

# Agenda notes

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## 2013: 1<sup>st</sup> Meeting *of the* **Board of Governors**

### Venue of the Meeting

Conference Hall, The Imperial, New Delhi

### Date and Time of the Meeting

March 01, 2013 at 12.00 HRS



PDPM

Indian Institute of Information Technology,  
Design and Manufacturing Jabalpur

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

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BOG /2013/1<sup>st</sup> MEETING OF THE BOARD OF GOVERNORS  
TO BE HELD ON MARCH 01, 2013 FROM 1200 HRS  
VENUE: CONFERENCE HALL, THE IMPERIAL, NEW DELHI

**AGENDA**

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BOG/2013:01:14	<p>Proposal for re-imbursement rules on travel expenses –</p> <ul style="list-style-type: none"> <li>(i) Reimbursement of local travel plus food expenses on the declaration by the claimant subject to the maximum admissible amount as per the Grade Pay.</li> <li>(ii) Charges for booking of Hotels (within India and abroad) and Air/Train tickets through Travel Agents to be reimbursed.</li> <li>(iii) Exemption from producing boarding pass of airline for the proof of journey.</li> </ul>	49
BOG/2013:01:15	<p>Ratification</p> <ul style="list-style-type: none"> <li>(1) Approval for transportation compensation granted to Dr. Sujoy Mukherjee for Rs. 21000/- by the Director on his initial appointment as Assistant Professor.</li> <li>(2) Approval accorded by the Chairman for a study Leave for 2 years to Mr. KKS Pandian, Research Engineer to pursue Ph.D at IIT Patna.</li> </ul>	50
BOG/2013:01:16	<p>Reporting items</p> <ul style="list-style-type: none"> <li>(i) Progress on the legal cases</li> <li>(ii) Appointment of Mr. Akio Haga and Mrs. Izumi Haga as Visiting Professor (Japanese language teacher) and Visiting Scholar ( Design )</li> </ul>	51
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BOG/2013:01:01	<b>Opening remarks by the Chairman</b>  Will be presented in the meeting itself.
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BOG/2013:01:02	<b>Overview and Action Taken Report by the Director.</b>
	<p>The action taken report is presented below. Overview report will be placed at the table.</p>
	<p><b>BOG/2012:04:04:</b> Hiring of EDCIL (Govt. of India Enterprise) for finalization of the Revised Draft Project Report for forwarding to the MHRD, GOI.</p>
	<p><b>Action Taken:</b> A revised and modified DPR will be again placed before the Board.</p>
	<p><b>BOG/2012:04:05:-</b> Adoption of Annual Report of the Institute for the year 2011-12.</p>
	<p><b>Action Taken:</b> The Annual Report alongwith Annual Accounts has been sent to MHRD for placing before both the Houses of the Parliament.</p>
	<p><b>BOG/2012:04:06:</b> Grant of leave for a period of two years by retaining lien of Dr. Rajib Kumar Jha, Assistant Professor (ECE discipline) to join IIT Ropar as Assistant Professor</p>
	<p><b>Action Taken:</b> The leave has been granted and Dr. Rajib Kumar Jha and he has been relieved on lien for a period of one year.</p>
	<p><b>BOG/2012:04:07:</b> Extension of lien of Dr. M. Ravibabu, Assistant Professor for one more year.</p>
	<p><b>Action Taken:</b> Extension has been granted for one more year to Dr. M. Ravibabu and IIT Ropar has been informed.</p>
	<p><b>BOG/2012:04:08:</b> Grant of long leave to Dr. N. R. Jena, Assistant Professor for Indo-Australia Early Career S&amp;T Visiting Fellowship from 1<sup>st</sup> Jan 2012 to 31 Dec 2013.</p>
	<p><b>Action Taken:</b> A leave for 10 months has been granted and conveyed to Dr. N. R. Jena. He will proceed for the fellowship in May, 2013.</p>
	<p><b>BOG/2012:04:09:</b> Proposal for grant of deputation allowance, leave salary contribution, pension contribution to Shri Vijay Kumar Dubey, EE (Civil) on deputation from CPWD.</p>
	<p><b>Action Taken:</b> The Selection Committee members have been sent</p>

	the letters for their consent.
	<b>BOG/2012:04:10: Proposal for inclusion of SC/ST Category and Minority Community Members in the Selection Boards/Committees.</b>
	<b>Action Taken:</b> A letter has been sent to the Ministry of HRD Govt. of India to seek the approval for amendment in the MOA/by-laws of the Institute
	<b>BOG/2012:04:11: Implementation of waiting list panels prepared on the basis of selection made by the Institute for teaching and non-teaching posts.</b>
	<b>Action Taken:</b> The matter was deferred. Not for action.
	<b>BOG/2012:04:12: Proposal for delegation of additional powers to the Deans/Head of Disciplines</b>
	<b>Action Taken:</b> The decision has been implemented.
	<b>BOG/2012:04:13: Proposal for ad-hoc promotion to Shri Prabodh Pandey, Assistant Registrar</b>
	<b>Action Taken:</b> The matter was deferred and hence no action.
	<b>BOG/2012:04:14: Proposal for change of Nomenclature and Grade Pay of all ministerial posts in Group 'C' cadre.</b>
	<b>Action Taken:</b> A letter has been written to the MHRD, Govt. of India to accord final sanction.
	<b>BOG/2012:04:15: Items for ratification</b>
	<b>BOG/2012:04:15.01: Annual Audit Report for 2011-12.</b>
	Action already taken. The matter was for ratification only.
	<b>BOG/2012:04:15.02: Grant of study leave to Ms. Bharti Kewat (TA) for M.Tech programme.</b>
	The decision was for ratification only.
	<b>BOG/2012:04:15.03: Approval of Appointments/Resignations.</b>
	The decision was for ratification only.
	<b>BOG/2012:04:16: Any other item with the permission of the chair.</b>
	<b>BOG/2012:04:16.01: Address of the Institute</b>
	A letter has been sent to the Ministry of HRD Govt. of India to seek the approval for amendment in the MOA/by-laws of the Institute.

BOG/2013:01:03	<p data-bbox="409 181 1278 253"><b>Confirmation of Minutes of BOG/2012/4<sup>th</sup> meeting held on December 5, 2012.</b></p> <p data-bbox="409 293 1278 434">The Minutes of BOG/2012/4<sup>th</sup> meeting of the BOG was circulated to the members after the approval of the Chairman. Copy of Minutes is attached as <b><u>BOG/2013/1/Annexure-I</u></b> (Page 5 to 12). No comments have been received from the members.</p> <p data-bbox="409 465 1126 499">The Minutes are placed before the Board for confirmation.</p>
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Pandit Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur

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Minutes of BOG/2012/4<sup>th</sup> meeting of the Board of Governors held on December 05, 2012 from 12.00 noon onwards in the Conference Hall of PDPM IITDM Jabalpur.

Members present:

Prof. S. V. Raghavan Scientific Secretary to the Office of the Principal Scientific Advisor, Govt. of India	Chairman
Dr. Ajay Kumar Joint Secretary Dept. of Electronics and Information Technology, Ministry of Communication and Information Technology, New Delhi	Member
Prof. Aparajita Ojha Director PDPM IITDM Jabalpur	Ex-officio member
Prof. Puneet Tandon PDPM IITDM Jabalpur	Member
Prof. Tanuja Sheorey PDPM IITDM Jabalpur	Member
Shri R. P. Dwivedi Deputy Registrar, PDPM IITDM Jabalpur	Actg. Secretary

Following members expressed their inability to attend the meeting due to their prior commitments or important meetings scheduled at later stages.

Shri Ashish Kumar Chauhan  
Deputy Chief Executive Officer  
Bombay Stock Exchange

Prof. U. B. Desai  
Director, IIT Hyderabad

Prof. Ashok Jhunjhunwala  
Professor, IIT Madras

Shri Amit Khare  
Department of Secondary & Higher Education,  
MHRD, Govt. of India

Prof. Pradeep Mathur  
Director, IIT Indore

Shri Hariranjana Rao,

Secretary IT and Secretary to CM,  
Govt. of Madhya Pradesh,  
Bhopal

Prof. G. K. Sharma  
Professor, IIT Gandhinagar

Prof. R. K. Shyamasundar  
Tata Institute of Fundamental Research, Mumbai

BOG/2012:04:01	Opening remarks by the Chairman
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The Chairman, Board of Governors, Professor S. V. Raghavan welcomed all the members including the newly inducted members on the Board as Senate Nominees, namely Prof. P. Tandon and Prof. T. Sheorey. He requested the Director to present the Overview and Action Taken Report.

