

**PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, JABALPUR**

**BOG/2017/35TH MEETING OF THE BOARD OF GOVERNORS
SCHEDULED TO BE HELD ON 06TH MARCH 2017, FROM 12.00 HRS. ONWARDS
VENUE: CONFERENCE HALL, PDPM-IIITDM JABALPUR**

AGENDA

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BOG/35/1	Opening Remarks by the Chairperson, Board of Governors.
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Will be delivered by the Chairperson, BOG in the meeting itself.

BOG/35/2	Overview and Action Taken Report by the Director.
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The overview report will be presented by the Director in the meeting itself. The action taken report on the decisions of 34th meeting of the Board is placed as **BOG/35/Annexure-I (Page 03 to 05)**.

BOG/35/Annexure-I

The action taken report on the decisions of 34th meeting of Board are placed below for the perusal of the members.

Item No.	Resolution/Decision	Action Taken
BOG/34/1(a)	To draw a plan for the smart campus	Prof V.K. Gupta and Prof. P.N. Kondekar have been given responsibility to submit a project to make IIITDMJ Campus as Smart Campus after discussion with faculty members of IIITDMJ. The feedback on the same will be given by both the members in the meeting itself.
BOG/34/1(b)	To provide the cashless transaction on all the shops, Canteen etc in the campus	Registrar was given the responsibility to initiate the drive. All the proprietors, who are running canteens, shops etc were called in a meeting to start the cashless transaction such as Paytm, POS etc. Now all the canteens and shops are providing cashless transactions.
BOG/34/1(c)	Augmentation of recruitment process	Chairperson emphasized during the BoG meeting that recruitment process particularly of faculty to be augmented by conducting selection committees on quarterly basis. The Institute has been publishing the recruitment advertisement on regular basis for various faculty positions. Presently, the Institute has been conducting the selection committees for faculty positions at Assistant Professors level.
BOG/34/2	Overview and Action Taken Report by the Director	Informative only.
BOG/34/3	Confirmation of minutes of 33 rd BOG meeting	Minutes were confirmed. No further action is required.
BOG/34/4(i)	Proposal for Revised Budget (Plan) for FY 2016-17 and Budget Estimate (Plan) for FY 2017-18.	The approved budget for the F.Y. 2016-17(Plan revised) and Budget Estimate (Plan) 2017-18 sent to MHRD for releasing the funds.
BOG/34/4(ii)	Adoption of Final Audit Report (SAR) for the FY 2015-16 on the Annual Accounts of the Institute.	Final audit report sent to MHRD for placing before both the Houses of Parliament. The same was placed and approved by Lok Sabha and Rajya Sabha on 6 th Feb 2017 and 09 Feb 2017 respectively.
BOG/34/5(i)	To discuss the status of construction projects of campus	Despite repeated efforts made by the Institute, the CPWD is not cooperating in this

	assigned to the CPWD and other matters such as providing of drawings, detailed expenditure statements alongwith completion certificate duly vetted by the Institute's Consultants.	matter. The matter was taken up with Director General, CPWD for his intervention. The DG, CPWD has referred the matter to CVC (CTE).
BOG/34/5(ii)	To discuss rates of power tariffs to be charged from the employees residing in Institute's residential accommodation.	Implemented.
BOG/34/6	Placing of Report of Raghavan Committee for adoption	Adopted and implemented.
BOG/34/7	To discuss regarding extended tenure of Shri R. P. Dwivedi, Registrar and Mrs. Swapnali Gadekar, Deputy Registrar, subsequent to adoption of report on harmonization of non-faculty structure.	Selection process for the post of Registrar is in progress. The advertisement for the post of Deputy Registrar will be taken out soon.
BOG/34/8	To constitute a peer review committee to review the performance of the Institute.	The consent of the members is received and the same has been communicated to MHRD for approval.
BOG/34/9	To nominate one person as member of the Building & Works Committee in accordance to clause 20 (c) of the IIIT Act 2014.	Shri D. M. Gupta, IOFS (Retd.) has been informed about his nomination as member of the Building & Works Committee vide letter dated IIITDMJ/ RO/BWC /2016 dated December 30, 2016.
BOG/34/10	Appointment of Prof. V. K. Jain former faculty of IIT Kanpur, as Adjunct Professor, in Mathematical Engineering Discipline.	Appointment letter IIITDMJ/Dir/2016/12 /3031 dated December 28, 2016 has been issued. His acceptance/joining is awaited.
BOG/34/11	To consider proposal to frame recruitment guidelines for Design faculty.	The revised proposal is being placed in 35 th BoG meeting for consideration and approval.
BOG/34/12	To consider proposal for the Faculty Performance Appraisal.	The revised Faculty Performance Appraisal form is being placed in 35 th BoG meeting for consideration and approval.

BOG/34/13	Proposal to consider policy to grant CPDA to Research Engineers	The policy has been notified and communicated to the concerned vide Notification No. IIITDMJ/RO/Notification /BOG/34/13/3112 dated December 26, 2016.
BOG/34/14(i)	To ratify adoption of Audit Report (Separate Audit Report) on the Annual Accounts of the PDPM-IIITDM Jabalpur for the F.y. 2016-16.	After the adoption of annual audit report (SAR) for the F.Y. 2015-16, was sent to MHRD for laying both the houses of Parliament. The report alongwith audited accounts was laid in Lok Sabha on 06th February 2017 and Rajya Sabha on 09 th February 2017
BOG/34/14(ii)	To ratify the approval, accorded by the Chairperson, BOG for granting a loan of Rs. 600 lakhs from the Institute's internal corpus.	Informative only.
BOG/34/14(iii)	To ratify the recommendations of selection committees for faculty positions of Natural Science discipline.	Informative only.
BOG/34/15(i)	Constitution of Research Council	Informative only.
BOG/34/15(ii)	Progress on Start-up-Centre	Informative only.
BOG/34/16 (i)	Approval of Annual Report.	The Annual Report for the year 2015-16 has been sent to MHRD for placing before both the houses of Parliament. The same was laid in Lok Sabha on 06th February 2017 and Rajya Sabha on 09 th February 2017.

BOG/35/3	Confirmation of Minutes of the BOG/2016/34th meeting held on 6th December 2016.
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The minutes of 34th Committee meeting were circulated to all the members. No comments were received from any member. Board is requested to confirm the minutes. Copy of the Minutes is attached herewith as **BOG/35/Annexure-II (Page 07 to 12)**.

**Pandit Dwarka Prasad Mishra
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

Minutes of the 34th Meeting of the BOG held on December 6, 2016 from 1300 hrs. onwards in the Conference Hall of PDPM IITDM Jabalpur.

Members present:

Dr. Kota Harinarayana	Chairperson
Dr. Sankar K Pal	Member
Prof. Pramod Kumar Jain	Member
Ms. Tripti Gurha, MHRD (Representative of Shri Sanjeev Sharma)	Member
Prof. Harish Karnick	Member
Prof. Vijay K Gupta	Member
Prof. P. N. Kondekar	Member
Shri D. M. Gupta	Special Invitee
Shri R. P. Dwivedi	Secretary

The following members expressed their inability to attend the meeting due to prior commitments:

Prof. Sudhir Kumar Jain	Member
Prof. Janat Shah	Member
Shri Sanjiv Mittal	Member

BOG/34/1	Opening remarks by the Chairman, Board of Governors
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The Chairperson welcomed all the members of Board present specially Ms Tripti Gurha for sparing her valuable time from her busy schedule in the Ministry. The Chairperson emphasized on making the nearly complete buildings functional by spending some amount from institute funds as these buildings are required for proper functioning of the institute.

He also advised that the Institute should have a plan to make the Campus Smart. The smart campus must include smart labs/workshop, hostel, electrical system, solar system, water, sewage system, upkeep canteens etc. Prof VK Gupta & Prof. P.N. Kondekar have been assigned the duty to discuss with faculty and prepare a project report. It was also emphasized that institute shall work towards cashless transactions at all shops and outlets in the campus. Registrar has to ensure the same. The chairperson emphasized to augment



the recruitment process of faculty and ensure quarterly selection schedule. This would enable good faculty choosing to join the institute.

BOG/34/2	Overview and Action Report by the Director
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Prof Pramod Kumar Jain, the Director of the Institute welcomed all the members and action taken report was presented before the Board. The overview and progress report since last Board's meeting was presented before the Board. The Board recorded its appreciation for the achievement of the Institute.

BOG/34/3	Confirmation of Minutes of the BOG/2016/33rd meeting held on September 1, 2016.
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The minutes of the BOG meeting held on September 1, 2016 were circulated to the members. No comments were received. The Board confirmed the minutes.

