process Modeling	(O)0512-2597093 (R)0512-2597817 Email: pkbhatta@iitk.ac.in	Yes
2..	Dr. J. K. Basu	Professor Department of Chemical Engineering IIT Kharagpur	Reaction Engg., Adsorption and Separation Science, Water Treatment	(O)0322-283914 (R)0322-283915 Email: jkb@che.iitkgp.ernet.in	Yes
3.	Dr. Nishith Verma	Professor & Head Chemical Engg. Dept. IIT Kanpur	Adsorption, Environment pollution control, Synthesis and application of carbon nanofibres and particles, mathematical modeling and simulation	(O)0512-2597704 Email: nishith@iitk.ac.in	Yes
4.	Dr. K.K. Pant	Professor Department of Chemical Engineering, IIT Delhi	Heterogeneous catalysis and Reaction kinetics, Catalytic hydrocarbon conversion processes, Water treatment	(O)011 26596172 Email: kkpant@chemical.iitd.ac.in	Yes
5	Dr. Aloke Kumar Ghoshal	Professor Department of Chemical Engineering IIT Guwahati	Advanced Separation Technology, Modeling & Simulation, Environmental Pollution Control, Pyrolysis of waste plastics.	(O)0361-2582252 (R)0361-2582291 Email: aloke@iitg.ernet.in	Yes
6.	Dr. Ashok N. Bhaskarwar	Professor Department of Chemical Engineering IIT Delhi	Interfacial Engineering Chemical Reaction Engineering, Pollution Prevention Tech., Chemical Product Design	(O)011 26591028 Email: ashoknb@chemical.iitd.ac.in	Yes


 डा० वी. के. अग्रवाल/Dr. V. K. Agarwal
 प्रोफेसर एवं अध्यक्ष/Prof. & Head
 रासायनिक अभियांत्रिकी विभाग
 Department of Chemical Engineering
 भारतीय प्रौद्योगिकी संस्थान रुड़की
 Indian Institute of Technology Roorkee
 रुड़की/Roorkee-247 667 (Uttarakhand) INDIA


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**DEPARTMENT OF ELECTRICAL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**

Board and Senate Nominee

S.No.	Specialisation	Name of Expert	Address	Phone Nos.
1.	Electric Drives & Power Electronics	Prof.. B.G. Fernandes	Department of Electrical Engineering, Indian Institute of Technology, Bombay Powai, Mumbai – 400 076	bqf@ee.iitb.ac.in 91-22-2576-7428 (O) 91-22-2576-8428
2.	-do-	Prof.. S. N. Mahendra	Department of Electrical Engineering, Indian Institute of Technology BHU Varanasi-221 005	Snmahendra.eee@itbhu.ac.in Mahendra20@gmail.com 9415817292 +91-542-2312318
1.	Power System Engg. Including High Voltage Engineering	Prof. D. Tukaram	Department of Electrical Engineering Indian Institute of Sciences, Bangalore- 560 012	dtram@ee.iisc.ernet.in 2362/3168 (O) 23600336 (R)
2.	-do-	Prof. N.K. Kishore	Department of Electrical Engineering Indian Institute of Technology Kharagpur Kharagpur-721302	kishore@ee.iitkgp.ernet.in 283060 (O) 283061 (R)
3.	-do-	Prof. Sivaji Chakravorti	Department of Electrical Engineering Jadavpur University, 188, Raja S..C.Mallick Road, Calcutta – 300 032	sivaji@ee.jdvu.ac.in 913324146948
1.	System and Control including Robotics	Prof. S.K. Nagar	Department of Electrical Engineering, Indian Institute of Technology BHU varanasi	Sknagar.eee@itbhu.ac.in
2.	-do-	Prof. Indra Narayan Kar	Department of Electrical Engineering, Indian Institute of Technology Delhi, Hauz Khas, New Delhi- 110016	ink@ee.iitd.ac.in 11 2659 1093

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1.	Instrumentation and Signal Processing including Biomedical Engineering	Prof. G. Sharma	Department of Electrical Engineering Indian Institute of Technology Kanpur Kanpur-208016	govind@iitk.ac.in 512-2597922
2.	-do-	Prof.A.K.Chaturvedi,	Department of Electrical Engineering Indian Institute of Technology Kanpur Kanpur-208016	akc@iitk.ac.in 512-2597613


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**List of the Faculty Members and other Non Faculty Group 'A' appointed
(upto 31.12.2014)**