BOG/2012:04:02	Overview and Action Taken Report by the Director
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**Director's Overview Report –**

**Convocation 2012:** The fourth convocation of the Institute was held on August 25, 2012. Prof. Raghavan, Scientific Secretary to the Principal Scientific Advisor, Govt. of India and Chairman, BOG of the Institute delivered the convocation address.

**Students:** Four students were nominated to pursue their project based internships in Japan. Two companies, namely Canon, Japan and Mitsubishi Heavy Industries Ltd. Japan have again offered 2 internships each. Amada and Chiba Universities have also offered internships to students.

It is heartening to inform that the interest of undergraduate students in the research and development is growing and they have also started contributing significantly in the research programmes and projects of the faculty. Outcome of research of undergraduate students is being published in journals /conference proceedings of repute.

Students' placement has also been started and a few companies have visited the campus for placement.

**Students' Activities:**

1. The technical function Abhikalpan 2012 was successfully organized by the students held and was well attended by participants from various colleges/ Institutions within and outside MP.
2. A Sufi Vocal Music Programme was also organized at the Institute in which Mr. Zameer Khan and group from Rajasthan had performed under the Jabalpur Chapter of
3. Institute literary club organized a two days cultural programme in the campus, which was much appreciated by students.
4. JAGRATI club of the institute performed a series of nukkad natak for awareness of education in the nearby villages to motivate the children as well as their guardians.

**Faculty:**

Two faculty members Dr. Asutosh Shrivastava (ECE) and Dr. Rajesh Pandey (Mathematics), who were awarded Indo-US Research fellowships have proceeded to Yale University and Southern Illinois University Carbondale, USA to carry out joint research with their American Counterparts, for a period of 10 months. Further, Dr. Amarnath has proceeded for the postdoctoral fellowship of 10 months at Inha University, South Korea. Dr. N R Jena has been awarded recently, INSA Indo- Australian postdoctoral research award to work at the University of Queensland, in the month of May 2012.

**Research Projects:**

- (1) Prof. Puneet Tandon ( PI) and Dr. Prashant Jain ( CoPI) - "*Process development for the fabrication of free form components through incremental sheet forming*" total budgetary amount of Rs. 72,45,000/-. The project has been funded by BRNS.
- (2) Dr. Rajesh Kumar Pandey (PI): "*Wavelets and operational matrix based techniques for integral and differential equations*" total budgetary amount of Rs. 10,20,000/-. The project has been funded by SERB, DST.

**Faculty members have organized following conferences or workshops in the recent past.**

- 1) Workshop on Wavelets and its applications (WoW 2012) during July 13-15, 2012 organized by Dr. Pritee Khanna from computer science Dr. Rajesh Pandey from Mathematics and Dr. Pavan Kankar from mechanical engineering
- 2) Another important Research promotion workshop on Introduction to Graph and Geometric Algorithms during November 01-03, 2012 was hosted at the Institute and was jointly organized by Prof. Ghosh of TIFR Bombay and Dr. Pritee Khanna and Dr. Sraban Mohanty of the Institute. This workshop was fully sponsored by National Board for Higher Mathematics, Department of Atomic Energy, Govt. of India.
- 3) Design Workshop (DeW 2012) from December 05-07, 2012 is the second in the series which we have planned to hold every alternate year. This is being organized by Prof. Vijay Gupta and Dr. Prashant Kumar Jain. The last workshop was held in October 2010.
- 4) The first international conference on Innovations in Design & Manufacturing (InnDeM 2012) from December 05-07, 2012 is being organized by Professor Puneet Tandon, Prof. Vijay Kumar Gupta, Dr. Pavan Kankar and other colleagues.

Under a mission of Government of Madhya Pradesh to train its officers on Computer and internet usage, digital signature etc. the Institute has imparted training to officers of Jabalpur division. Five sessions have been successfully organized and the response was overwhelming. Here it is worthwhile to mention another important study that the Institute has made on the impact assessment of Right to Service Act of the Govt. of Madhya Pradesh. Govt. of Madhya Pradesh has been honored with UNSCO award for implementing the right to service act.

Faculty recruitment process for the disciplines – Mechanical Engineering, Electronics and Communication Engineering, Computer Science and Engineering, Mathematics, Physics and English have been completed. Sujoy Mukherji, PhD from IISc Bangalore on smart structures, Brajesh Pandey, PhD from IIT Bombay on VLSI Design and Vinay Kumar Singh, PhD from IIT Kanpur on Microelectronics Design and Fabrication have joined the Institute. No one was found suitable in Mathematics and Computer Science and Engineering. Recommendations of the selection committee for Physics and English are being placed in this meeting for the



approval of the Board. One candidate has been recommended by each of the selection committee.

**Civil Infrastructure:** Major construction work entrusted to CPWD is likely to be completed by October 2013. A list of major construction work under progress / assigned to CPWD is as follows:

Sl. No.	Name of work	Cost Estimate (Rs. in Lacs)
<b>WORK IN PROGRESS.</b>		
1	C/o Lecture Hall and Tutorial Complex for PDPM IIITDM at Jabalpur (MP)	Rs. 3731.94 Dtd. 17.08.2010
2	C/o Narmada Residency-II (50 Nos. flats) at PDPM IIIT, Jabalpur (MP)	Rs. 1514.61 Dtd. 30.03.2010
3	C/o Narmada Residency-III (60 Nos. flats) at PDPM IIIT, Jabalpur (MP)	Rs. 2096.10 Dtd. 30.03.2010
4	C/o Basketball Court for PDPM IIITDM at Jabalpur	Rs. 219.35 Dtd. 18.07.2011
5	C/o Hall of Residence-4 (Triple seated hostel) for PDPM IIITDM at Jabalpur. <b>(Completed)</b>	Rs. 2213.07 lacs, Dtd. 17.08.2010
6	C/o Dining Hall and Kitchen Mess for PDPM IIIT, D&M Campus, Jabalpur (M.P.)	Rs. 628.00 Lacs, Dtd. 24.11.2009
7	C/O RCC Over Head Tank 2.00 Lac Liters Capacity at PDPM IIIT, JABALPUR <b>(Completed)</b>	Rs. 41.17 Lacs, Dtd. 30.08.2011
8	C/o Visitor Hostel for PDPM, IIITDM at Jabalpur including water supply, sanitary installation, drainage & internal electrical installation	Rs. 1185.22 Dtd. 17.08.2010
9	C/o CC Road from security barrack to hall of residence-1 at PDPM - IIIT DM, Jabalpur	Rs. 115.78 Lacs, Dtd. 14.10.2011
10	C/o External Sewerage System (Part phase-I) for PDPM-IIITD&M, at Jabalpur	Rs. 113.07 Dtd. 28.04.2011
11	C/o. Security Barracks <b>( Completed)</b>	Rs. 71.00 Dtd. 08.04.2010
<b>WORK SANCTIONED BUT NOT STARTED</b>		
1	C/o Library Cum Computer Center at PDPM-IIITDM, Jabalpur. (Work awarded to a construction agency)	Rs. 2289.70 Lacs, Dtd. 19.08.2011
2	C/o Development of PDPM IIITDM Campus, Jabalpur.SH:- C/o 1 No. Culvert (in Zone-A Bt'n IN A4 & A5 on 18meter road).	Rs. 61.05 Lacs, Dtd. 18.05.2012
3	C/o P.G. Hostel for P.G Hostel for IIIT D&M at Jabalpur (M.P.). (Ph-I)	Rs. 1237.00 Lacs, Dtd. 19.08.2011
4	C/O Road Network (Phase-I) for PDPM-IIITDM, Jabalpur.	Rs. 241.67 Lacs, Dtd. 17.08.2010
5	C/o of Hall of Residence-7 (PG Hostel) (Phase-2) at PDPM IIITDM, Jabalpur.	Rs. 2248.60 Dated 14.02.2012

6	C/o Administrative Block at PDPM IITDM, Jabalpur.	Rs. 1379.15 Dated 14.02.2012
7	C/o Student Activity Centre-I at PDPM IITDM, Jabalpur	Rs. 1722.37 Dated 14.02.2012
8	C/o Hall of Residence-8 (Girls Hostel-I) at PDPM IITDM, Jabalpur	Rs. 1433.93 Dated 14.02.2012
9	C/o Rewa Residency-2A at PDPM IITDM, Jabalpur	Rs. 1365.99 Dated 14.02.2012
10	Primary Health Centre at PDPM IITDM, Jabalpur	Rs. 477.53 Dated 14.02.2012

#### Action Taken Report:

The Action Taken Report on the decisions taken in the BOG/2012/3<sup>rd</sup> meeting held on July 5, 2012 was presented by the Director. The Board expressed its satisfaction on the implementation of the Board's decision.