BOG/34/4	To consider the recommendations of the Finance Committee.
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- (i) **FC/28/4 – Proposal for Revised Budget (Plan) for FY 2016-17 and Budget Estimate (Plan) for FY 2017-18.**

The Board has gone through the remarks and recommendations of the Finance Committee on the Revised Budget (Plan) for the FY 2016-17 and Budget Estimate (Plan) for the FY 2017-18 and approved the same.

- (ii) **FC/28/5 (i) – Adoption of Final Audit Report (SAR) for the FY 2015-16 on the Annual Accounts of the Institute.**

After going through the Final Audit Report (SAR) for the FY 2015-16 received from the office of the Director General (Audit) Central Receipt, (Gwalior), the Committee ratified the approval of Chairperson, FC and recommended the same for the approval of Board.

BOG/34/5	To consider the recommendations of the Building & Works Committee
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- (i) **B&WC/2016:23.03 – To discuss the status of construction projects of campus assigned to the CPWD and other matters such as providing of drawings, detailed expenditure statements alongwith completion certificate duly vetted by the Institute's Consultants.**

The Board considered the recommendations by the Building & Works Committee (BWC). The issue of non-cooperation from CPWD side was discussed at



length as CPWD is not providing the details of the works done so far, the amount spent out of the deposited funds, quantity of works completed and quantity remaining after the foreclosure of the works and also the status of various projects launched. The Board decided that the Institute shall request the Director General of CPWD for his intervention to enable the Institute to get the full information related to the construction works within 30 days failing which the Institute shall approach for Performance Audit of all the incomplete works to the appropriate agency. It was also proposed that all correspondence made to CPWD be copied to MHRD for taking this matter with CPWD at their end. Mrs Tripti Gurha agreed to send a letter to CPWD on this subject. Director, IIITDMJ should send relevant information to MHRD at the earliest.

- (ii) **B&WC/2016:23.04 – To discuss rates of power tariffs to be charged from the employees residing in Institute’s residential accommodation.**

The recommendations of the BWC are approved by the Board.

- (iii) **B&WC/2016:23.06 (i) – Awards of arbitrations against construction work of Hall of Residence – IV**

The Board approved the recommendations of the BWC.

BOG/34/6	Placing of Report of Raghavan Committee for adoption
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The Board adopted the Prof. Raghavan Committee Report for implementation with effect from the date of issue of notification by the MHRD i.e. 12th September 2016. The Board also approved that the experience gained by the employee before mapping and after mapping (equivalent positions as per Annexure V) shall be considered together during recruitment and promotion.

BOG/34/7	To discuss regarding extended tenure of Shri R. P. Dwivedi, Registrar and Mrs. Swapnali Gadekar, Deputy Registrar, subsequent to adoption of report on harmonization of non-faculty structure.
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The Board took decision to extend the tenure of Shri R.P. Dwivedi, Registrar and Mrs Swapnali D. Gadekar, Deputy Registrar upto one year wef 12.10.2016 subject to review on receipt of Raghvan Committee Report during the 33rd meeting of the Board. The Board members deliberated on the issue and decided to advertise the post of Registrar immediately. The present incumbent shall continue till the new appointment is made or up to 11.10.2017, whichever is earlier. For the post of Deputy Registrar, Institute shall advertise the same alongwith other positions of Deputy Registrar.



BOG/34/8	To constitute a peer review committee to review the performance of the Institute.
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In accordance to clause 27(1) of IIIT Act 2014, a committee constituting of the following members has been proposed by the Board to review and evaluate the performance of the Institute in achieving of its objectives during the period. Director is requested to take their consent and proceed accordingly.

- (1) Prof. S.K.Joshi, Ex DG, CSIR
- (2) Prof. B. Gurumurthy, IISc Bangalore
- (3) Dr. Soumyajit Ghoshal, UPES Dehradun
- (4) Prof. Phalguni Gupta, Director, NITTR Kolkata
- (5) Prof Pradyumna Vyash, Director, NID Ahmedabad
- (6) Prof. Santanu Chaudhury, Director, CEERI Pilani

BOG/34/9	To nominate one person as member of the Building & Works Committee in accordance to clause 20 (c) of the IIIT Act 2014.
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The Board approved the name of Shri D. M. Gupta, IOFS (Retd), Former DGOF & Chairman, Ordnance Factory Board as a member of the Building & Works Committee for a period of three years.

BOG/34/10	Appointment of Prof. V. K. Jain former faculty of IIT Kanpur, as Adjunct Professor, in Mathematical Engineering Discipline.
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The Board approved the appointment of Prof. V. K. Jain former faculty of IIT Kanpur, as adjunct Professor, in Mechanical Engineering Discipline on a consolidated monthly salary equivalent to Last Salary drawn (Basic+DA) minus Pension(Pension+DA) in his previous organization i.e. IIT Kanpur. The initial period of tenure is one year. The other terms and conditions shall apply.

BOG/34/11	To consider proposal to frame recruitment guidelines for Design faculty.
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The Board members deliberated on the prescribed academic qualifications and period of contract. It was resolved that revised proposal shall be discussed with Prof. Karnick before bringing it to the board in the next meeting.

BOG/34/12	To consider proposal for the Faculty Performance Appraisal.
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The Board approved in principle the format of performance Appraisal as proposed with a recommendation that academic and administrative parts shall be compiled separately. However, DoPT guidelines may be kept in view while finalizing the same.

BOG/34/13	Proposal to consider policy to grant CPDA to Research Engineers.
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The Board approved the CPDA to Research Engineers as proposed (Rs. 1.50 Lacs for a block of three years) and to be effective from the date of notification.

BOG/34/14

Ratifications

(i) To ratify adoption of Audit Report (Separate Audit Report) on the Annual Accounts of the PDPM-IIITDM Jabalpur for the F.Y. 2015-16.

The Board ratified the decision of the Chairman, BOG for adoption of Audit Report (Separate Audit Report) on the Annual Accounts of the PDPM-IIITDM Jabalpur for the FY 2015-16.

(ii) To ratify the approval, accorded by the Chairperson, BOG for granting a loan of Rs. 600 lakhs from the Institute's internal corpus.

The Board ratified the decision of the Chairman, BOG.

(iii) To ratify the recommendations of selection committees for faculty positions of Natural Science discipline.

The Board ratified the decision of the Chairman, BOG on the recommendations of selection committees for faculty positions of Natural Science discipline.

BOG/34/15

Agenda for Reporting:-

(i) Constitution of Research Council

The Research Council of PDPM-IIITDM Jabalpur has been constituted and notified vide notification number IIITDMJ/RO/NOTIFICATION/2016/2248 dated October 18, 2016.

The Board noted the same.

(ii) Progress on Start-up Centre

A Report on the progress of StartUp was presented before the Board. The Board noted the same to its satisfaction.



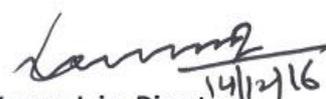
BOG/34/16	Any other agenda with the permission of the Chair.
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(i) **Approval of Annual Report:** The Annual Report for the year 2015-16 was placed before the Board for its perusal. The Board approved the same for onward submission to MHRD to be placed before both the Houses of the Parliament.

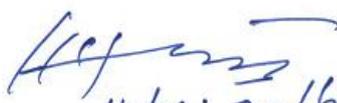
Minutes submitted for approval please.



(Ram Phal Dwivedi)
Registrar & Secretary
07-12-2016



Prof. Pramod Kumar Jain, Director
14/12/16



Dr. Harinarayana Kota
Chairperson, BOG
14/12/2016

BOG/35/4	To re-consider proposal for modifications in recruitment rules for Design Faculty
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The original proposal for modifications in the existing rules for recruitment of Design Faculty was placed as agenda before the Board in its 34th meeting held on 6th Dec 2016. After discussion, the Board directed that a revised proposal after consultation with Prof Harish Karnick, member BoG be placed in the next BoG meeting. The revised proposal after incorporating the inputs from Prof Karnick is placed as **BOG/35/Annexure-III (Page 14 to15)**.

The Board is requested to consider the proposal for approval pl.

PDPM Indian Institute of Information Technology, Design & Manufacturing,
Jabalpur

20th February 2017

Modified Recommendations of the Committee for Preparation of Detail Guidelines and Terms and Conditions for recruiting Faculty members in Design Discipline without a PhD Degree in Design based upon the feedback given by

1. Prof H. Karnick, IIT Kanpur
2. Prof V.P. Bapat, IDC, IIT Bombay
3. Prof D.K. Chakraborty, DOD, IIT Guwahati
4. Prof S. Mehta, Product Design Discipline, National Institute of Design, Ahmedabad

The following committee constituted by the Director, for preparation of detail guidelines and terms and conditions for recruiting faculty members in Design Discipline, without a PhD degree in Design, met in the Design Studio of PDPM-IIITDM Jabalpur on 20th February 2017 for the second time in the light of some feedback given by the above experts.