Sl. No.	Name	Designation	Department	Date of Joining
<i>Appointment of Faculty Members</i>				
1.	Dr. Pradip Kumar Maji	Assistant Professor	Polymer & Process Engineering	22.07.2014
2.	Dr. Sudip Roy	Assistant Professor (On Contract)	Computer Science & Engineering	28.07.2014
3.	Dr. Partha Pratim Roy	Assistant Professor	Computer Science & Engineering	01.08.2014
4.	Dr. Sumanta Sarkhel	Assistant Professor	Physics	11.08.2014
5.	Dr. Sumatra Satapati	Assistant Professor (On Contract)	Physics	04.09.2014
6.	Dr. Debashis Sen	Assistant Professor	Computer Science & Engineering	12.09.2014
7.	Dr. Bhatt Chidansh Amitkumar	Assistant Professor (On Contract)	Computer Science & Engineering	30.10.2014
8.	Dr. Taraknath Das	Assistant Professor (On Contract)	Chemical Engineering	24.12.2014
<i>Appointment of Non-Faculty Group 'A'</i>				
1.	Shri Jain Singh	Assistant Registrar (On Contract)	Administration	25.08.2014
2.	Dr. (Mrs.) Shikha Jain	Counsellor	DOSW Office	08.09.2014
3.	Mrs. Sheeba Ramola	Assistant Registrar	Administration	12.09.2014
4.	Mr. Ashwani Kumar Sharma	Assistant Registrar (On Contract)	Administration	26.09.2014
5.	Mr. Lalit Kumar	Assistant Registrar (On Contract)	Administration	29.09.2014
6.	Dr. Monica Agarwal	Medical Officer	Institute Hospital	30.10.2014
7.	Mr. Ashwani Kumar Sharma	Assistant Registrar (On Contract)	Administration	26.09.2014
8.	Mr. N.T. Diheung	Assistant Registrar (On Contract)	Administration	07.10.2014
9.	Mrs. Usha Banerjee	Senior Scientific Officer (On Contract)	Administration	03.11.2014
10.	Ms. Bibi Morim Barbhuiya	Assistant Registrar	Administration	07.11.2014
11.	Dr. Bhupender Singh	Scientific Officer Grade –II	Institute Instrumentation Centre	11.11.2014
12.	Mr. Dipleep Kumar Toppo	Assistant Registrar	Administration	01.12.2014


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Appendix 'E'
Item No. BOG/ 45.1.4(iv)(bb)

List of the Faculty Members and other staff who have superannuated / resigned

Sl. No.	Name	Designation	Department	Date of Superannuated/ Voluntary Retirement Resigned/Expired
1.	Dr.(Mrs.) V. Agarwala	Professor	Metallurgical & Material Engineering	31-Aug-2014
2.	Dr. Padam Kumar	Professor	Computer Science & Engineering	30.09.2014
3.	Dr. Ashwani K. Chaudhry	Professor	Institute Instrumentation Centre	30.09.2014
4.	Dr. Indivar Misra	Assistant Professor	Humanities & Social Science	20.11.2014 (Resigned)
5.	Dr. R.P. Gakkhar	Professor	Mechanical & Industrial Engineering	30.11.2014
6.	Smt. Sushma Gupta	Deputy Librarian	Mahatma Gandhi Central Library	30.11.2014
7.	Shri P.C. Pant	Technical Officer	Mechanical & Industrial Engineering	30.11.2014
8.	Dr. M.N. Viladkar	Professor	Civil Engineering	31.12.2014


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List of the Faculty members and other staff who have been brought on regular cadre

Sl. No.	Name	Designation	Department	Date of Regularisation
1.	Shri N.K. Verma	Asstt. Registrar	Administration	25.07.2014
2.	Shri S.C. Sharma	Asstt. Registrar	Administration	25.07.2014
3.	Shri C.S. Verma	Asstt. Registrar	Administration	25.07.2014
4.	Smt. Margret C.	Asstt. Registrar	Director Office	25.07.2014
5.	Shri Subhas Chand	Asstt. Registrar	Administration	25.07.2014
6.	Shri Pramod Kumar	Asstt. Registrar	Administration	25.07.2014
7.	Shri Pradeep Sharma	Asstt. Registrar	Administration	25.07.2014
8.	Shri Rajkumar Sharma	Asstt. Registrar	Administration	25.07.2014


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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Budget - Estimate for Plan Grant
for the Financial Year 2015-16

A. PLAN

(Rs. in lacs)

S. No.	Programme	Plan Grant
		BE 2015-16
1	Development of Laboratory Infrastructure & Central Facilities	7540.00
2	Library (Books & Journals), Computing, Networking and Multimedia facilities	2550.00
3	Ph. D and M. Tech Assistantship (Recurring Liabilities)	3680.00
4	Building and Works	13378.50
TOTAL		27148.50


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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Budget - Estimate for Plan Grant
for the Financial Year 2015-16

(Rs. in lacs)