BOG/2012:04:03	Confirmation of Minutes of the BOG/2012/3 <sup>rd</sup> meeting held on July 5, 2012.
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Minutes of the BOG/2012/3<sup>rd</sup> meeting held on July 5, 2012 were confirmed.

BOG/2012:04:04	Hiring of EdCIL (Govt. of India Enterprise) for finalization of the Revised Draft Project Report for forwarding to the MHRD, GOI.
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The Institute plans to prepare a revised Draft Project Report (DPR) in view of the increase in student intake and its plan to expand in new directions both at undergraduate and postgraduate levels. The plan is to enhance the student strength to 6000 in order to provide opportunities of quality education to a larger number of students and to expand its undergraduate programme in two specific areas, namely Biomedical Engineering and Design. Further, specialized post graduate programmes in various areas are also being planned for strengthening its R&D activities with due focus on Design and Manufacturing. The original DPR had a plan of student strength of 1200 only. In view of the decision of the Central Govt. to provide reservation to OBC, the number of enrolled students has already been increased and by the beginning of the next year, it is going to be around 1300.

EdCIL is a Public Sector Unit established by Govt. of India under the Ministry of Human Resource Development, which has been assigned various important similar tasks by the MHRD and other Govt. /autonomous institutions fully funded by the Central Govt. These include preparation of Detailed Project Reports of newly established IIMs, IIT Guwahati and new Central Universities assigned by the MHRD.

Further, EdCIL is having specialized in-depth knowledge and experience in preparation of DPRs of educational institutes. Being a PSU under the MHRD, the Institute proposed to assign the task for preparation of the revised DPR to EdCIL.

After deliberation, the Board decided to assign the work of preparation of Revised Detailed Project Report to a consultant agency as per the norms of GFR, Govt. of India.



The Annual Report for the year 2011-12 was placed on the table in the meeting. The Board approved the Annual Report to be forwarded to MHRD, Govt. of India for placing in both the Houses of the Parliament.

Members placed on record their appreciation for the preparation of the annual report especially due to the annual audit report which did not contain any major audit observations.

BOG/2012:04:06	Grant of leave for a period of two years by retaining lien of Dr. Rajib Kumar Jha, Assistant Professor (ECE discipline) to join IIT Ropar as Assistant Professor.
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The Board accorded its approval to grant leave to Dr. Rajib Kumar Jha initially for a period of one year by retaining the lien at IIITDM Jabalpur and permitted him to join IIT Ropar as assistant professor in January 2013.

BOG/2012:04:07	Extension of lien of Dr. M. Ravibabu, Assistant Professor for one more year.
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The Board approved the leave by retaining the lien for one more year to Dr. M. Ravibabu w.e.f. 29<sup>th</sup> January, 2013.

BOG/2012:04:08	Grant of long leave to Dr. N. R. Jena, Assistant Professor, for Indo-Australia Early Career S&T Visiting Fellowship from 1 <sup>st</sup> Jan 2012 to 31 <sup>st</sup> Dec 2013.
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The Board considered the request of Dr. N. R. Jena for granting him long leave for a period of 12 months to visit Australia for Indo-Australia Early Career S&T Visiting Fellowship of Indian National Science Academy. The Board approved the proposal of the Institute and granted him leave for a period of 10 months.

BOG/2012:04:09	Proposal for grant of Deputation Allowance, Leave Salary Contribution, Pension Contribution to Shri Vijay Kumar Dubey (EE-Civil) on deputation from CPWD.
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After deliberation on the minutes of the meeting of Selection Committee which were approved by the Chairman, BOG, it was resolved by the members that the consent of the members of the Selection Committee held for the purpose be taken, for the proposed change to protect the salary of Mr. Vijay Dubey and other perks/benefits as per rules of the Central Govt. The matter was decided to be placed in a subsequent meeting of the Board after the consent/comments of the selection committee members are received.

BOG/2012:04:10	Proposal for inclusion of SC/ST Category and Minority Community members in the Selection Boards/Committees.
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The Board approved the proposal for adopting Government of India orders to include SC/ST category and Minority Community members to Selection Boards/Committees at all levels. The Board also approved the proposal of the Institute to amend the MOA/by-laws of the Institute accordingly and seek the consent of the Ministry of Human Resource Development for the said amendment.



BOG/2012:04:011	Implementation of Waiting List Panels prepared on the basis of selection made by the Institute for teaching and non-teaching posts.
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The Board deliberated on the proposal of the Institute to consider the Office Memorandum of the Govt. of India, Ministry of Personnel/Public Grievances and Pensions (Department of Personnel and Training) letter No. 410191/18/97-Estt-B dated 13 June 2000. Since the order was about 12 years old, it was suggested to seek a clarification from the Ministry of Human Resource Development /concerned ministry if any further orders /amendments /updates have been issued on the matter. The matter was deferred.

BOG/2012:04:12	Proposal for delegation of additional powers to the Deans/Head of Disciplines.
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Due to increasing strength of students, volume of academic administration and management of students' affairs is also increasing. In view of this, the Director proposed to delegate some of her administrative and financial powers to the Dean (Academic) and Dean (Students), Head of the Disciplines or faculty in charge of the unit, as per the Annexure BOG/2012/04/Annexure -IX on page 49 of the Agenda. The Board accorded its approval on the proposal.

BOG/2012:04:13	Proposal for ad-hoc promotion to Shri Prabodh Pandey, Assistant Registrar.
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The matter was deferred.

BOG/2012:04:14	Proposal for change of Nomenclature and Grade Pay of all ministerial posts in Group 'C' cadre.
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The proposal of the Institute to change the nomenclature and grade pay of all ministerial posts in group 'C' was approved by the Board for forwarding the matter to the MHRD, Govt. of India.

BOG/2012:04:15	Items for ratification
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#### BOG/2012:04:15.01 - Annual Audit Report for 2011-12:

The Board deliberated on the observations made by the Principal Auditor General, Gwalior and Action Taken Report (ATR) presented by the Director. The Board expressed its satisfaction on the ATR and ratified the decision of the Chairman to approve the Audit Report for onward communication to the MHRD.

#### BOG/2012:04:15.02 - Grant of study leave to Ms. Bharti Kewat (TA) for M.Tech programme.

The Board ratified the decision taken by the Director for granting two years study leave to Ms. Bharti Kewat (TA) for pursuing M.Tech programme on regular basis.

#### BOG/2012:04:15.03 - Approval of Appointments/Resignations.

(a) Appointments:

(i) The Board ratified the approval given by the Chairman, BOG on the recommendations of the Selection Committees for the post of Assistant Registrar /Executive Engineer (Civil). The following candidates were selected:

**For the post of Assistant Registrar:**

1. Mr. Santosh Mahobia (Under SC Category)
2. Mr. Naresh Joshi (UR)
3. Mr. Ravi Kumar Gundavarapu (UR)
4. Mr. Rizwan Ahmed (UR)

**Wait-listed candidates:**

1. Mr. Sunil Kumar Suryawanshi (Under SC Category)
2. Mr. Rahul Gulati (UR)

**For the post of Executive Engineer (Civil)**

Shri V. K. Dubey (UR) - on deputation basis (from CPWD).

**(b) Resignation:**

The Board ratified the decision of the Chairman on accepting the resignation of Mr. Ravi Kumar Gundavarapu, Assistant Registrar w.e.f. 9 August 2012 (A/N).