1. Dr Prabir Mukhopadhyay-Convener (Head: Design Discipline)
2. Prof Puneet Tandon: Member (Professor: Design Discipline)
3. Dr Atul Gupta: Member (Associate Professor: CSE Discipline)

The following modified guidelines, terms and conditions were recommended:

1. **Minimum Qualifications:**
 - a. Completed (two years) Master's Degree in Design, Engineering, Arts, Science (Physiology and Psychology), and Architecture etc.
 - b1. Registered for PhD program: The candidates should have spent at least Six months from the date of their candidacy into PhD programme / presentation of State of the Art Seminar at their parent institute. The candidates should get a 'No Objection Certificate' from their supervisor certifying their satisfactory progress and that the supervisor has no objection in the candidate completing the research work off the campus. The candidate should also convert his/her PhD programme into external/part-time or any other suitable category as per the rules of their parent institute, if selected for the position. The PhD registration should be in Design/Industrial Design, or Design related domains only.



OR



Page 1 of 2

b2. Not-Registered for PhD program: Candidates not registered for PhD programme but having minimum of five years' experience, after their Master degree, as Industrial Designer in Industry or Academia.

2. **Age:** The upper age limit for applying for this position would be preferably below 50 years.

3. **Designation:** Faculty Associate

4. **Type of recruitment:** Recruitment for this position would be made through open advertisement/walk in interview. The recruitment would be purely contractual for an initial period of two years subjected to a review by a committee after one year. If found satisfactory, the contract may further be extended for another period of two years.

5. **Nature of appointment:** This is a purely contractual position and would be as per existing rules of the institute applicable to contractual employees.

6. **Compensation:**

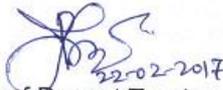
a. Candidates having a Masters in Design with five years industry experience would be paid a gross, all inclusive, consolidated pay of Rs 75,000/- (Rupees Seventy Five Thousand) per month, with 10% annual increment every year subject to a performance review by a committee.

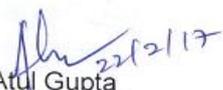
b. Candidates who have registered for PhD would be paid a gross, all inclusive, consolidated pay of Rs 55,000/- (Rupees Fifty Five Thousand) per month, with 10% annual increment every year subject to a performance review by a committee.

c. Such candidates after completion of their PhD would have to apply afresh for faculty position as and when they are advertised. Recruitment for such positions would be done through open selection, as per Institute rules.

7. **Leave Rules:** This would be as per existing rules of the Institute applicable to contractual employees.


Dr Prabir Mukhopadhyay
Convener


Prof Puneet Tandon
Member


Dr Atul Gupta
Member

BOG/35/5	To re-consider revised proposal for the Faculty Performance Appraisal
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The original proposal was placed as agenda for considering the Faculty Performance Appraisal form in its 34th meeting. After discussion, the Board observed that some modifications are required in the existing Performa, therefore, a revised proposal may be placed in the next BoG meeting. The revised Faculty Performance Appraisal form is placed herewith as **BOG/35/Annexure-IV (Page 17 to 20)**.

The Board is requested to consider the proposal for approval pl.

PROFORMA FOR FACULTY PERFORMANCE APPRAISAL

Period of appraisal: July 01, 20 to June 30, 20

Name :

Designation:

Discipline:

Specific Field of Knowledge:

Current Research Interests:

Please give information pertaining to the period of appraisal as per the format given below:

1. **INSTRUCTION ELEMENT**

1.1 Teaching

1.1.1 Courses taught at UG/PG Level

Semester	Course Name and Number	Lecture Hrs/wk	Tutorial Hrs/wk	Lab Hrs/wk	Number of registered students	Co-Instructor/ Instructor In charge (if any)

1.1.2 New courses/ laboratory experiments introduced and taught

Course Name and Number	UG/PG	Year and Semester of first offering

1.1.3 New course material developed/Instructional software developed (should be made available on the web/public domain and may be under GIAN/NPTEL/SAWYAM etc.)

Course Name and Number	UG/PG	Type of activity	Web/ Public

1.1.4 Any other instructional tasks

2. RESEARCH ELEMENT

2.1 Thesis/Research Supervision

Name of student (MTech/PhD)	Title of thesis/thesis topic	Year and semester of first registration	Completed/ Submitted/ In progress	Co-supervisors (if any)

2.2 Sponsored Research and Consultancy Projects

Title of Project	Sponsoring Agency/ Organization	Project Funding (Rs.)	Project Duration	Co-investigators (if any)	Status (Submitted/ Ongoing/ Completed)	Remarks

2.3 Other research element (such as Development of Research Facilities, Patent (Applied for/ Granted)/ Transfer of Technology, etc)

2.4 Publication(s) (Journal, Conference, Book, Book Chapter, Technical Report, etc) (Kindly provide the details in the standard format as filled in EIS system)

2.5 Refereed Conference(s)/ Symposia/ Seminars/ Workshop(s)/ Specialists' Meetings Attended etc

2.6 Conference/Workshop/STP etc. organized

2.7 Professional Recognition

2.7.1 Membership of Professional Societies (National/International)

2.7.2 Honours/Prizes/Awards/Fellowship etc.

2.7.3 Editor/ Guest Editor etc. of reputed publications

2.7.4 Expert/Invited Lecture Delivered

2.7.5 Membership of BoS/ BoG/ Senate, etc

2.8 Other Extension Tasks

(e.g. involvement in industry, government and public community service)

3. ADMINISTRATION ASSIGNMENT
(Please indicate duration of each assignment)

- 3.1 Administrative Assignments: (please mention institute/discipline level)
- 3.2 Service to Institute Community (if any): (please mention institute/others)
- 3.3 Any other contribution

4. SELF-APPRAISAL BY FACULTY

Your comments on your performance so far and this academic year particularly:

Dated

Signature of Faculty

Forwarding by Head of the Discipline with remarks/comments

(Signature of HoD with Date)

Remarks

(Director)

BOG/35/6	To consider proposal for the Institute Consultancy Rules and Intellectual Property Rights document.
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The Institute Consultancy Rules have been framed and placed as **BOG/35/Annexure-V (Page 22 to 42)**.

The Board is requested to consider the same for approval pl.

BOG/35/Annexure - V

PDPM
**Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur**



**Institute Sponsored Project and
Consultancy Rules**

February 2017

NORMS AND PROCEDURES FOR UNDERTAKING RESEARCH, SPONSORED PROJECTS, CONSULTANCY AND TESTING WORK

The ethos of proposed norms to carry out research, consultancy, field visits and testing activities at PDPM Indian Institute of Information Technology, Design & Manufacturing, Jabalpur would be governed by the Institute's 'Agenda for Research and Consultancy' (Annexure I)

1. DEFINITIONS

Individual Consultancy Projects (ICP): All consultancy projects, where the project proposal is received directly by a faculty member, and not by the discipline will be treated as Individual Consultancy Project.

Discipline Consultancy Projects (DCP): All consultancy projects, where the project proposal is received by the Head of the discipline and referred by him/her will be treated as Discipline Consultancy Project.

Institute Consultancy Projects (InstCP): All consultancy projects, where the project proposal is received by a functionary of the Institute (Director, Dean, etc.) and involve multi-disciplinary inputs or require larger Institute facilities will be treated as Institute Consultancy Projects. Such projects are expected to run for a longer period.

Principal Investigator/Consultant (PI/PC): A person who initiates the individual sponsored / consultancy project or the one identified by the Discipline/Institute for discipline consultancy projects and Institute consultancy projects.

Co-Principal Investigator/Consultant (Co-PI/CPC): A person who supports the Principal Investigator/ Consultant for a sponsored / consultancy project.

Project Staff (PS): A person appointed on contract in conformity with these guidelines to work on a sponsored research or consultancy project. The project staff includes technical and office personnel.

Project Research Staff (PRS): A person appointed on contract in conformity with these guidelines in a sponsored research or consultancy project as a Fellow or Associate or with a similar designation and receiving fellowship.

Institute Development Fund (IDF): A part of the Institutional Overhead Charges (IOC) received for sponsored research and a part of the Institute share from Consultancy projects will be credited to a separate fund, named IDF. This fund would be utilized on the recommendation of the Director of the Institute as per the approval of Board of Governors. Initially, the IDF would not be utilized for a period of 5 years to create corpus and it would be utilized only on the recommendation of Board of Governors.