S. No.	Programme	BE 2015-16
1.	Development of Laboratory and Central Infrastructure	
(i)	Laboratory Equipments in departments	5700.00
(ii)	Analytical instruments and facilities for Centres	700.00
(iii)	Strengthening of Infrastructure for Academics, Educational Technology cell, Training Placement and Industrial Liaison	65.00
(iv)	Hospital & Administrative Establishment, Campus Security, EPABX, Transportation Section	600.00
(v)	Student Amenities, Hostel Infrastructure and Sports facilities	475.00
	Sub Total	7540.00
2.	Library Computing, Networking & Multimedia Facilities	
a.	Library : Subscription of Books, Print and e-journals in Science & Technology	1450.00
b.	Computing and Multimedia Facilities	650.00
c.	Office Automation & ERP Solution	450.00
	Sub Total	2550.00
3.	Recurring Liabilities	
a.	Ph. D and M. Tech Assistantship	3500.00
b.	Uttarakhand Disaster Management Fund	90.00
c.	Future of Cities Workshop Fund	90.00
	Sub Total	3680.00
4(a)	New Proposed Works	
a.	Const. of Boys Hostel for 800 seats (Estimated Cost Rs. 6847.82Lacs)	3000.00
b.	Const. of Transit Accommodation-cum-Married Students 200 to 250 Apartment (Estimated Cost Rs. 7233.07 Lacs)	3000.00
c.	Const. of Lecture Hall Complex (Estimated cost Rs. 6560.94 Lacs)	3000.00
d.	Const. of Students Activity Center (Estimated cost Rs. 2502.56 Lacs)	1000.00
	Sub Total	10000.00
4(b)	Building & Works- On going Activites	
a.	Remaining road works of Saharanpur Campus	25.00
b.	Remaining work of Multi-Activity Centre at IIT Roorkee	221.30
c.	Under Ground Fuel Storage Tank for New 11KVA DG Sets (2x155KVA)	25.00
d.	Additional activities related to Sports at Saharanpur campus	180.00
e.	Construction of new laboratory and new spaces in the Departments, Centre, Hostels	1200.00
f.	Furniture (for hostles, deptts., admn. Offices etc.)	50.00
g.	Remaining works of site Development at IITR Greater Nodia Campus	196.70
h.	Condition assessment of buildings of IIT Roorkee	50.00
i.	Development of Pseudo-Dynamic Testing Facility at the Earthquake Engg. Deptt.	430.50
	Sub Total	2378.50
4(c.)	Commitment for on going works (Electric works)	
a.	Replacement of Old Wiring in Departments/Residences/Hostels	150.00
b.	Air-Conditioning in ICC/ISC/LHC etc. & A.C. for Faculties in Roorkee/Saharanpur Campus.	500.00
c.	Sub-Station Up gradation, Modernization & Extension of Electric Sub-Station, Monitoring Equipments & Energy Management System, HT/LT/UG Cable work	250.00
d.	Coverion from normal electirc fitting to Energy efficient fitting	100.00
	Sub Total	1000.00
	Total [4(a)+(b)+(c)]	13378.50
	GRAND TOTAL (1+2+3+4)	27148.50

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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
BUDGET ESTIMATES
Non Plan Grant 2015-16

B. NON-PLAN

Rs. in Lacs

Sl. No.	Particulars	Actual 2013-14	Revised Budget Estimates 2014-15	Actual 2014-15 up to December 2014	Estimated Expenditure 2014-15 up to 31.03.2015	Budget Estimates 2015-16	Justification
1	2	3	4	5	6	7	8
	A. SALARY						Salary & Pension Components increased by 23% due to provision of 2DAs i.e. appx. 20% and one increment of 3%. Rs. 6.00 crore is added for additional faculty recruitment (Aprox. 60 No.)
	Faculty	5932.38	8040.00	6034.30	8040.00	9880.00	
	Non-Faculty	3792.30	4920.00	3272.07	4920.00	6050.00	
	Total Faculty & Non-Faculty	9724.68	12960.00	9306.37	12960.00	15930.00	
	B. PENSION						Figures of 2015-16 for Pension is lower than the Estimated Expenditure of 2014-15 because arrears were paid in F.Y. 2014-15
	Faculty & Non-Faculty	3013.47	4500.00	3841.72	4500.00	4320.00	
	C. Other Component (These item should not be included in Salary & Pension indicated above)						
	(i) Leave Encashment	380.65	650.00	414.38	650.00	750.00	
	(ii) LTC	609.95	600.00	172.05	600.00	690.00	Other Component increased by appx. 15%
	(iii) Retirement Benefit	636.81	1100.00	711.68	1100.00	1270.00	
	(iv) Children Education Allowance	103.21	175.00	82.04	175.00	200.00	
	(v) Contribution to Pension fund	24.72	60.00	5.57	60.00	70.00	
	(vi) Contribution to New Pension Scheme	205.75	300.00	225.38	300.00	350.00	
	(vii) Professional Development Allowance (PDA) (only for Technical Institute)	268.26	430.00	194.87	430.00	500.00	
	(viii) Reimbursement (Telephone & Internet)	59.91	72.00	21.38	72.00	80.00	
	(ix) Medical	313.58	450.00	291.34	450.00	520.00	
	Total (i to vii)	2602.84	3837.00	2118.69	3837.00	4430.00	Non Salary Component increased by 10% approx. Further MCM Scholarship of Rs. 7 Crore appx. included in Non Salary Component for correct classification.
	D. TOTAL (Salary + Pension + Other Component) i.e. (A+B+C)	15340.99	21297.00	15266.78	21297.00	24680.00	
	E. NON SALARY COMPONENT (Item wise details is to be annexed) Annexure-X						
		3753.01	4093.00	2954.22	4093.00	5400.00	
	Total (D+E)	19094.00	25390.00	18221.00	25390.00	30080.00	

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Annexure-X

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Details of Head wise Non-Salary Component

(Rs. in lacs)