BOG/2012:04:16	Any other item with the permission of the Chairman.
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**BOG/2012:04:16.01 - Address of the Institute.**

At the time of registration of Indian Institute of Information Technology Design & Manufacturing Society under Madhya Pradesh Societies Act, the office address under Article 2 was given as Commissioner's Office, South Civil Lines, Jabalpur, Madhya Pradesh (India). As the Institute has shifted to its permanent location, it was proposed to make the change in the address of the Society's office as follows - Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur - 482 005, Madhya Pradesh (India). The Board approved the proposal for seeking the consent of the MHRD to make the change in the address, as proposed.

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

*Ram Phal Dwivedi*

Ram Phal Dwivedi  
Acting Secretary, BOG

Recommended for approval please.

*A. O. Jha*  
29-12-2012  
Aparajita Ojha, Director

*Approved*  
*R. V. Raghavan*  
02/01/2013  
Prof. S. V. Raghavan, Chairman, BOG

*Acting Secretary (BOG)*

*Please circulate the minutes to the members*

*A. O. Jha*  
2-1-2013

BOG/2013:01:04	<p>To consider the recommendations of the Senate through its Meeting held on December 20, 2012.</p> <p>The SENATE vide its SENATE/2012-13/4<sup>th</sup> meeting held on Dec 20, 2012 recommended the following names as possible Chief Guest for the Convocation to be held in July 2013 :-</p> <table border="0"> <tr> <td>1. Mr. Narayan Moorthy</td><td>Mr. Ramodora</td></tr> <tr> <td>2. Mr. Sam Pitroda</td><td>Mr. Krishnamoorthy</td></tr> <tr> <td>3. Mr. Azim Premji</td><td>Mr. Mohandas Pai</td></tr> <tr> <td>4. Mr. E. Shridharan</td><td>Mr. Ajay Piramal</td></tr> <tr> <td>5. Ms Sudha Moorthy</td><td></td></tr> <tr> <td>6. Mr. Nandan Nilekani</td><td></td></tr> <tr> <td>7. Mr. Ratan Tata</td><td></td></tr> </table> <p>The Board is requested to accord its approval on the names given above. It is also proposed to authorize the Chairman, BOG to approve the name of any other distinguished person for the purpose.</p>	1. Mr. Narayan Moorthy	Mr. Ramodora	2. Mr. Sam Pitroda	Mr. Krishnamoorthy	3. Mr. Azim Premji	Mr. Mohandas Pai	4. Mr. E. Shridharan	Mr. Ajay Piramal	5. Ms Sudha Moorthy		6. Mr. Nandan Nilekani		7. Mr. Ratan Tata	
1. Mr. Narayan Moorthy	Mr. Ramodora														
2. Mr. Sam Pitroda	Mr. Krishnamoorthy														
3. Mr. Azim Premji	Mr. Mohandas Pai														
4. Mr. E. Shridharan	Mr. Ajay Piramal														
5. Ms Sudha Moorthy															
6. Mr. Nandan Nilekani															
7. Mr. Ratan Tata															

Convocation 3<sup>rd</sup> week of July



BOG/2013:01:05

To consider the recommendations of the 2013/1<sup>st</sup> Finance Committee meeting to be held on March 01, 2013.

Following agenda items are going to be placed before the Finance Committee for recommendation to the Board.

(1) To consider revised Detailed Project Report of the Institute to be submitted to MHRD, Government of India. The revised DPR is under preparation and will be communicated later.

(2) To consider the recommendations of Finance Committee for approval of the Budget for the F.Y. 2012-13 (Revised Estimates) and F.Y. 2013-14 (Budget Estimate). The Summary for the proposed Budget is given below :-

Revised Budget Estimate For the F.Y. 2012-13 (Rs. In lakhs)

	Salary Head(36)	General Expenditure	Capital Exp	Total
O/B	0.00	0.00	1529.58	1529.58
Grant Sanctioned	612.00	738.00	3150.00	4500.00
RE Proposed(12-13)	537.58	1188.00	6739.00	8464.58
(Exp. till 10/2/13)	482.27	823.96	3226.51	4532.74
BE Proposal(13-14)	819.95	1553.00	14461.00	16833.95

#### Recommendations of the Building and Works Committee.

(3) B&WC/2013:1:03 - To consider the proposal for additional infrastructure to connect the Basket Ball Court Complex with other adjoining part of the Students Activity Center and some enhanced scope of work in the original work of Basket Ball Court Complex at PDPM-IIITDM Jabalpur. Revised Preliminary - cum - Detailed Estimate (RPDE) for the above mentioned work amounting to Rs. 4,77,14,500/- (Rs. Four crore seventy seven lakhs fourteen thousand five hundred only).

(4) B&WC/2013:1:04 - To consider the Preliminary-cum-Detailed Estimate (RPDE) of 18,41,24,400/- (Rs. Eighteen crore forty one lakhs twenty four thousand four hundred only) for the work of construction of Roads and Services Network (Phase-II) at PDPM-IIITDM Jabalpur (Total length of the road is Kms 7.5 (approx)).

(5) B&WC/2013:1:05 - To consider the Preliminary-cum-Detailed Estimate(PDE) of Rs. 732.26 lakhs (Rs. Seven hundred thirty two point two six lakhs only) for the work of Electrical Networking System (Balance Work) with 5 additional Compact substations and

	<p>HT cable approximately 15.5 Kms) in Hostel, Residential and Academic areas of PDPM-IIITDM Jabalpur.</p> <p>(6) B&amp;WC/2013:1.06 – To consider the Preliminary Estimate (PE) of 17,90,73,300/- (Rs. Seventeen crore ninety lakh seventy three thousand three hundred only) for the work of construction of Technology Incubation Centre with a plinth area of 3307 meter square at PDPM-IIITDM Jabalpur.</p> <p>(7) B&amp;WC/2013:1.07 – To consider the Preliminary Estimate (PE) of Rs. 10,55,09,200/- (Rs. Ten crore fifty five lakh nine thousand two hundred only) for the work of construction of Multi Utility Centre with plinth area of 2981 meter square at PDPM-IIITDM Jabalpur.</p> <p>(8) B&amp;WC/2013:1.09(a) To consider the Preliminary cum Detailed Estimate of Rs. 3,19,89,725/- (Rs. Three crore nineteen lakh eighty nine thousand seven hundred twenty five only), for P/I of Footpaths, Sewerage Line, Water Supply Lines, Storm Water, Drains &amp; Cable Ducting along Ring Road with length of 1.4 Km approximately.</p>
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BOG/2013:01:06	<p data-bbox="427 163 970 199"><b>Honorarium for Visiting Professors/Faculty.</b></p> <p data-bbox="427 237 1302 344">The Board is requested to consider the proposal for honorarium to Visiting Professors/Faculty /Adjunct Professor / faculty. This is under preparation and will be placed before the Board during the meeting.</p>
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BOG/2013:01:07	<p>Proposal for honorarium to foreign examiners for Ph. D. thesis evaluation.</p> <p>The Institute proposes an honorarium of US\$ 200 to foreign examiners for evaluation of PhD thesis. Board is requested to consider the proposal for approval.</p>
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BOG/2013:01:08	<p><b>Proposal for honorarium to Guest faculty on teaching short term courses (Electives in Module Form).</b></p> <p>As per the Institute rules, honorarium to a guest faculty for teaching a short term course of <del>12-14</del> 12-14 hours (Elective in modular form –EMF ) is Rs. 25,000/- irrespective of number of students. It is proposed to make the following amendment in the rule.</p> <p>EMF of 10-12 hours duration - Rs. 25000/- for the students strength upto 30. Rs. 5000/- for every additional batch of 15 students</p> <p>The Board is requested to consider the proposal for approval.</p>
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BOG/2013:01:09	<p>Proposal for TA and local expenses to students for representing the Institute in Cultural, Technical and Sports events etc.</p>
	<p>City-wise Travel and local expenses reimbursement</p> <p>(a) <b><u>Class A:</u></b></p> <p>All metros, Pune, Bangalore, Hyderabad, Ahmedabad, State Capitals and NCR region.</p> <p><b>Accommodation:</b> As per actual upto a maximum of Rs. 500/- per student per day on production of cash memo/receipt.</p> <p><b>Food:</b> Rs. 150/- per student per day, for all.</p> <p>(b) <b><u>Class B: /Other cities</u></b></p> <p><b>Accommodation:</b> As per actual upto a maximum of Rs. 300/- per student per day on production of cash memo/ receipt.</p> <p><b>Food:</b> Rs. 150/- per student per day, for all.</p> <p><b><u>Travel:</u></b></p> <ol style="list-style-type: none"> <li>1. By bus/train (sleeper class) by shortest route on production of tickets.</li> <li>2. No local travel or taxi charges will be reimbursed at any cost.</li> </ol>

BOG/2013:01:10

**Proposal for creation of Teaching/Non-Teaching posts in the Institute.**

The proposal for creation of Teaching and Non-teaching post is given below:

The Board of Governors is requested to consider the proposal for creation of additional 22 posts for Teaching and 22 posts for non-teaching staff as the students strength has gone to 1041. On approval of the Board of Governors, the proposal will be sent to MHRD, GOI for sanctioning the posts.