Discipline Development Fund (DDF): A part of the Institute share from Sponsored Research and Consultancy (SRC) Projects will be transferred to the DDF of the concerned academic disciplines(s). The objective of this fund is to provide additional grant to the discipline for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/ workshops, and seminars, etc. as well as purchase and maintenance of equipment, machinery, etc.; including seed money to initiate some niche area of research by the discipline. The fund generated in a financial year (FY) as DDF, can be used only after the lapse of one financial year from the year of generation. The budget for utilizing DDF will be approved by the Director on the recommendation of Dean (RSPC).

Professional Development Fund (PDF): There will be a Professional Development Fund (PDF) for the professional development of faculty members and other staff. A part of the Institute share from Consultancy Projects and overhead charges of sponsored projects will be transferred to the PDF of the concerned and utilized by them as per norms.

2. GENERAL GUIDELINES

- 2.1 As a matter of policy, the Institute shall encourage faculty members, students and staff to undertake consulting work of a type which will advance their professional competence provided it does not interfere with their Institute duties.
- 2.2 The amount of the time spent by a faculty/staff member on consultation work should be limited to one day per week on an average.
- 2.3 Individuals or Disciplines may take up Consultancy work only after taking approval of the Dean (RSPC) through the Head of the concerned discipline. For each DCP and InstCP, at least one PI/PC and one or more Co-PI/CPC would be appointed by the Dean (RSPC) and Director on the recommendation of Head of the discipline and Dean (RSPC) respectively. The reports of Discipline Consultancy Projects and Institute Consultancy Projects will be signed by PI/PC of the projects. The report of the Individual Consultancy Project(s) will also be signed by the Principal Consultant/ Investigator (PC/PI).
- 2.4 All fees in connection with Consultancy Projects should be received in the name of the Project Account, PDPM IIITDM Jabalpur. The Director may permit individual disciplines to receive and disburse Consultancy funds, if it is considered necessary in the interest of the work / Institute. A separate project head/project grant number would be generated for each project.
- 2.5 It would be responsibility of the PI/PC to get and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the funding agency after proper auditing and duly signed by Registrar and Dean RSPC. The SE and UC would be prepared by the section maintaining project account on the advice of PI/PC.
- 2.6 The PC/PI may, with the prior permission of Dean (RSPC) avail the services of persons

not in the Institute service as Consultants, provided that the PI certifies that the services are of a nature for which the expertise is not available in the Institute. The provision of payment to the consultant has to be done through the charges earmarked for the consultant, while submitting the project proposal and/or from manpower or contingency head.

- 2.7 Faculty members may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects, in addition to the special casual leave available as per Institute norms.
- 2.8 PI/PC and Co-PI/CPC, other than faculty members may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects as per Institute norms.
- 2.9 The staff proceeding on field work for Sponsored Research/Consultancy Project may avail project leave up to 15 days during a calendar year on the recommendation of PI/PC. Heads of Disciplines are empowered to approve this leave.

3. PROJECT INITIATION:

- 3.1 In case the project is referred to a Discipline or to the Institute, the project will be discussed in a meeting of the faculty members in the area of the project to identify the Principal and other consultants for the project. In case a project proposal is received directly by a faculty member, he will be the Principal Consultant.
- 3.2 The final project proposal will be submitted by the Principal Consultant through the Dean RSPC on the prescribed form.
- 3.3 After a job has been accepted by the institute, the PI/PC will issue a letter to the client giving job number and confirming other details with a copy to the Dean RSPC. Thereafter, the Principal Consultant will handle all communication directly with the client with copies to the Dean RSPC, until the file is closed with the final report and disbursement of fees.
- 3.4 In specific cases, on the recommendation of Dean RSPC, Director may approve a project (research or consultancy) on partnership basis with one or more agency (Public Entities), having established expertise in the domain of project. The ratio of sharing the revenue may be mutually agreed by the parties collaborating for the work. Other rules of the sponsored project or consultancy would be applicable.

4. EXPENDITURE NORMS

- 4.1 Job Work: The Principal Consultant / Investigator may get specific job work done on payment from outside from the budget head "Job Work" or "Contingency" of the sanctioned project. However, such payment may not exceed 10% of the total amount contracted for the project. While making such payments, all expenditures would be booked under relevant heads of the project and must follow relevant Institute rules and procedures for the same. For any deviation, Dean RSPC/ Director's prior permission, as applicable,

will be necessary.

- 4.2 Student Assistants: The Principal Investigator may engage Institute Students (who may or may not be getting assistantship) as Student Assistants for consultancy and testing work on payment of Rs. 250/- per hour subject to a maximum of 50 hours per month, without hampering academic performance and assigned duties.
- 4.3 Hospitality: Expenses incurred on reasonable hospitality should not exceed the admissible daily allowances, as applicable from time to time, as per Government of India norms for meal, snacks, etc. in connection with the consultation work. The said expenditures have to be met from the contingency head of the project.
- 4.4 Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the mode of travel. In addition to admissible DA as per rules of the Institute, actual boarding and lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily allowance at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the project funds.
- 4.5 Out of Pocket Expenses for Field Work: The payment of "Out of Pocket Expenses" to the faculty and other Institute staff, project staff, and person engaged on work hire basis sent for field work connected with the sponsored research or consultancy projects will be admissible on the following conditions:
 - (i) Out of pocket expenses will be admissible for the "field work" which will comprise of collection of field data for the purpose of sponsored research or industrial consultancy.
 - (ii) Out of pocket expenses will be payable for the actual period of work at the work place and will not be admissible for the journey period.
 - (iii) Out of pocket expenses will be permitted in addition to D.A. in the case of Consultancy projects only.
 - (iv) The rate of payment of Out of pocket expenses will be restricted to Rs. 500 and Rs. 250 for Group A and non-Group A officers/staff, subject to the limit of dearness allowance. The said charges would be debited from the funds of the Consultancy project.

5. DISBURSEMENT OF CHARGES

- 5.1 All payments in connection with consultancy work will be disbursed to the concerned faculty and staff, after completion of the project and submission of the final project report (except for recurring expenses). For the turnkey projects of more than one-year duration, part payment may be made on pro-rata basis on half yearly basis, as per the terms and conditions of the project proposal.

- 5.2 The project cost preferably may include the following:
- (a) actual expenses to cover salaries of project employees, cost of materials, travel, computer charges, contingency charges, including charges for producing reports, etc.
 - (b) Consultancy fee of the faculty and honoraria charges of personnel, facilities and service.
 - (c) Electricity Charges of 0.5% of project cost
 - (d) Institute overhead, to cover the use of Institute personnel, facilities and service. Institute overhead charges are negotiable only for government funding agencies, as per the rules and conditions of funding agencies.
 - (e) Service tax (or any other), if applicable, as applicable from time to time.

The methodology of costing of the consultancy charges is explained in Annexure II.

- 5.3 Consultancy charges, for the Consultancy projects, received from the client will be distributed as follows:

a. **Individual Consultancy Projects (Type I)**

Total amount received from client = A

30% Institute's share to be allocated in the beginning

70% to be distributed to Investigators, technical and other staff on the recommendation of Principal Consultant/Investigator after the deduction of actual expenses.

b. **Institutional / Discipline Consultancy Projects (Type II)**

Total amount received from client = A

40% Institute's share to be allocated in the beginning

60% to be distributed to Investigators, technical and other staff on the recommendation of Principal Consultant/Investigator after the deduction of actual expenses.

- 5.4 The charges for using central facilities/other Labs like SEM, XRD, AFM, CNC machines etc. in the Institute identified by the Director, be divided into two equal halves and one half be treated as special levy and credited to the account of that central facility/Lab account and the remaining 50% be distributed as per the principle enunciated in above para 5.3.

6. DISTRIBUTION OF INSTITUTIONAL SHARE

Following guidelines are proposed for the distribution of Institute Share

The Professional Development Fund (PDF), other than CPDA of PI/PC and Co-PI/PC may be generated by crediting a percentage (as given in Table 1) of the following:

- (a) The Institute Overhead Charges (IOC) received in a Sponsored Research Project from the funding agency.
- (b) Institute share from a Consultancy Project and unspent balance, if any,
- (c) Institutional income received from other academic programs (For example training programs, workshops etc.)

Another portion of the Institutional overhead charges / Institute share will be credited to the Discipline Development Fund (DDF) of the concerned Discipline/Centre as shown in the Table 1.