Sl. No.	Particulars	Actual 2013-14	Budget Estimates 2014-15	Actual 2014-15 up to December 2014	Estimated Expenses 2014-15	Budget Estimates 2015-16
1	2	3	4	5	6	7
E	Part -E Non Salary Component					
1	Traveling Allowance	128.31	125.00	114.54	125.00	137.00
2	Security & Other Agencies					
	Roorkee Campus	301.80	300.00	205.45	300.00	325.00
	Saharanpur Campus (hostel)	10.46	14.00	10.00	14.00	15.00
3	HRD	4.56	2.00	10.68	2.00	22.00
4	Training & Placement	9.60	10.00	17.55	10.00	11.00
5	Publication	5.06	7.00	3.09	7.00	8.00
6	Membership Fee	1.12	1.80	0.61	1.80	2.00
7	Convocation & Other Functions	27.85	33.00	21.98	33.00	36.00
8	Advertisement	4.74	15.00	5.02	15.00	17.00
9	Transport /Vehicle Maintenance & Opt	23.76	22.00	14.51	22.00	24.00
10	Legal Expenses	7.88	10.00	6.38	10.00	11.00
11	Postage & Telegram	2.48	3.00	1.93	3.00	3.50
12	Guest House	10.12	10.00	3.46	10.00	11.00
13	Audit Expenses	27.43	28.00	16.36	28.00	31.00
14	Telephones	32.04	35.00	25.72	35.00	39.00
15	Printing & Stationery	22.35	20.00	13.46	20.00	22.00
16	Contingencies	158.09	160.00	56.53	160.00	176.00
17	HINDI CELL	1.92	2.30	2.45	2.30	2.50
	Staff Sport Meet	0.00	0.00	13.52	0.00	0.00
18	Library	32.09	31.00	12.29	31.00	34.00
19	Study Tour	29.97	35.00	30.27	35.00	38.00
20	Student Amenities (Including NCC)	64.56	60.00	29.09	60.00	66.00
21	SC/ST Student Mess Fee (Free Messing)	68.01	66.00	35.64	66.00	73.00
22	PG Examinations	99.17	95.00	90.32	95.00	105.00
23	UG Examinations	44.56	44.00	33.68	44.00	48.00
24	Department Operating Cost					
	Roorkee Campus	419.22	500.00	198.86	500.00	550.00
	Saharanpur Campus	16.34	20.00	15.00	20.00	22.00

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	Greater Noida Campus	0.00	70.00	43.82	70.00	77.00
25	FIG	2.83	7.00	0.00	7.00	8.00
26	Assistantship/Fellowship/Merit-cum-Means					
	Roorkee Campus	196.86	220.00	118.25	220.00	242.00
	Saharanpur Campus	64.15	75.00	55.00	75.00	83.00
27	Computerization & Computer Support	6.35	10.00	5.90	10.00	11.00
28	MCM	0.00	0.00	363.39	0.00	700.00
29	Estate Maintenance					
	Roorkee Campus	698.11	700.00	620.39	700.00	970.00
	Saharanpur Campus	47.93	50.00	35.00	50.00	55.00
30	Electric Maintenance	162.61	165.00	134.89	165.00	180.00
31	Power & Fuel					
	Roorkee Campus	805.80	1020.00	501.57	1020.00	1110.00
	Saharanpur Campus	89.16	100.00	60.00	100.00	105.00
32	Property Tax	3.80	4.50	0.00	4.50	5.00
33	Repair & Maintenance of Equipment	4.19	4.40	2.32	4.40	5.00
34	Repair & Maintenance of Furniture	16.14	18.00	5.25	18.00	20.00
35	Security refund	101.59	0.00	20.05	0.00	0.00
	Total of C	3753.01	4093.00	2954.22	4093.00	5400.00

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Appendix 'H'
Item No. BOG.45.2.3

Rules for Centralized Purchase

Approval of items and funds

Items and funds may be approved by the Competent Authority as per requirement of the Departments/Centres/Offices/ Limbs/ other units.

Types of Funds

Funds may be allocated from the following grants:

- A) Non-plan Grant
- B) MHRD Plan Grant
- C) Sponsored/ Consultancy Project Grant
- D) Miscellaneous Grant

Non-plan grant (DOC) should be used for payment including labour charges and job works (fabrication, repairs, civil and electrical works etc.) and purchase of minor equipments or consumables. DOC should not be used for the purchase of major equipment.

Purchase Committees

Any purchase costing above Rs. 50,000/- has to be made by Material Management Section as per Purchase and Store Rules of the Institute for centralized purchase.

All the purchases, irrespective of the nature of the grant, have to be made by the Purchase and Store Rules of the Institute. The following committees are proposed to simplify the purchase process **with limited power**:

- 1. Departmental Purchase Committee (DPC)
- 2. Project Purchase Committee (PPC)

Committee	Strength	Constitution	Competent Approving Authority
Departmental Purchase Committee	Six	HOD as Chairman & five faculty members of the department. One External Member if required.	Deputy Director
Project Purchase Committee	Three to Five	Nominee of Dean (SRIC) as Chairman and PI & other members. One External Member if required.	Dean (SRIC)

Each Department/Centre/ other Academic Units like IIC, Library, and Hospital etc should have Departmental Purchase Committee (DPC).

For Library and Hospital, **DPC** will be constituted by the Library Advisory Committee and Hospital Advisory Committee respectively with the approval of Competent Authority.



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The DPC of the concerned department where the project is undertaken may also act as the PPC, if proposed by the PI of the project.