**CREATION OF POSTS FOR ACADEMIC AND NON-ACADEMIC STAFF**

Presently, the Institute is having 65 Academic and 74 Non Academic Posts. Due to increase in students intake, the total enrolment of students have reached to 1037 as on date. The break up the registered students coursewise is given below :-

(1) BTech	- 873
(2) MTech/MDes	- 101
(3) Ph.D	- 62
Total	- 1041

As per MHRD, GOI guidelines the student, faculty and non-faculty staff ratio is 12 : 1 : 1.1. Accordingly, the posts for faculty and non-faculty would be as hereunder:

A. No. of Faculty Posts to be Sanctioned- 22

No. of Students	No. of Faculty Posts required	Existing Posts	No. of Posts to be created and sanctioned
1041	87	65	22

B. No. of Non-Faculty Posts to be Sanctioned-22

No. of Faculty Posts (As per formula)	No. of Non-Faculty Posts required	No. of Existing Posts	No. of Posts to be created and sanctioned
86	95	74	22



**BREAK-UP OF ACADEMIC /TEACHING POSTS**

The No. of existing sanctioned posts as per MHRD letters issued from time to time and requirement as per designation/Academic Grade Pay wise is given below for Academic(Teaching) posts:-

Existing Sanctioned Post	Existing Sanctioned Post	Grade Pay	Required	Total after sanction would be
Professor	08	10500/10000	00	08
Associate Professor	16	9500/9000	06	22
Asstt Professor	31	8000/7000/6000	16	47
Research Scientist	01	8000	00	01
Research Engineer/Design Engineer/Network-cum-system Administrator	09	5400	00	09
Total	65		22	87

**BREAK-UP OF NON -TEACHING POSTS**

The No. of existing sanctioned posts as per MHRD letters issued from time to time and requirement as per designation is given below for Non-Academic posts:-

Existing Sanctioned Post	Existing Sanctioned Post	Grade Pay	Pay Band	Required	Total after sanction would be
Deputy Registrar	02	7600	PB-III	01	03
Librarian	00	10000	PB-IV	01	01
Assistant Registrar	05	5400	PB-III	02	07
Medical Assistant	00	4200	PB-II	01	01
Technical Assistant (Grade II)	00	4200	PB-II	06	06
Office Assistant (Gr-I)	00	2400	PB-I	04	04
Care Taker	01	2400	PB-I	01	02
Technical Assistant (Grade I)	13	2400	PB-I	06	19
Total proposed posts				22	

### Justification

**Deputy Registrar(2+1=3) and Assistant Registrar ( 5+2=7)** - As the institute is growing, work areas and span of duties and responsibilities is also expanding . Deputy Registrars and assistant registrars will be the main responsible officers to lead a unit of administration. After the creation of these posts, the duties and responsibilities would be distributed among the deputy and assistant registrars in the following units.

- (1) Academic Affairs
- (2) Student Affairs
- (3) Directorate Coordination, Faculty Affairs and Public Relations
- (4) Finance & Accounts
- (5) General Administration(GA/Transport/Hostels/Security etc.)
- (6) Establishment including Service Matters of Teaching and Non-Teaching Staff/ Recruitment etc.
- (7) Purchase and Stores
- (8) Internal Audit
- (9) Projects and Research Accounts/International Affairs
- (10) Planning and Development, vigilance, CPIO etc.

**Librarian (1):** Library is the main centre of any educational institute and primary knowledge resource through books, online journals etc. To manage the modern library and information resources and for efficient library services, the post of Librarian is proposed.

**Medical Assistant (1):** The institute is located about 15 Kms away from the main city. To give medical advice/treatment and to manage Hospital Administration 01 post of Medical Officer is proposed.

**Office Asstt (Gr-I) (4)** This is a new nomenclature of in the Grade Pay of Rs. 2400(PB.I). The Office Assistants will be deployed as the support staff in all the departments/sections/units etc.

**Care Taker(1):** At present there is only one care taker who is coordinating with the all the hostels. Though the requirement of care takers is more and in all the three shifts of hostels and guest houses, at present, only one more care taker is proposed.

**Technical Assistant (Grade I and Grade II - 12)** To support the Academic activities in various science and engineering labs, 12 positions of Technical Assistants are proposed.  
The Board of Governors is requested to consider the proposal for approval.

BOG/2013:01:11	<p><b>Proposal for Approval of Recruitment Rules for Teaching and Non-Teaching positions</b></p> <p>The Recruitment Rules of the Institute are prepared and placed before the Board for consideration and approval. The Board of Governors is requested to consider the proposal for approval. <b>(Page No. 24 to 46).</b></p>
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**PDPM - INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING JABALPUR**

**PDPM-IIITDMJ RECRUITMENT RULES 2013**

**1.** These rules shall be called Recruitment rules of PDPM- IIITDM, Jabalpur.

**2. Commencement:**

These rules shall come into force with effect from the date of notification after the approval by the Board of Governors of the Institute.

**3. Scope and Applications:**

- (i) These rules shall apply to the regular/contractual/temporary employees of the Institute.
- (ii) These rules are subject to such changes from time to time as may be decided by the Board of Governors of the Institute.

**4. Definitions:**

- (a) "Institute" means institute known as "Pandit Dwarka Prasad Mishra Indian Institute of information Technology, Design and Manufacturing Jabalpur", registered under Madhya Pradesh Society Registration Act.
- (b) "Society" means Pandit Dwarka Prasad Mishra Indian Institute of Information Technology Design and Manufacturing Society, Jabalpur.
- (c) "MHRD" means Ministry of Human Resource Development, Government of India.
- (d) "Board" or "BOG" means the Board of Governors of the Institute.
- (e) "Chairperson" means the Chairperson of the Board of Governors of the Institute.
- (f) "Director" means the Director of the Institute.
- (g) "Registrar" means the Registrar of the Institute.
- (h) "Employee" means any person appointed against a sanctioned post by the Institute and paid from the funds of the Institute.
- (i) "Post" means a post created for the Institute by the competent authority.
- (j) "Service" means service of the Institute.

**5. Creation of Posts:**

As per the MOA, the Board is empowered to make recommendations to the MHRD with regard to (i) creation of academic / non-academic posts and abolition thereof and (ii) the emoluments and duties attached to such posts.

In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the Chairman, Board of Governors, of not more than two years' duration on an approved scales of pay, provided that no such post of which the Director is not the appointing authority, shall be so created.

In this context the following is also to be kept in view:

Appointment to faculty posts vacated through promotions in open selections can be filled on permanent basis without waiting for the promoted staff members to be confirmed.

### **5.1 Classification of Posts:**

The posts of the Institute shall be classified as under:

#### **(a) ACADEMIC**

Director, Deputy Director(s), Professor, Associate Professor, Assistant Professor, Research Engineer, Design Engineer, Network cum System Administrator, Research Scientist, Programmer, Librarian, Deputy Librarian, Assistant Librarian or as approved by the Board from time to time.

#### **(b) TECHNICAL**

Superintendent Engineer, Executive Engineer, Assistant Engineer, Junior Engineer, Library Assistant, Senior Library and Information Assistant, Library Assistant Technical Assistant, Lab Assistant or as approved by the Board from time to time.