Table 1: Distribution of Institute Share

Type of Project and Distribution Component available for distribution	Distribution				
	IDF*	DDF	PDF	Central Administrative Fund	Benevolence Fund
(A) Sponsored Research Project Institutional Overhead Charges received from agency	50%	20%	20%	5%	5%
(B) Type of Industrial Consultancy Project					
Type I	50%	15%	25%	5%	5%
Type II	65%	10%	15%	5%	5%

* IDF: Institute Development Fund.

The PDF can be utilized for the following purposes:

- (a) Sanction of TA/DA and registration fee for attending a conference/workshop/symposia/seminar/ meeting etc. or to deliver a talk by faculty/academic staff/ student (subject to sanction of appropriate leave by competent authority) to a place in India or abroad and for making exploratory visits for further sponsored research/ consultancy work, with advance approval of the Director.
- (b) Membership fee of Professional Societies
- (c) Purchase of Professional Books, Journals, Stationery, Computer Stationery, Software or data on any storage medium. All purchases have to be carried out as per the Institute's norms.
- (d) Equipment/Phone/Fax Facilities/air-conditioner for laboratory can be purchased with the prior approval of the Director, which shall remain property of the Institute.
- (e) Upgradation or outright purchase of laptop or desktop computer and related peripherals like digital camera/ web camera for use by a faculty member at any location as per the work requirement on approval of Director.
- (f) PDF would be admissible to the concerned faculty even after 3 years of their retirement.
- (g) Any other item with the prior approval of Director.

7. REVIEW

Wherever a certain limit has been stipulated in terms of an absolute sum (and not in terms/ by way of percentages), this will be reviewed by the Dean (RSPC) and the recommendations as approved by the Director will be reported to the Board of Governors.

8. DISAGREEMENTS / DISPUTES

- 8.1 Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Dean (RSPC) / Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 8.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 8.3 All legal action will be subject to jurisdiction at Civil Courts at Jabalpur/ High Court at Jabalpur.

9. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, as applicable at the time of dispute or difference, of Government of India in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

10. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

11. LARGE PROJECTS

For Institute/Discipline projects (with an outlay of more than Rs.50 lacs for consultancy projects and Rs. 100 lakhs for Sponsored Projects) will be monitored by a Monitoring Committee, from the view point of technical objectives only, appointed specially for each such project by the Director on the recommendations of the Dean, RSPC.

11.1 Composition of Project Monitoring Committee

The Principal Investigator/Consultant of the Consultancy Project may propose a Monitoring Committee for approval of the Director with the following composition:

(i)	Dean, RSPC	Chairman
(ii)	Head of the concerned Discipline	Member
(iii)	Two experts from the relevant field	Member
(iv)	Principal Consultant/Investigator	Member
(v)	Co-Principal Consultant/Investigator	Member
(vi)	Deputy/Asstt. Registrar (RSPC)	Non-Member Secretary

11.2 Functions of Monitoring Committee

The role of Monitoring Committee will be as follows:

- (i) To assess the progress periodically for timely completion of the projects and submit the report to Director.
- (ii) To assess the progress of the project as per specified technical objectives.
- (iii) To consider and approve involvement of outside experts and sub-contracting, if any.
- (iv) To vet the major financial reallocation proposals of budget of the project(s) including modifications, if any.
- (v) To advice Director in any other matter related to the project.

11.3 Project Advisory Committee for Large Individual Consultancy Projects

The Principal Consultant of a large individual Consultancy Project (having outlay of more than Rs. 50.00 lakhs) may propose an Advisory Committee for approval of the Director through Dean RSPC.

12. SELECTION PROCEDURE FOR RECRUITMENT OF RESEARCH STAFF

Normally the selection procedure outlined by the funding agency will be followed for recruiting research and project staff (JRF/SRF/RA etc.) under Sponsored Research Projects as per the Institute norms. The selection process of Project Fellow/Research Fellow/Staff may be as under:

- (i) Appointing authority: Dean (RSPC) on the recommendations of selection Committee
- (ii) Selection Committee - Selection Committee may include
 - a) PI of the Project (Convener of the Committee)
 - b) Nominee of Dean (RSPC) - Member
 - c) One Expert from the relevant discipline (to be proposed by PI) - Member
 - d) Co-PI(s), if any - Member
- (iii) Advertisement – All advertisements have to be put on the Institute’s webpage and in case the post is to be filled for a period of more than one year, it is advisable to advertise in at least one local newspaper or if required wide publicity and funds permits may be published in newspapers having wide publicity. However, there would be option to taken the staff from the Recruitment agencies having expertise in the field.

- (iv) The offer of appointment to be issued by the Registrar based on the approval of Appointing authority.
- (v) All the correspondence related to service records of Project staff would be maintained by the DR/AR of RSPC Office.

13. LEAVE RULES FOR PROJECT EMPLOYEES

It was proposed that the project employees may avail the following types and numbers of leaves:

- (i) Casual leaves (8 or as applicable for Institute employees):
- (ii) Restricted Holidays (2): It will lapse after completion of the year, if not availed
- (iii) Annual Leaves (Two and Half leaves per month, subject to a maximum of 30 per annum). For project staff, annual leaves cannot be encashed; and would lapse and would not be carried forwarded for next calendar year.
- (iv) On the Medical Grounds (Maximum 30 per annum): PI may sanction a maximum of 30 days medical leave as deemed fit. Such leaves would be without pay.

Annexure I

Agenda for Research and Consultancy

PDPM Indian Institute of Information Technology, Design & Manufacturing, Jabalpur should focus more on research, consultancy, field visits and testing activities. It should strive to be visible internationally. The Institute must establish over a period of time the procedures for research and consultancy, keeping “Design and Manufacturing” in mind. Further, the following points should comprise the agenda for research at IIITDM Jabalpur.

1. There has to be reputation of the Institute earned by fulfilment of intellectual curiosity.
2. The Institute must identify its thrust areas that drive the research.
3. The goals of the research may comprise: (a) Sponsored Projects, (b) Patents, (c) Consultancy, (d) Publications and (e) Participation in conferences in India and abroad.
4. To give proper impetus to the research environment, the Institute must invest in time, space, background equipment, staff (including research administration, office staff, as well as staff related to accounts, purchases, audit, appointments, etc.)
5. The research environment of the Institute should be cultured in such a manner so that there is an involvement of all stake holders.
6. The students of the Institute may be involved through
 - a. Course level projects
 - b. Open ended courses
 - c. Paid research (part time) positions
7. The Institute may think of giving some incentives to the students for research executed by them e.g. for publications, patents and conferences attended.
8. To gauge the quality of research, the Institute must develop some efficiency measures.

Annexure II

Costing of Consultancy Projects

Costing of Consultancy Project (e.g., Individual Consultancy Projects)

1. Consultant Charges (CC)*
2. Charges for Technical Staff (CTS)**
(For permanent employees of the Institute)
3. Project Staff Salaries (PSS)
(For temporary staff employed in the project)
4. House Rent Allowance (HRA)
(Provision shall be made for 20% of PSS as HRA)
5. Operational Expenses (OE)
(All other expenses related to the consultancy project)
6. Capital Expense (CE)
(Expenses towards purchase of capital equipment for the consultancy project)
7. Overheads (OH)
(Charged at 20% of CTS, PSS and OE)
8. Contract Negotiations / Legal expenses (CLE), if applicable
(For projects involving contracts, agreements and MOUs, negotiation charges may be appropriately included by Dean R&D)
9. Net Project Cost (items 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8)
10. Service Tax and other Taxes (as applicable on '9')
11. **Total Project Cost** (9 + 10)

Example: An example of consultancy costing, disbursement, and overheads for a consultancy project is shown below.

1. Example of costing of a consultancy project

S.No.	Head of expenditure	(Amount in Rs.)
1.	Consultant Charges (CC)	1,00,000
2.	Charges for Technical Staff (CTS)	20,000
3.	Project Staff Salary (PSS)	20,000
4.	House Rent Allowance (HRA)	4,000
5.	Operational Expenses (OE)	10,000
6.	Capital Expense (CE)	10,000
7.	Overheads (OH)	10,000
8.	Contract / Legal Expenses (CLE)	NIL
9.	Net Project Cost	1,74,000
10.	Service Tax (15%, as applicable at present)	26,100
11.	Total Project Cost	2,00,100
(Rs. Two Lakh One Hundred Only)		

2. **Institute's Share (A):** 30% of Net Project Cost (= Total Project Cost – Service Tax)
Rs. 52,200

3. Disbursement to Consultant:

Consultant Charges (B)	Rs. 100,000
Institute Deduction at 30% (C)	Rs. 30,000
Taxable Earnings for the Consultant (B - C)	Rs. 70,000

4. Disbursement of CPTS:

Consultancy Charges for Permanent Staff (D)	Rs. 20,000
Institute Deduction at 30% (E)	Rs. 6,000
Taxable Earnings for the Permanent Staff (D - E)	Rs. 14,000

5. Distribution of Institute's Share:

Total Share of Institute (A)	Rs. 52,200
To Institute Development Fund (50%) of A	Rs. 26,100
To Discipline Development Fund (15%) of A	Rs. 7,830
To Professional Development Fund (25%) of A	Rs. 13,050
To Central Administrative Fund (5%) of A	Rs. 2,610
To Benevolence Fund (5%) of A	Rs. 2,610

6. **HRA** (of Rs. 4,000) will be

- Retained with RSPC if project staff avails accommodation on Institute campus.
- Given to the project staff if he / she does not avail Institute accommodation.