A Special Purchase Committee (SPC) may also be appointed by the Competent Authority as and when it is necessary under special circumstances. The Chairman of the SPC will also be nominated by the Competent Authority.

Purchase Procedure:

1. Purchase upto Rs.20,000/- against cash may be made without calling quotations and without placing formal purchase orders.
2. Purchase upto Rs.50,000/- against bills may be made without calling quotations and without placing formal purchase orders.
3. All purchases above Rs.50,000/- should invariably be made by the **Material Management Section** either through inviting quotations or open tendering, i.e. by publishing the notice atleast in one National Daily, or by sending enquiry letters to firms as per rules. In either case it should also be uploaded on the Institute's website.
4. The firms for the purpose of inviting quotations for purchase of materials/ services/equipment/instrument etc. will be manufactures or authorized dealers/agents/stockists / suppliers/ service providers or firms undertaking job works.
5. Quotations will be invited by the **Material Management Section**. If the quotations are invited by sending enquiry letters, it should be ensured that the letters are sent to atleast 8-10 firms. Only in cases, where an item is of a very specific nature, the number of letters may be reduced, but should not be less than five.
6. A copy of all enquiry letters/tender notices/pre-qualification tenders will invariably be displayed on the Institute Website and Notice Board of the concerned departments and quotations received from firms on the basis of this notice will also be considered.
7. Where the total cost of the purchase is estimated to be Rs.25.0 lacs or more, tenders will invariably be invited by the **Material Management Section** through publication of tender notice in at least one National Daily (having foreign circulation) e.g. National Herald, Hindustan Times, Times of India, Indian Express, The Hindu, Economic Times etc. Notices published in any manner should contain the address of Institute's website.
8. Tender notices must also be displayed on the Institute's website. Those downloading the tender document from the website should deposit tender fee while submitting their quotation/tender. EMD should also be submitted along with the quotation/tender.
9. Only those quotations which are received within the due and time, specified in the enquiry letter / tender notice, will be considered.
10. Black listing of a firm can be done by the **Material Management Section** with the approval of the Competent Authority.



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Procedure for Inviting Quotations:

The following procedure should be observed for inviting quotations/tenders:


1. The DPC/PPC of Departments/Centres/Offices/Limbs/other units of the Institute (having budget allocation for the item) will prepare the specifications of the required item and also, prepare the list of suppliers and will constitute the Technical Committee as the case may be. However, the Material Management Section can also identify vendors in addition to the list provided.
2. The approved indent by the DPC/PPC should duly mention and include quantity of proposed item, copy of approval of funds (with grant code) for the required item, complete specifications as well as requirement of warranty, training/technical support, after sales service, packing for incorporation in enquiry letter or tender document and addresses of the suppliers etc be sent to the Material Management section.
3. The Material Management Section will examine the indent/documents and initiate the purchase process by inviting quotations or tenders through enquiry letters or publishing the tender notice in newspaper. As per purchase rules the same (enquiry letter, tender notice and tender document) will be simultaneously displayed in the website of the Institute and the Ministry Portal as per prevailing norms. The website address shall clearly be mentioned in enquiry letters/tender notice/tender documents. The firm may also be asked to provide e-mail ID alongwith the address of correspondence.
4. In case of inviting quotations by sending enquiry letters, a minimum period of 15 days notice should be given.
5. In case of inviting tenders through newspapers, a minimum period of 21 days notice (after publication of the tender in the newspaper) should be given.
6. The time, place and date for the opening of the tender bids/quotations should be specified in the enquiry letters/tender notices to be sent to the firms or published in newspaper with the clear stipulation so that they may be present at the time of opening of tenders/quotations, if they so desire.
7. It should be mentioned in the tender notice/ enquiry letter that the rates should preferably be quoted both in words, and figures. All cuttings, overwriting should be duly initialed by the firms failing which the quotation/tender/bid is liable to be rejected.
8. The notice inviting quotations of proprietary item(s) through e-mail should also be displayed on the website of the Institute giving a minimum of 15 days time for quotations to be submitted.
9. In case of purchase of special/ sophisticated equipment, costing above Rs.25.0 lac, a performance bank guarantee for an amount equal to or more than 5% of the cost price for the duration of the warranty period will be taken from the supplier/Indian Agent.


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10. **A fix amount** as Earnest Money Deposit (EMD) should be demanded from the firms and should be mentioned against specification of each item/ equipment whose estimated cost is above Rs.25.0 lacs. The amount of EMD will be determined at the time of inviting quotations/tenders, by the Institute on case to case basis, which will be not less than 2% of the estimated cost of the purchase.
11. All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate Chapters as below:
 - (a) Chapter 1: Instruction to bidders.
 - (b) Chapter 2: Conditions of contract.
 - (c) Chapter 3: Schedules of requirements.
 - (d) Chapter 4: Specifications and allied technical details.
12. While inviting quotations/tenders, specifications should include all the possible details, but it should be general in nature so that enough number of firms can quote for the item. Approximate quantities may also be mentioned and the firms should be asked to give samples alongwith the quotations/ tenders, wherever possible / necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.
13. If the estimated cost of equipment is more than Rs.25.0 lacs, **tender bids shall preferably include AMC for a period of minimum three years.**
14. All enquires should be sent through speed post, registered post, courier services or through personal local delivery on official peon book as deemed suitable.