#### **(c) ADMINISTRATIVE AND OTHERS**

Registrar, Deputy Registrar, Assistant Registrar, Security Officer, Junior Superintendent, Security Officer, Section Officer, Placement-cum-Public Relations Officer, Medical Officer, Medical Assistant, Sanitary Inspector, Security Assistant, Office Assistant, Deputy Account Assistant, Senior Stenographer, Caretaker, Upper Division Clerk, Lower Division Clerk, Plumber, Electrician or as approved by the Board from time to time.

### **5.2 Pay Scales:**

The scales of pay as decided by MHRD as per 6<sup>th</sup> Pay Commission and revised and adopted by the Institute on the order of Government of India from time to time.

### **6. Appointing Authorities:**

All appointments of the staff of the Institute, except that of the Director, shall be made in accordance with procedure laid down in the para 13 (a) and 13 (b) of the MOA of the Institute.

### **7. Recruitment:**

#### **7.1 Appointment of the Director:**

Appointment of the Director shall be made by the MHRD.

**7.2 Appointment of Deputy Director (s):** Appointment of one or more Deputy Directors will be made on the basis of the recommendation of the Director from among the professors of the Institute. The following procedure for making appointment to this post will be adopted:

- (a) The appointment be made for a period not exceeding three years.
- (b) The appointment be not on whole time basis and one or more Deputy Directors be appointed by the Board of Governors on the recommendations of the Director.
- (c) The Deputy Director may be re-appointed upto two consecutive terms.

#### **7.3 Appointment to all other posts:**

All other posts at the Institute shall normally be filled by advertisement, but the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute. In all these cases, appointments are made by the Board on the recommendations of the



Selection-cum-search Committee constituted for the purpose. In the case of appointments to reserved posts, the relevant reservation rules shall apply.

#### **7.4 Saving Clause**

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

#### **7.5 Drafting of Advertisement**

The advertisement shall be drafted to include the following:—

- (a) Designation of the post sought to be filled.
- (b) Area in which recruitment is contemplated.
- (c) Pay scale and Grade Pay attached to the post and allowances.
- (d) Minimum qualifications expected of the candidates.
- (e) Additional/desirable qualifications, if any.
- (f) Previous experience required, with the type of experience, duration etc.
- (g) Relaxation of age, qualifications and experience if any. The relaxation in age shall be as per Central Government rules for SC/ST/OBC/PH/ Departmental candidates / Government Servants and Ex-Servicemen candidates.
- (h) Mode of collecting forms of application from the intending candidates.
- (i) Last date for receiving requests for application forms from intending candidates.
- (j) Last date for the receipt of completed applications from the candidates, at the Institute.
- (k) The prescribed application fee and the mode of its remittance. Exemption of the application fee as per the rules of the Institute and in accordance with the rules of the Central Government.
- (l) The notification that all the eligibility conditions be met on the closing date of filling of the application forms.
- (m) The notification that the Candidates in the service of Government, Public Sector Units, autonomous institutions or Govt. aided Institutions including Universities, are expected to send their applications through proper channel or furnish a certificate from employer that they have no objection to their candidature being considered at the time of interview.



When a post is reserved for candidates belonging to the Scheduled Castes/ Scheduled Tribes/Other backward castes (OBC) / Ex-servicemen / Physically Challenged (PH), this fact should be specifically mentioned in the advertisement.

When posts, which are likely to continue on temporary basis for longer time are advertised, a mention be made that "the post is temporary but likely to continue."

**7.6 Application Fee:** The application fee shall be chargeable from the candidates applying for various posts as decided by the BOG from time to time.

**Note:** No. application fee is to be charged from candidates belonging to Scheduled Castes and Scheduled Tribes, PH, female and from internal candidates.

### **7.7 Release of advertisement**

The advertisement shall be released in such a way that all the regions of the country are covered. A panel of such newspapers will be approved by the Director from time to time. In special cases, the Director may decide that additional coverage be provided by advertising the posts abroad and/or in scientific journals. This shall be normally the case when Academic posts shall be advertised. The Institute also has rolling advertisement for the post of Assistant Professor in various disciplines. Prospective candidates can apply any time throughout the year.

All correspondence should be addressed to:

Assistant Registrar (Establishment)  
PDPM IITDM Jabalpur  
Dumna Airport Road, PO Khamaria  
Jabalpur 482005 (India)  
e-mail: facapp[AT]iitdmj.ac.in  
(in case of application for an academic post and recruitment[AT]iitdmj.ac.in in all other cases),

### **7.8 Processing of Applications:**

Processing of applications will be done as per the following procedure:

- (a) Applications received in the section concerned by the prescribed due date will be allotted a unique identification number and will be stocked by the concerned office assistant in the section. Detailed information of the applicant including name, date of birth and other relevant details in terms of minimum qualification and desired qualification, category of the candidate etc. as given in the application shall be entered in an electronic register kept for the purpose within three working days from the receipt of application. All the applications received with the data sheet will then be forwarded to the scrutiny committee constituted for the purpose by the Director or the competent authority of the Institute to whom the power will be delegated by the Director.



- (b) The scrutiny committee will recommend the names of the shortlisted candidates who could be invited for test/interview by the Selection Committee for the post to the Chairman of the Selection Committee. The recommendation will be based on screening criteria fixed *a priori*.
- (c) For teaching posts, the applications and the data sheet will be sent to the Head of the Discipline, who will normally have the applications discussed by the Committee of the Discipline constituted for the purpose by the Director. The Head will send his/her recommendations to the Chairman, Selection Committee on the candidature of each of the applicants.
- (d) The responsibility for fixing the type and contents of a technical/trade/written test will be that of the Selection Committee. The Chairman, Selection Committee may request the Head of the Discipline concerned or the Registrar who may normally be the members of the selection committees to conduct the above tests. The report of the performance of candidates in the tests will be made available to the Selection Committee.

The following measures will be taken by the Institute regarding processing of the applications.

- (i) While issuing the first advertisement for filling up of vacancies, no relaxation of educational qualifications should be inserted as a matter of routine. If, however, the response to the first advertisement is poor, only then there would be justification for relaxation or modification of the essential qualifications and experience prescribed for the various posts. This too should be done after obtaining the prior approval from the Board of Governors. Further relaxation/modification should be made only in respect of cadres and not for individuals.
- (ii) The applicant will be required to file self-attested copies of their certificates and testimonials and originals will be required to be produced at the time of interview.
- (iii) Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the office of Registrar for a period of six months or till the recruitment file is active, whichever is later.

## **7.8 Selection Committee**

### **7.8.1 Panel of Experts**

- (a) Panel of experts from various relevant domains as the BOG nominees will be prepared every two years and will be approved by the BOG. The panel approved by the BOG will remain active until the Board accords its approval on a new panel of experts. The Chairperson, BOG will have the power to approve any further names as experts (Board's nominee) on the recommendation of the Director.



- (b) Panel of experts from various relevant disciplines as the Senate nominee will be prepared every two years and will be approved by the Senate. The panel approved by the Senate will remain active until the Senate accords its approval on a new panel of experts. The Chairperson, Senate will have the power to approve any further names as experts (Senate's nominee) on the recommendation of Committee of Deans/ Heads of disciplines constituted for the purpose.

#### **7.8.2 Representative of the Reserved Category/Minority as members of the selection committee**

When there is a requirement for inclusion of a representative of the reserved category in accordance with the circular no. 39016/1/2012/E.2 dated 18-9-2012 of the MHRD, as a member of the selection committee, the Director will be empowered to approve the name of the representative. The representative should normally be serving in (retired from) a central govt./state govt. department or organization/ autonomous institution/university/public sector unit on a post ( pay scale ) higher than the post for which the selection committee is constituted.

#### **7.8.3 Central Government Nominee shall be nominated by the MHRD.**

Selection Committees will be constituted by the Director in accordance with procedure laid down in the para 9 of the MOA of the Institute.