PDPM
Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur



Intellectual Property Right Document

February 2017

INTELLECTUAL PROPERTY POLICY DOCUMENT

PDPM IIITDM Jabalpur (IIITDMJ) lays very strong focus on research and consultancy in the form of sponsored and collaborative projects, consultancy, technology transfer and IPR.

IPRs may be generated by the faculty, students or staff of the Institute, while working in the Institute, with support from either the institute or external funding agencies. With IPRs, the Institute would try to protect its rights as far as possible. Sharing of IPRs is decided by negotiations with the funding agency and may be on case to case basis, including quantum of sharing of revenues. All IPRs generated by faculty, students or staff, individually or in collaboration, as part of their service in the Institute, for all purposes would be treated as Institute's property.

A. Intellectual Property Ownership

The ownership of Intellectual Property may be classified into Institute, Individual (or group) and third-party ownership, as defined below:

I. Institute Ownership

- (a) Under the following cases, the intellectual property would be owned by IIITDMJ for the work done by faculty, students, staff, project employees, and others:
1. Intellectual property of any kind created by the funds provided by IIITDMJ or under any program of the Institute.
 2. Intellectual property either as part of the normal professional duty or on contractual assignment.
 3. Intellectual property created as a part of executing the sponsored research / consultancy assignment. However, in such cases, specific provisions related to IP made in contracts with the funding agencies will determine the ownership of IP.
 4. Intellectual property created as a part of academic program or training leading towards a degree or otherwise.
- (b) Copyrights of any form, including software, developed as part of any of the academic program or course works (short-term programs, etc.) would be with IIITDMJ; however, the authors would have the rights to use the materials for their teaching and research purpose. The Institute will not claim ownership of copyright on books and scientific articles authored by IIITDMJ personnel, excluding the cases where funds have been provided by IIITDMJ for the purpose.

II. Inventor/Author Ownership

Inventors/Authors will own intellectual property when the work carried out is outside the assigned/normal area of research/teaching, without the use of significant institute resources.

1. Students along with the Institute will own the copyright of their theses/project reports created as a part of their academic programmes. However, the student must grant to IIITDMJ royalty-free permission to reproduce and distribute copies for teaching and research as well as for dissemination for teaching and research to other academic institutions.
2. Ownership of software code, patentable subject matter and other intellectual property contained in the theses/reports are subject to conditions specified under IIITDMJ-ownership and Inventor/Author ownership.

III. Third-Party Ownership

- (a) Under the following cases, the intellectual property would be owned by Third-Party for the work done by faculty, students, staff, project employees, and others:
 - 1. If the funds are provided by a third-party, either partially or fully.
 - 2. Exchange programmes of IIITDMJ and other organizations/institutions.
- (b) In case of III(a)1, ownership of intellectual property would be governed by the terms and conditions of the contract between IIITDMJ and the third-party.
- (c) In case of III(a)2, specific provisions of contract/MOA/MOU would govern the ownership/authorship.
- (d) However, IPR will remain with IIITDMJ, in case no such specific contract exists.
- (e) If an IP is produced at IIITDMJ, IIITDMJ will be automatically authorized to retain a non-exclusive, free, irrevocable license to copy/use IP for teaching and research activities. However, in no case the confidentiality agreement signed by IIITDMJ and the third-party would be violated
- (f) In case one of the employee or student of IIITDMJ creates an IP, fully or as a part of a term, during official leave, sabbatical, deputation, etc., it would be responsibility of IIITDMJ employee or student to officially communicate the IP to IIITDMJ. However, even during official leave, sabbatical, deputation, etc., if the IP is developed using significant institute resources, either partially or fully, then the IP will also be owned by IIITDMJ fully or partially, as per the specific case.

B. Disclosures, Confidentiality and Assignment of Rights

- 1. Intellectual property created as a part of executing the sponsored and/or collaborative work, the specific provisions related to IP made in contracts with the funding agencies will determine the ownership of IP.
- 2. For all other IPs produced at IIITDMJ, not covered under B1 above, the authors/inventors would be required to disclose their IP to the Intellectual Property Assessment Committee (IPAC) on the specified form.
- 3. For all the students of the Institute, it would be mandatory to assign the rights of their thesis/project reports, etc., countersigned by their supervisor(s), at the time of filing their Ph.D./master thesis or B.Tech. reports.
- 4. In case, an author/inventor leaves the student, then he/she would mandatorily assign the rights of the IP to IIITDMJ before leaving the institute and would agree to the terms and conditions for the sharing of any financial benefits on commercialization of IP.
- 5. In all such cases, it would be the responsibility of authors/inventors to maintain confidentiality of the IP during the period it is pending with IIITDMJ for filing/award/commercialization and protection of IP, unless otherwise authorized by IIITDMJ in writing. This would be applicable to both IIITDMJ and non-IIITDMJ personnel.

C. Evaluation of Intellectual Property

- 1. Evaluation of Intellectual Property would be done by 'Patent Evaluation Committee' constituted by the Director on the recommendation of Dean, RSPC. the IPAC (Intellectual Property Assessment Committee). The committee would be headed by Dean, RSPC.
- 2. Evaluation of IP would include assessment whether the proposed IP is innovative enough and fit for filing in India and/or selected countries outside India; assignment of ownership of IP and assessment of commercial aspects of the IP.

3. In case, IIITDMJ decides not to protect IP after its evaluation, then it would be the relinquish all the rights of the IP to the authors/inventors. However, on case by case basis, IIITDMJ may take the responsibility of facilitating protection of the IP.
4. In case, IIITDMJ decides not to renew the IP, fully or partially, then it would relinquish the rights of the IP to the authors/inventors.
5. All such decisions on IP rights would be taken by the PEC.

D. Contracts and Agreements

All agreements related to IP, including, but not limited to the following categories, undertaken by any IIITDMJ employee and students need to be approved by the institute:

- (a) Non-Disclosure Agreement
- (b) Confidentiality Agreement
- (c) Evaluation Agreement
- (d) License Agreement
- (e) Technology Transfer Agreement
- (f) Alternative Dispute Resolution Agreement

Dean, RSPC, with specific approval of the Director, will be the authorized signatory in all categories of agreements listed above in addition to concerned faculty member, staff, student of the Institute.

E. Commercialization

1. Cases wherein inventor intends to initiate start-up (with NOC from other inventor(s)), IIITDMJ may offer a non-exclusive license for commercialization, without an up-front fee, so as to promote entrepreneurship.
2. For Institute owned IPs, IIITDMJ would identify potential licensee for the IP to market it.
3. For IPs, for which the rights have been assigned to the Institute, IIITDMJ would also identify potential licensee for its commercialization.
4. For the IPs, where exclusive rights have not been assigned to a third party, the creators would be free to contact potential licensee(s), while maintaining confidentiality and value of the IP.
5. All exclusive license to industry shall be time bound (maximum period 7 years) with a condition that if company having an exclusive license is unable to commercialize the IP, then IIITDMJ can license to other entities.
6. If IIITDMJ is not able to commercialize the IP in a reasonable time, then on request of authors/inventors, IIITDMJ may relinquish the assignment of rights of the IP to them.
7. IIITDMJ may continue further R&D on licensed technology, which shall be an exclusively with IIITDMJ
8. The inventors would ensure inclusion of disclaimer on Technology merchantability so as to absolve IIITDMJ from all legal liabilities.

VI. Revenue Sharing

The net earnings from the commercialization of IP owned by IIITDM Jabalpur would be shared as follows:

Inventor:	45%
IIITDM:	45%
Service Account:	10%

PROCESS OF APPROVAL FOR FILING
INTELLECTUAL PROPERTY APPLICATION AT
PDPM IIITDM JABALPUR

(Applicable for Patents, Designs, Trademarks, Copyrights, etc.)