Procedure for Opening Quotations:

1. The firm(s) will submit the Technical Bid and Financial Bid in the Material Management section within the due date and time in the way as mentioned in enquiry letter / tender document. It will be mandatory to fill up the compliance statement clearly leaving no space for any ambiguity. The firm shall also send a softcopy of compliance statement alongwith technical bid.
2. All quotations/tenders received should be kept together locked in a separate quotation/tender box or shelf in the custody of the **Material Management Section**.
3. All quotations/ tenders received should be duly sealed and addressed to the **Deputy Registrar/Assistant Registrar (Material Management)**, clearly mentioning on the left hand top corner of the envelope "Quotations/Tenders for the supply of _____ (name of article to be mentioned vide No.....) due for opening on _____".
4. Preferably the ST/CST number should be given on the quotation of each firm, however this will not be mandatory. In case any change towards ST/CST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/invoice.
5. In case of purchase of an item of proprietary nature as certified by the manufacturer, the quotations through e- mail/FAX from the manufacturer may be considered. But


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the proof of e-mail requesting the rate of the propriety item must be placed in the purchase file.

6. The Technical Bid(s) will be opened on the due date and time in the Material Management section in front of the Technical Committee / Indenter. All members of technical committee will sign all the pages of specifications / terms and conditions / compliance statement / authorization certificate / covering envelops of each technical bid. The technical committee, after opening the technical bid, may leave a note in the file for obtaining the necessary clarification from the firm on specific points.
7. The representatives of the firms who have submitted quotations/tenders may remain present during opening of quotations/tenders. Erasing and overwriting etc observed at the time of opening of quotations/tenders should be duly initialed by the officers opening the quotations/tenders, otherwise the tenders/quotations may be treated as invalid. The postal cover should be retained along with the tender/ quotation with signatures of the person/s opening it.
8. The Technical Comparative Statement incorporating a 'remarks column' will be prepared in the Material Management section based on compliance statement from the firms. The complete purchase file along with the Technical Comparative Statement will then be sent to the Departmental Purchase Committee /Project Purchase Committee for the technical evaluation.
9. The Technical Committee will go through the Technical Comparative Statement as well as the Technical Bid(s), relevant literature and documents and record the details in the remarks column of the Comparative Statement for identifying the technically qualified firms for opening their financial bids. The DPC/PPC will return the file to the Material Management section with recommendation for opening the financial bids of the technically qualified firms. In case of rejection of any technical bid, the Technical Committee will clearly record the reason of its rejection in Technical Comparative Statement.
10. The Financial Bids will be opened on the due date and time by the Material Management section in the presence of the indenter, if the indenter desires so. The date of opening the Financial Bid will be informed to the indenter well in advance. The Financial Comparative Statement will be prepared by the Material Management section.

Procedure for Processing the Purchase Cases

1. Normally there should be a minimum of three valid quotations for any purchase.
2. If the number of quotations received against an enquiry letter/tender notice is less than three, quotations have to be re-invited giving enough number of addresses of firms. However, if the number of quotations received is still less than three, the **Material Management Section** should process the purchase on the basis of these quotations with specific justification.
3. If the number of quotations received against open tendering is less than three, the


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purchase case can be processed through these quotations with specific justification.

4. Procurement from a single source may be resorted to in the following circumstances:
 - (a) It is in the knowledge of the user department / **the Material Management Section** that only a particular firm is the manufacturer of the required goods i.e. the goods to be purchased are proprietary items.
 - (b) The required goods are to be purchased from a particular source and the reason for such decision is to be recorded.
 - (c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.
 - (d) Any decision in respect of (a), (b), (c) above, may be taken by the **DPC/PPC** on the recommendations of a Technical Committee appointed. This committee may comprise of either internal members or internal and external members. However, the notice regarding the purchase of item(s) of propriety in nature must be put on the Institute's Website giving a minimum time of 15 days to submit quotation.

Processing the Purchase and Placing the Orders by the Material Management Section

1. **The Material Management Section** will prepare and submit the purchase proposals in the prescribed Performa to the competent authority for approval.
2. The purchase order will be prepared by the Material Management section on the basis of the duly approved Purchase Proposal and it will be sent to the concerned department/indenter for vetting.
3. The purchase order for amounts exceeding Rs.50,000/- will be pre-audited by the Internal Audit section before sending to the firms.
4. The Purchase Order will be sent to the eligible firm on its address by post /mail by the Material Management section. A copy of the Purchase Order will be sent to the concerned department for information.
5. Orders for imported articles will be placed after satisfying the requirement of Government policies/formalities prevailing at that time.
6. In case of import, the copy of the Purchase Order will be sent to the Clearing Agent. The Material Management section will take necessary action about the advance to be sent to the Clearing Agent for clearing goods from the customs office to avoid demurrage and sending the same to the concerned department of Indian Institute of Technology Roorkee.
7. On receipt of written request / necessary documents from the firm / clearing agent, the Material Management section will process the file for issue of all types of certificates e.g. Customs Duty Exemption /Excise Duty Exemption /Trade Tax Declaration etc., under the signature of the Registrar.
8. No formal order is required to be placed for purchases upto Rs.50,000/-.