#### **7.8.4 Procedure Followed by Selection Committee and its Meeting(s)**

- (a) The Selection Committee shall examine the credentials of all applicants and may consider other suitable names suggested, if any by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman cause a written test or tests to be held for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the BOG/ Director as the case may be, the names of the selected candidates. If need be, a waitlist may also be recommended by the Selection Committee alongwith the selected candidates. The Selection Committee will also recommend the starting salary in the grade in each case.
- (b) Meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary. A copy of the advertisement and particulars of all the candidates called for interview will be provided to each member of the Selection Committee.
- (c) Three members of the Selection Committee shall form the quorum, consisting of at least one expert.



- (d) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that if any meeting of the Selection Committee is found necessary, the designated officer/staff of the Institute shall give notice of the meeting to the members of the Committee at least a fortnight before the date of the meeting.
- (e) Unless otherwise provided for under these rules, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (f) Where, in the meetings of Selection Committee, the opinion of the members is evenly divided, the Chairman of the selection committee shall have the right of casting an additional vote.

## **7.9 Fixation of the Salary to be offered:**

**7.9.1** The starting pay of an employee on his/her appointment at the Institute will be fixed in accordance with the rules of the Central Government from time to time. The Chairman / the Director will have the power to fix on recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of a scale in respect of the incumbents for whom they are the appointing authorities. In the cases where Chairman, BOG is the appointing authority, there is no limit to the number of advance increments that can be granted but the posts for which the Director is the appointing authority, the maximum number of advance increments that can be given is five. However, if the number of increments recommended by the selection committee is more than five in a case where the Director is the appointing authority, the matter will be decided by the Board on the recommendation of the Director. In all such cases the reasons/justifications for giving/ recommending advance increments should be clearly stated by the Selection Committee. The fixation of the pay in a scale of pay for the selected candidates will be in accordance with the Fundamental & Supplementary Rules of the Central Government.

**7.9.2 Internal Candidates:** The Central government rules shall be applicable to all such cases where an internal candidate has been promoted to a higher post through an open selection or promotion. However, cases may arise when due to outstanding work of a candidate, the Selection Committee may deviate from the norms laid down by the Central Government and offer higher starting salary in the promoted post. In all such cases the reasons for recommending higher salary should be fully stated by the Selection Committee and these reasons may be specifically brought to the notice of the appointing authority while getting approval of the minutes of the Selection Committee.



**7.9.3 Outside Candidates:** When a candidate is being selected for any post from outside through open competition by advertisement, the following points may be taken into consideration while fixing his initial salary/pay:

- i) Where the Selection Committee considers that the starting pay of a candidate selected in an open competition should be fixed at a stage higher than the minimum, it shall take into consideration the following factors and shall record detailed reasons for recommending such higher pay, which shall be specifically brought to the notice of the Appointing Authority while seeking approval to the minutes of the Selection.
  - ii) The qualifications possessed by the candidate in the relevant field over and above those prescribed for the post or those adopted for short-listing the candidates ;
  - iii) Any specialized knowledge/experience of which the candidate has a documentary evidence and which would be relevant to the duties and responsibilities attached to the post;
  - iv) Years of experience in a similar or higher category of work;
  - v) Salary last drawn in the case of those coming from Government or Semi-Government Departments/Institutions etc.
  - vi) Comparison with the pay drawn by the incumbents in the same grade/post.
- (a) While all the above points should be considered together as a whole, maximum weightage should be given to Item (vi) so that the new appointments do not create imbalance in the salary structure of the existing incumbents in the same post and in the same grade.
  - (b) In exceptional cases, where the Selection Committee recommends starting pay at a stage beyond five increments in the scale, detailed reasons for making such a recommendation should be recorded in the minutes.

As regards appointments through other channels, such as, departmental promotion, promotions under any promotion scheme which limits competition amongst internal candidates; the starting pay may continue to be fixed as per the instructions in the relevant scheme/rules and if no such provision exists in the relevant scheme/rules, it should be fixed as per Fundamental and Supplementary Rules of the Central Government.

#### **8. Minutes of Selection Committees:**

The minutes of the Selection Committee will be signed by all the members present.



## **9. Approval of recommendations of Selection Committee:**

(a) Recommendations of Selection Committee for the posts of which Director is the appointing authority are approved by the Director. As regards such recommendations for the posts of which Board is the appointing authority, the Board authorizes its Chairman to approve the recommendations of the Selection Committees and obtain ratification by the Board subsequently. Cases where the recommendations of Selection Committee are not unanimous are to be referred to the Board for a decision. For any other case, the Chairman BOG, may exercise his discretion whether or not to refer the same to the Board for a decision.

(b) The recommendations of the Selection Committees approved by the Chairman BOG should be submitted to the Board for ratification in the following meeting.

(c) Minutes of the Selection Committee (in respect of posts for which Board is the appointing authority) be submitted to the Board in support of the appointments made; A column indicating the previous employer of the candidate ( if any) is to be added to the statement showing particulars of the staff recruited. The date of the Selection Committee be also indicated in the column of mode of selection.

## **10. Offers of Appointment:**

Offers of appointment will be issued on approval of the appointing authority on the recommendations of the Selection Committee. The offer of appointment shall indicate the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable from time to time, and prescribes the date by which acceptance of offer is to be communicated by the candidate.

A candidate who is offered an appointment in the Institute should normally join within three months, if in India; and within six months, if abroad, from the date of the offer. However, Director may reduce the joining time based on the necessity or extend the joining time on request, up to six months for candidates stationed in India; and one year for candidates stationed abroad.

The candidate is directed to get himself examined for physical fitness by the prescribed Medical authority. On production of a satisfactory certificate of physical fitness, the offer of appointment will become operative.

## **11. Validity of Panel/Waitlist:**

The recommendations of a Selection Committee will remain valid only for a period of one year from the date of approval by the competent authority. During this period, if a vacancy arises within one year in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date or leaving the Institute services after joining or the event of death of the candidate after joining, from the date of approval of the selection committee recommendations, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the Institute, or one year limitation, whichever is earlier.



## 12. Pay Scales, Qualifications and Experience for Faculty Positions

Name of post	Minimum Educational Qualification and Experience Requirement	Age Limit	Pay Band and Grade Pay
<b>Approved in BOG/2011/2<sup>nd</sup> meeting dated 30-06-2011, except the age limit.</b>			
<b>Professor</b>	A minimum of ten years of teaching/ research/ professional experience of which at least 4years should be at the level of Associate Professor or at equivalent level in a research organization or industry as on the date of application. The candidate should have demonstrated leadership in research/ development in a specific area of specialization in terms of strong record of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of Master and Ph.D. students and/ or other recognized relevant professional activities.	Preferably upto 50 years	37400-67000(PB.IV) A.G.P. 10000/-
<b>Associate Professor</b>	A minimum of six years of teaching/ research/ professional experience (excluding the experience gained while pursuing Ph.D.) of which atleast 3 years should be at the level of Assistant Professor, Senior Scientific Officer/ Senior Design Engineer in a research organization or industry. The candidate should have demonstrated adequate experience of independent research in terms of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of Master and Ph. D students and / or other recognized relevant professional activities.	Preferably upto 45 years	37400-67000(PB.IV) A.G.P. 9000/-

<b>Assistant Professor</b>	A minimum of three years teaching/ research/ professional experience excluding the experience gained while pursuing Ph.D. The candidate should have demonstrated research and development capabilities in terms of publications in reputed journals and conference proceedings/ patents etc.	Preferably upto 35 years	15600-39100(PB.III) A.G.P. 7000/-
<b>Assistant Professor (On Contract)</b>	<b>PhD.</b> (B. Tech./ M. Tech. + Ph.D. in engineering or M.Sc. + Ph. D in mathematics/ Science/ relevant master's degree in other disciplines) with good academic record and research publications. Ph. D. submitted may also be considered for position.	Preferably upto 35 years	15600-39100(PB.III) A.G.P. 6000/-



### 13. Minimum Educational Qualification and Experience for Non-Faculty Positions

#### Group-A

Name of post	Minimum Educational Qualification and Experience Requirement	Maximum Age limit	Pay Band and Grade Pay
<b>Registrar</b>	<p>A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>A. 15 years of administrative experience, out of which 8 years shall be as Deputy Registrar or an equivalent post, OR</p> <p>B. Comparable experience in research establishment and/ or other institutions of higher education. OR</p> <p>C. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p>	Preferably Upto 50 Years	37400-67000(PB.IV) G.P. 10000/-
<b>Librarian</b>	<p>A. Master's degree in library science/ information science/ documentation or an equivalent grade of B in the UGC 7 point scale plus a consistently good academic record, with knowledge of computerization of library.</p> <p>B. At least thirteen years as Deputy Librarian in a university library or eighteen years' as a College Librarian.</p> <p>C. Evidence of innovative library service and organization of published work.</p> <p><b>Desirable:</b> M. Phil/ Ph.D degree in library science/ information science/ documentation/ archives and manuscript-keeping.</p>	Preferably Upto 50 Years	37400-67000(PB.IV) A.G.P. 10000/-

\* Approved in BOG/2011/1<sup>st</sup> meeting dated March 21, 2011, except the age limit

\*\* approved in BOG/2011/2<sup>nd</sup> meeting dated June 30, 2011, except the age limit.