1. The faculty member, students, staff or others who wish to file a claim for intellectual property (Patent, Copyright, Design, Marks, even know-how) through the Institute would submit an application for the same to the office of Dean RSPC. The intellectual Property Disclosure Form (IPDF) has to be used for the purpose.
2. Dean RSPC would recommend two faculty members to the Director, who work in the area close to the domain of patent application, and on the approval of the names, the 'Intellectual Property Assessment Committee' (IPAC) would be formed, which would be headed by Dean RSPC or his/her nominee and would also include Head of the discipline to which the faculty belongs or his/her nominee.
3. In case it is difficult to get two faculty members "in the area close to the domain of patent application", IPAC may have one technical member and one from business/management, apart from Dean RSPC and Head (or their nominees). The said committee would be approved by Director on the proposal of Dean RSPC.
4. The faculty members, students, staff or others would present their case in front of the IPAC, within a period of one month of approval of the committee by the Director.
5. IPAC would forward its report to the Director within 30 days of presentation by the inventor(s).
6. After the approval of the intellectual property, the process of filing of intellectual property would be initiated by the Institute.



INTELLECTUAL PROPERTY DISCLOSURE FORM

Please use this form for all types of IP (Patent, Copyright, Design, Marks, even know-how)

Title: _____

SECTION-I (ADMINISTRATIVE & TECHNICAL DETAILS)

1. Please list inventor(s) who have contributed in the main inventive step of the invention. Inventor is a person who has actually participated in the inventive step, in case a person has worked under instructions, then he/she is not an inventor for the purpose of patent.

Name:

Name:

Email:

Email:

Contact address:

Contact address:

Mobile:

Mobile:

Students should provide their permanent (personal) e-mail ID.

2. What is the area of the invention
3. What is the problem in the area?
4. What is the objective of your invention?
5. What is the Novelty (i.e. new feature proposed it should not have been disclosed or published in any document available to public anywhere in the world please note that grant of patent is territorial but novelty is assessed worldwide).
6. What is the inventive step, How the Novelty is achieved?
7. Describe the invention in details for technical evaluation. Please use additional sheets for drawing, photographs and other materials that help to illustrate the description.
8. What is the utility (advantages) of the present invention over comparable inventors available in literature including patents?
9. Has the invention been tested experimentally (proof-of-concept/Prototype)? (If yes, please add the details)
10. Can you think of applications of your invention?

Signature	
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SECTION-II (IPR Ownership)

1. Was the intellectual property created with the significant use of funds or facilities of IIITD?
2. Please describe the source of funding for the invention (Name of the funding agency and copy of agreement, letter of intent if any, must be enclosed with this form).
3. What is the source of Salary/Remuneration of inventor/Co-inventor?
4. Have you presented in any conference, seminar, etc. if yes, please give details?
5. Have you published full/part of this invention, if yes, please give copy of publications?
6. Was the intellectual property created in the course of or pursuant to a sponsored or a consultancy research agreement with IIITD? If yes, please enclose a copy of MOU with concerned project.
7. Was the intellectual property created as a part of academic research leading towards a degree or otherwise?
8. REVENUE SHARING AMONG INVENTORS: Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME OF THE INVENTOR

% SHARE*

SIGNATURE

* If this column is not filled then it will be assumed that all inventor(s) have equal contribution, however still all inventor(s) have to sign it.

SECTION-III (Commercialization)

1. How long you will be in the campus? (especially for students)
2. Do you have long-term interest in commercializing your invention?
3. In case a company intends to commercialize the invention, how can you help them? (select from the options)
 - a. I/We cannot help them much other than written description available;
 - b. I/We can help them on short-term basis with details required for making a product, like helping them with equipment, etc (over phone/e-mail)
 - c. I/We help them on long-term basis including visit to help them;

2. Give brief description to aid commercialization **if available**

- (a) Input (Financial) required taking it to best stage.
- (b) Break even capacity.
- (c) Can you identify possible end-users?
- (d) Economic viability.

2. Who are the Target companies, both in India or abroad?

Please give specific list of companies and contact details of concerned person who can be contacted for initiating Technology Licensing

<i>S. No.</i>	<i>Name of Companies</i>	<i>Name of the contact person</i>	<i>Contact no.</i>

Development stage:

In your opinion which of the three best describes the current stage of development of the invention as it relates to its marketability:

----- Embryonic (needs substantial work to bring market)

----- Partially developed (could be brought to market with significant investment)

----- Off-the-shelf (could be brought to market with nominal investment)

 NAME: NAME: NAME:

Signature of all Inventor(s) with date

BOG/35/7	To consider proposal for reimbursement of patent registration charges
-----------------	--

The Institute's faculty and students are involved in carrying out research and consultancy. It is proposed that if any personnel/faculty/Student of the Institute wants to register the patent which is the outcome of their intellect during their tenure at the Institute. The Institute may reimburse financial assistance upto Rs. 20,000/- per patent subject to two numbers in a financial year. However the intellectual/financial benefits accrued from the patent will be shared by the individual with the Institute as per the rules.

BOG/35/8	Proposal for creation of non-teaching posts subsequent to the implementation of Raghavan Committee report.
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The Raghavan Committee report for harmonization of norms for non-teaching posts has already been implemented by the Institute. Consequent to the implementation and due to increase in students strength the non-teaching posts are required to be increased in the prescribed ratio of 12 : 1 :1.10 [Students : Faculty : Non-Faculty] ratio. The existing strength of students of the Institute is 1370. Thereby as per the given provision 128 positions of non-teaching [officers and staff] may be approved and sent to MHRD, GOI for sanction. The existing sanctioned strength of non-teaching is 109 and proposed requirement after mapping is 128 thereby an increase of 19 posts is proposed. The details of individual positions, existing, proposed, total requirements and net increase is given in the **BOG/35/Annexure-VI (Page 45)**.

CREATION OF NON-TEACHING POSTS

Sl.No	Name of the Post	Existing Sanctioned strength	Proposed sanctioned strength	Net Increase/decrease
01	Registrar	01	01	00
02	Deputy Registrar	03	04	+1
03	Assistant Registrar*	11	13	+2
04	Librarian	01	01	00
05	Senior Medical Officer@	01	00	-1
06	Medical Officer	00	01	+1
07	Staff Nurse	02	01	-1
08	Superintendent Engineer	00	01	+1
09	Executive Engineer	01	01	00
10	Assistant Engineer	02	02	00
11	Junior Engineer	04	02	-2
12	Technical Officer	07	05	-2
13	Superintendent	01	05	+4
14	Technical Superintendent	00	06	+6
15	Junior Superintendent	08	12	+4
16	Junior Technical Superintendent	00	01	+1
17	PTI	00	01	+1
18	Senior Assistant	16	20	+4
19	Junior Assistant	14	26	+12
20	Senior Technician #	21	09	-12
21	Junior Technician	14	14	00
22	Driver	02	02	00
	TOTAL	109	128	19

** Includes mapped posts of Assistant Librarian; Placement Officer and Chief Security Officer 01 each.*

@ Post of Medical officer has been asked for in its place.

Increase in senior technical positions like Technical Superintendent and Junior Technical Superintendent

BOG/35/09	To consider request made by Shri Prabodh Pandey, DR (Ad-hoc) for extension of lien period.
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Shri Prabodh Pandey joined IIT(ISM) Dhanbad on a regular post of Deputy Registrar and was given lien for 6 months wef 13th Dec2015(A/N). He has further requested extension of lien for 1 years 6 months i.e. till 13th Dec 2017 due to his probation period. A copy of his request is placed as **BOG/35/Annexure-VII (page 47 to 49).**

Date: September 23, 2016

To,
The Registrar
PDPM IIITDM Jabalpur
Dumna Airport Road, Jabalpur – 482005
Madhya Pradesh

Subject: Extension of Lien for a period of 1.5 years.

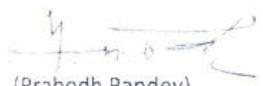
Dear Sir,

Please take reference of my earlier letter dated June 06, 2016 addressed to the Director, PDPM IIITDM Jabalpur requesting extension of lien for a period of 1.5 years w.e.f. 14/6/2016. In the said letter, erroneously it was mentioned that the six months lien period is going to over on 13/12/2016 which may kindly be read as **13/6/2016**.

It is once again requested that my request may please be considered sympathetically to grant extension of lien for another period of 1.5 years in terms of *Office Memorandum No. 18011/1/86-Estt.(D) dated 28.03.19881*. I have rendered around six years of service in the formative years of the Institute and I assure you that on completion of lien, I will come back to PDPM IIITDM Jabalpur, if not absorbed here.