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Repeat order:

Repeat purchase order may be placed by the **Material Management Section** subject to the following conditions:

- (a) Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
- (b) With no change in rates as well as terms and conditions of supply.
- (c) For purchases on the basis of inviting quotations but not through a committee.
- (d) **The Material Management Section** will place not more than **two** repeat orders and the amount or number of items shall not exceed that of the original order.
- (e) No repeat order will be placed if buy-back is involved in the purchase.
- (f) Purchase Orders placed by other IITs may also be considered for placing repeat orders by IITR with the approval of Competent Authority after due diligence study and obtaining a certificate from the sister IIT to the effect that the cost is justified & the equipment is performing satisfactorily.
- (g) **The Material Management Section** may finalize a rate contract of Personal Computers, Laptops, Computer peripherals, Chemicals, printing or any other item with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufacturers. Tenders/Quotations for this purpose shall be called from manufacturers only.

Delegation of Purchase Powers:

1. Payment for labour charges and job works (fabrication, repairs, civil and electrical works etc.) upto Rs.50,000/- through bill may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by the Head of the Department from funds under his/her operation.
2. Purchase of consumables, computers, peripherals and minor equipment upto Rs.50,000/- through bill may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by the Head of the Department from funds under his/her operation.

Further, any faculty member/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator, as applicable.


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3. The online purchase shall be allowed upto Rs.50,000/- only. The benefit of warranty and other clauses as available in cash purchases must be availed.
4. Purchase including services, labour charges and job works (fabrication, repairs; civil and electrical works etc.) through credit at site may also be made upto Rs.2,00,000/-. Unless such a purchase is made on the basis of approved rate contract or quotations from Government/Public Sector Undertaking, at least three quotations be obtained by a Committee to be constituted as given below:

Committee of at least two faculty members/Category 'A' Staff to be constituted by HOD/PI (for Sponsored Research & Consultancy Projects) for purchases upto Rs.2,00,000/-.

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications for the purpose of identifying the appropriate supplier and collect quotations from the probable suppliers and/or manufacturers. The names and addresses of the bidders alongwith rates quoted by them shall be certified by each member of the committee on the Comparative Statement.


Before recommending placement of the purchase order, the members of the committee will record a certificate as under: "Certified that we, the members of the purchase committee are satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question". The committee may also make cash purchase by taking advance. However, purchase in such cases should invariably be made by placing orders.

5. The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorised supplier, in respect of various equipment of the Institute, will be processed by **the Material Management Section for a maximum of 10% of the equipment cost**. In all other cases, quotations will be invited and normal purchase rules will apply.
6. For any purchase proposed on the basis of rate contract approved by IIT Roorkee, purchase orders should be approved by the competent authority.

Payment Procedure:

Payment after receipt of supply in good condition or 100% payment against delivery and satisfactory checking/ installation-

1. On receipt of goods as per Purchase Order along with packing slip, bills in duplicate / triplicate etc., necessary entries will be made by the department /centre/ unit in the stock register. The bill for payment along with necessary documents, installation certificate etc. will then be sent by the indenting department to the Material Management section for necessary stock entry in the Central Asset Register and for onward transmission to the Internal Audit/Finance & Accounts Section for payment.


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2. In case of short supply/any damage /supply is not found as per Purchase Order, the department/centre/office will inform in writing to DR/AR, Material Management who will request the firm to rectify it within a suitable time otherwise the matter will be referred to Legal Cell for further necessary action.

3. 100% advance payment against 110% bank guarantee may be made to the supplier provided such payment term exists in the order.

However, Government firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firms having an annual turnover of Rs.500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs.15.0 lac.

4. Any additional payment on account of revision of taxes/duties may be considered by the **Material Management Section** provided it is as per the terms and conditions of purchase order.

5. **Payment to Foreign Supplier:**

(a) All Letters of Credit will be opened by the **Material Management Section** against the purchase orders and grant (plan/project/miscellaneous) allocated to the concerned department.

(b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer after receipt of material in good condition.

6. **Payments to Govt./Public Sector Undertaking/ Organization:**

The terms of payment to the Govt./ Public Sector Undertakings/ Organizations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations alongwith the order if it is in the terms and conditions of the said organization.

General Rules:

1. **Liquidated Damage (Late Delivery):**

There should be a suitable provision in the terms and conditions of a contract/ purchase order for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible.

A penalty of 0.5% of the delivered price of the delayed goods for each week subject to a maximum of 5% (five percent) of the delivered price is to be incorporated in the terms and conditions of the purchase order. Delivery period shall include supply of the item in good condition and satisfactory installation. Any delay in fulfillment of the requirements for paying the bills shall be counted under penalty clause. Bills will be passed for payment by the Material Management section only after receipt of report of the concerned HOD regarding

supply in good condition, satisfactory installation and performance by the firm as per the terms and conditions of the purchase order.

2. The Material Management section will send photocopies of the relevant papers e.g. Purchase Order, Comparative Statement (Technical & Financial Bids) and other documents related to the concerned department for record and future reference. The complete purchase file will remain in the Material Management section.
3. Any relaxation in the purchase regulations shall be made with the prior approval of the Competent Authority.
4. The "buy-back" for purchase through quotation/tender or through rate contract for supply of equipment and systems, including Personal Computers, Refrigerators, Air-conditioners and Xerox Machines etc. is admissible. While inviting quotations/tenders or proposal for rate contract, the supplier/vendor will be asked to quote rates and other terms for 'buy-back' of existing equipment/systems. However, the following conditions shall apply:
 - (a) In case of computers, system should be at least three years old.
 - (b) In case of photo-copier machines, a machine should be at least seven years old or five lakh of copies should have been generated on the old machine.
 - (c) In case of refrigerators and air-conditioners, they should be at least seven years old.

Note:-Buy-Back shall be initiated on the recommendation of a Departmental Technical Committee constituted by DPC/PPC.

5. The Material Management section will prepare the Central Assets Register on the basis of the stock entries made on the bill and it will be under the custody of the Material Management section.
6. For the purchase of the books/publication and periodicals by the library and the department/centres the Institute library advisory committee shall frame and issue the policy and rules from time to time with the approval of Competent Authority.
7. The points which are not covered by the purchase rules of the Institute will be as per the General Financial Rules of the Government of India.

Competent Authority means the Director of IIT, Roorkee or Deputy Director, IIT Roorkee to whom the Director delegates the authority. Any matter not covered by these rules may be referred to the Competent Authority.

STORES RULES

CLASSIFICATION OF STORES:

All stores procured shall be classified into following three categories as notified by the competent authority from time to time:

- (A) Major Asset (MAS)
- (B) Minor Asset (MIA)
- (C) Consumable Stores (CS)

(A) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as major Assets.

- (i) Store which are intended to be used over prolonged periods before becoming unusable and / or obsolete.
- (ii) Any item which is classified as Major Assets (MAS) by the standing committee (as given in clause No. 2) constituted for this purpose.

Examples: Laboratory Equipment, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc, Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Work Stations, Motors, Networking Devices, Photocopying Machines, Plot Printers, Multimedia Projectors, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) etc.

(B) Minor Assets (MIA):

Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years.

Examples: All Laboratory Equipment, (Power supplies, CVTs/CRO etc), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.


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(C) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores.

- (i) Stores which exhaust with lapse of time.
- (ii) Stores which are rendered unserviceable due to normal wear and tear.
- (iii) Stores which have negligible disposal value.

Examples: Chargeable and non chargeable batteries, Chemicals & plastic material, Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminum, rubber, PVC etc), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The Competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

General Rules:

1. A centralized stock register for all assets shall be maintained by the **Material Management Section. However**, stock registers for all Major Assets, Minor Assets and Consumables should be maintained separately in each department and kept with the concerned Head of the department.
2. Stock Registers for Major Assets and Minor Assets shall also be maintained separately in each laboratory.
3. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the departments T & P register.

4. Details of the assets & consumables shall simultaneously be intimated to the Material Management Section by the different departments as and when purchase is made by them.

Store Verification:

The annual verification of all Major and Minor Assets of all laboratories in the Department shall be done by the verifying officer appointed by the Head of the Department and the O.C. laboratory. On recommendations of the O.C's and verifying officers of all laboratories regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the **Department Policy Committee** and its recommendations in respect of major assets shall be sent to the **Deputy Registrar / Assistant Registrar (Material Management)** on Proformas 'A' & 'B' (attached), for consideration by the Institute Technical Committee.

Writing off and disposal of Unserviceable Stores:

- (a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the **Deputy Registrar / Assistant Registrar (Material Management)**.
- (b) On the recommendation of DPC, the Head of the department may sent the proposal for writing off the major assets to the **Deputy Registrar / Assistant Registrar (Material Management)**.
- (c) The Competent Authority shall appoint an Institute Technical Committee which shall examine the proformas sent by the Departments etc. and shall recommend the Major Assets which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, proformas 'A' & 'B' will be forwarded to the **Deputy Registrar /Assistant Registrar (Material Management)**, for consideration by the Competent Authority. The composition of the Technical Committee shall be as under:-
 - (i) One Professor to be nominated by the Director for three years, who shall be the Chairman.
 - (ii) One Faculty member/Officer nominated by the concerned Department/Limb of the Institute for a period of three years.
 - (iii) Two other Faculty Members as members to be nominated by the Director for a period of three years.

- (iv) One Faculty Member/Officer as member from outside the concerned Department to be nominated by the concerned Department/Limb of the Institute for a period of three years.

- (d) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under:

CFA	Normal Wear & tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
Head of the Deptt.	Upto 15000	Nil
Deputy Director	Upto 100000	Upto 5000
Director	Upto 500000	Upto 10000
Board of Governors	Above 500000	Above 10000

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the **Deputy Registrar /Assistant Registrar (Material Management)**.

Institute Disposal Committee:

The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members:

- (i) One Professor to be nominated by the Director, who shall be the Chairman for a period of three years.
- (ii) One Faculty member nominated by the concerned Department/Limb of the Institute for a period of three years.
- (iii) A Member Secretary to be appointed by the Director for a period of three years.
- (iv) An **Assistant Registrar (Material Management)** as the Joint Member Secretary to be appointed by the Director for a period of three years.


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