Thanking you

With best regards


(Prabodh Pandey)
Deputy Registrar (On lien)
PDPM IIITDM Jabalpur

Date: June 6, 2016

To,
The Director
PDPM IIITDM Jabalpur
Dumna Airport Road, Jabalpur – 482005
Madhya Pradesh

Subject: Extension of Lien for a period of 1.5 years.

Respected Sir,

I have served in PDPM IIITDM Jabalpur w.e.f. 13th July 2010 to 13th December 2015 to the post of Assistant Registrar and Deputy Registrar respectively. I was relieved while maintaining lien for a period of six months enabling me to join as Deputy Registrar at ISM Dhanbad vide office order no. Estt./PF.81/IIITDMJ/2015/12/265 dated 9/12/2015 (Copy attached).

The six months lien period is going to over on 13/12/2016. As only six months have passed and my probation period is still on, you are most humbly requested to grant extension of lien for another period of 1.5 years in terms of Office Memorandum No. 18011/1/86-Estt.(D) dated 28.03.19881 (copy attached). On completion of lien, I will come back to PDPM IIITDM Jabalpur, if not absorbed here.

Thanking you

With best regards



(Prabodh Pandey)
Deputy Registrar (On lien)
PDPM IIITDM Jabalpur

Estt.

Ph. no

13/6/16

Received
13-06-2016

728
14/6/16



पंडित द्वारका प्रसाद मिश्र
भारतीय सूचना प्रौद्योगिकी
अभिकल्पन एवं विनिर्माण संस्थान जबलपुर
(संसदीय अधिनियम द्वारा स्थापित राष्ट्रीय महत्व का संस्थान)

Pandit Dwarka Prasad Mishra
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur
(An Institute of National Importance established by an Act of Parliament)

No.Estt./PF.81/IIITDMI/2015/12/264
December 09, 2015

RELIEVING ORDER

Sub: Relieving from Institute Service.

Reference: Office Order No. Estt./PF-81/IIITDMI/264 dated 09-12-2015.

The BOG, IIITDM Jabalpur is pleased to approve 06 months leave while maintaining lien to Shri Prabodh Pandey, Deputy Registrar (keeping lien on substantive post of Assistant Registrar) to enable him to join as Deputy Registrar at Indian School of Mines, Dhanbad .

Shri Prabodh Pandey has been relieved w.e.f. 13-12-2015 (A/N) from PDPM IIITDM Jabalpur.

(R.P. Dwivedi)

आर.पी.द्विवेदी / R.P. Dwivedi
कुलसचिव / Registrar
पीडीपीएम आई आई टी डी एम जबलपुर (म.प्र.)
PDPM-IIITDM, Jabalpur (M.P.)

Copy to:

1. Director (i/c) ---for kind information
2. Registrar's office
3. All Deans /All Heads of Disciplines/Chairman Placement Cell
4. All Deputy Registrar/ E. E. (Civil)
5. All Assistant Registrar
6. Assistant Librarian
7. Shri Prabodh Pandey
8. Personal File
9. Registrar : for information.
Indian School of Mines
Dhanbad-826004, Jharkhand, India

डुमना विमानतल मार्ग
जबलपुर - 482005, म.प्र. भारत

Dumna Airport Road
Jabalpur - 482005, M.P. India

BOG/35/10	Ratifications :-
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(i) Ratification of approval given by Chairman, BoG, on appointments made on the recommendations of Selection Committees for teaching posts

The following selection committees were held against Advertisement No 02/2016(Rolling advt.);03/2016 and 04/2016(Rolling advt.) and interviews held on various dates and following candidates were recommended by the Selection Committees and approved by the Chairperson, Board of Governors on 21st February 2017:-

(a) Discipline-Natural Science (Mathematics) Advt 03/2016 Date of interview – 11th February 2017.

- (1) Dr. L.K. Balyan(Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-(Three non-compounded advance increments)

(b) Discipline-Natural Science (English) Advt 03/2016 and 04/2016 Date of interview – 11th February 2017.

- (1) Dr. Mamta Anand(Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-(Two non-compounded advance increments)

- (2) Dr. Pranesh Bhargava(Gen), Assistant Professor(on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-

(c) Discipline-CSE Advt 02/2016;03/2016 and 04/2016 Date of interview – 13th February 2017.

- (1) Dr. Sraban Mohanty(Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-(Two non-compounded advance increments).

- (2) Dr. V.K. Jain (Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-(One non compounded advance increment).

- (3) None found suitable for Asstt. Professor(on contract) in CSE AGP 6000/-

(d) Discipline-ECE Advt 02/2016;03/2016 and 04/2016 Date of interview – 15th February 2017.

- (1) Dr. Anil Kumar (SC), Assistant Professor PB-3(15600-39100) AGP 8000/-(Four non compounded advance increments).

- (2) Dr. Matadeen Bansal (Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-
- (3) Dr. Manoj Singh Parihar (Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-.
- (4) Dr. Trivesh Kumar (OBC), Assistant Professor (on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 7000/-.
- (5) Dr. DIP Prakash Samajdar (Gen), Assistant Professor (on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-.
- (6) Dr. Atul Kumar (SC), Assistant Professor(on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-

(e) Discipline-Design Advt 03/2016 Date of interview – 17th February 2017.

- (1) None found suitable for Asstt. Professor Design AGP 8000/-

(f) Discipline-ME Advt 02/2016;03/2016 and 04/2016 Date of interview – 18th February 2017.

- (1) Dr. Sujoy Mukherjee (Gen), Assistant Professor PB-3(15600-39100) AGP 8000/-.
- (2) None found suitable for Asstt. Professor ME AGP 7000/-
- (3) Dr. Saurabh Pratap (Gen), Assistant Professor(on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-
- (4) Dr. Harpreet Singh (OBC), Assistant Professor(on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-
- (5) Dr. Shivdayal Singh(OBC), Assistant Professor(on contract for a period of 02 years from the date of joining PB-3(15600-39100) AGP 6000/-

BOG/35/11	Agenda for Reporting
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(a) Laying of Institute Statutes before both the houses of Parliament

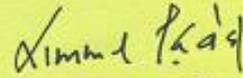
Consequent to implementation of IIIT Act 2014, the 1st Statute of the Institute were framed and published in the Extraordinary (Part-II, Section-3-sub Section(ii))Gazette of India vide No. 2857 dated December 02, 2016. The Statutes were tabled before Lok Sabha on 06th February 2017 and Rajya Sabha on 9th February 2017 by the MHRD, GOI.

(b) Approval of Institute Ordinances by MHRD, GOI.

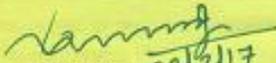
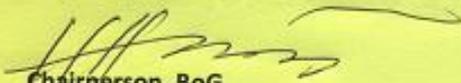
The 1st Ordinance of the Institute were framed by the Senate and approved by the Board and forwarded to MHRD, GOI. The MHRD has published the 1st Ordinance vide No. 2911 dated 9th December 2016 in Extraordinary Gazette of India (Part-II, Section 3(Sub-Section-ii)).

BOG/35/12	Any other agenda with the permission of Chair.
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The agenda is submitted for approval please.



(R.P. Dwivedi)
Registrar & Secretary, BoG
22-02-2017


Director 22/2/17
Chairperson, BoG

Forwarding of Draft Agenda of the 35th BOG meeting for approval.

Kota Harinarayana <hnkota@yahoo.com>
Reply-To: Kota Harinarayana <hnkota@yahoo.com>
To: registrar registrar <registrar@iiitdmj.ac.in>

Thu, Feb 23, 2017 at 7:11 PM

Dear Dwivediji

The agenda is OK .
Pl go ahead.

Kota Harinarayana

*Approval
received by email.*

*R. P. Dwivedi
23/2/2017*

From: registrar registrar <registrar@iiitdmj.ac.in>
To: Harinarayana Kota <hnkota@yahoo.com>
Cc: registrar registrar <registrar@iiitdmj.ac.in>
Sent: Thursday, 23 February 2017 3:46 PM
Subject: Fwd: Forwarding of Draft Agenda of the 35th BOG meeting for approval.

Respected Sir,

Good evening. A draft agenda of the 35th meeting of the Board of Governors of PDPM IIITDM Jabalpur scheduled to be held on March 6, 2017 has been prepared.

The same has been perused by the Director Sir and is attached for your perusal and approval please.

With kind regards,

(R. P. Dwivedi)
Registrar & Secretary (BOG)
PDPM IIITDM Jabalpur