<b>Dy Librarian</b>	<p>A. Master's degree in library science/ information science/ documentation or an equivalent grade of B in the UGC 7 point scale plus a consistently good academic record, with knowledge of computerization of library.</p> <p>B. Five years experience as an Assistant Librarian/ College Librarian.</p> <p>C. Evidence of innovative library service, published work and professional commitment, computerization of library.</p> <p><b>Desirable:</b> M. Phil/ Ph.D. degree in library science/ information science/ documentation/ archives and manuscript-keeping.</p>	Upto 45 Years	<p>15600-39100(PB.III)</p> <p>A.G.P. 8000/-</p>
<b>Dy. Registrar</b>	<p>A Master's degree with at least 55% marks of or its equivalent grade of B in the UGC 7 point scale.</p> <p>A. 5 years of administrative experience as Assistant Registrar or in an equivalent post. OR</p> <p>B. Comparable experience in research establishment and/ or other institutions of higher education. OR</p> <p>C. 9 years of experience as Assistant Professor in a college or a university with experience in educational administration.</p>	Upto 45 Years	<p>15600-39100(PB.III)</p> <p>G.P. 7600/-</p>
<b>Medical Officer</b>	(i) MBBS Degree with MD (ii) 8 Years of practice in Govt./Private Hospital	Upto 45 Years	<p>15600-39100 (PB.III)</p> <p>G.P. 7600/-</p>
<b>Superintendent Engineer</b>	A Master Degree in Engineering with first class in Civil Engineering with 15 years experience in Civil Engineering out of which 8 years of experience should be at the level of Executive Engineer or equivalent in the Construction, Planning, Contract Management and Execution of Building works and functional services like water supply, sewerage, road and knowledge of preparation of estimates and tender documents. Experience of dealing with maintenance of township.	Preferably Upto 50 Years	<p>37400-67000(PB.III)</p> <p>G.P. 7600/-</p>

<b>Executive Engineer (Civil)</b>	(i) A Bachelor's Degree in Civil Engineering with first division or equivalent grade (ii) A minimum of 08 years' experience in Planning, Design, execution and maintenance of Civil Engineering Projects and Civil contract management. Out of the above at least 04 years' experience should be at the level Assistant Engineer or equivalent OR at least 12 years of total experience in Planning, Design, Construction and maintenance of Civil Engineering Projects and civil contract management	Upto 45 Years	15600-39100(PB.III) G.P. 6600/-
<b>EE (Electrical)</b>	(i) A Bachelor's Degree in Electrical Engineering with first division or equivalent grade (ii) A minimum of 08 years' experience in Planning, Design, execution and maintenance of Electrical Engineering Projects and Electrical contract management. Out of the above at least 04 years' experience should be at the level Assistant Engineer or equivalent OR at least 12 years of total experience in Planning, Design, execution and maintenance of Electrical Engineering Projects and Electrical contract management	Upto 45 Years	15600-39100(PB.III) G.P. 6600/-
<b>Assistant Registrar</b>	Good academic record plus A master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale	Upto 35 Years	15600-39100(PB.III) G.P. 5400/-
<b>Assistant Librarian</b>	Master's degree in library science/ information science/ documentation or an equivalent grade of B in the UGC 7 point scale plus a consistently good academic record with knowledge of computerization of library.	Upto 35 Years	15600-39100(PB.III) G.P. 5400/-



<b>System – cum - Network Administrator</b>	(i) B. Tech. /B.E. in Computer Science and Engineering /Electronics and Communication Engineering, IT OR M.C.A./M.Sc. Computer Science with first division or equivalent grade (ii) At least one year of System and Network Administration experience in an organization for general domain system administration with user accounts management, network administration, security administration, web-server and database administration.	Upto 35 Years	15600- 39100(PB.III) G.P. 5400/-
<b>Placement- Cum-Public Relations Officer</b>	(i) MBA/ Post Graduate degree in Human Resource Management/ Mass Communication/ Master in Technology/ Engineering/ Design or equivalent with at least 55% marks from a reputed institute/ university (ii) at least 4 years (post educational qualification) of work experience in an organization / PSU/ company/ industry of repute. (iii) The candidate must have excellent communication and soft skills. (iv) Proficiency in computer and internet usage.	Upto 35 Years	15600- 39100(PB.III) G.P. 5400/-
<b>Research Scientist</b>	(i) Ph.D.in Physical Science or Engineering with 3 years' experience in relevant field OR M.Sc./M. Tech./M.E. with 8 years of experience in relevant field (ii) First division or equivalent grade in all degrees/ certificate examinations.	Upto 40 Years	15600- 39100(PB.III) G.P. 8000/-
<b>Design Engineer</b>	(i) M. Tech./M.E./M. Des with thesis work in 'Design' (Product Design/Visual Design/ Software Design/ Electronic Design/ Mechanical Design) OR B. Tech/ B.E./ B. Des/ + 2 years' experience in the 'Design' (ii) First division or equivalent grade in all degrees/ certificate examinations.	Upto 35 Years	15600- 39100(PB.III) G.P. 5400/-
<b>Research Engineer</b>	(i) B. Tech. / B.E. in relevant field + 2 years relevant experience in an R&D organization or industry OR M. Tech./M.E.	Upto 35 Years	15600- 39100(PB.III) G.P. 5400/-



**Group-B:**

<b>Programmer</b>	(i) B.E. /B.Tech. Computer Science and Engineering /IT OR MCA/ M.Sc. Computer Science with first division or equivalent grade (ii) Two years of relevant programming experience	Upto 32Years	9300- 34800(PB.II) G.P. 4600/-
<b>Asstt. Engineer (Civil)</b>	(i) Bachelor's Degree in Civil Engg. with first division or equivalent grade + 3 years' experience of execution of civil construction work and its maintenance. <b>OR</b> Recognized diploma in Civil Engineering of 3 years duration with first division or equivalent and with 8 years' experience of civil construction works and its maintenance.	Upto 32Years	9300- 34800(PB.II) G.P. 4600/-
<b>Asstt. Engineer (Elect.)</b>	Bachelor's Degree in Elect. with first division or equivalent grade + 3 years' experience of electrical work execution and maintenance for large buildings, distribution of power on O.H. lines and underground cables and erection and maintenance of Sub-station Equipment's in large Industry or similar educational complex <b>OR</b> Recognized diploma in Elect. Engineering of 3 years duration with first division or equivalent and with 8 years' experience of electrical works for large buildings, distribution of power on O.H. lines and underground cables and erection and maintenance of Sub-station Equipment's in large Industry or similar educational complex	Upto 32Years	9300- 34800(PB.II) G.P. 4600/-
<b>Section Officer</b>	Bachelor's Degree with 55% marks in any discipline (ii) 5 Years of relevant experience in immediate lower post.	Upto 32 Years	9300- 34800(PB.II) G.P. 4600/-
<b>Jr. Engineer (Civil)</b>	Bachelor's degree in civil engineering with at least one year's field experience <b>OR</b> Diploma in Civil Engineering of 3 years duration with three years relevant experience of execution of civil construction projects and maintenance.	Upto 32 Years	9300- 34800(PB.II) G.P. 4200/-

<b>Jr. Engineer (Elect.)</b>	Bachelor's degree in electrical engineering with at least one year's field experience OR Diploma in Engineering in electrical engineering of 3 years duration with three years' experience -- in execution of electrical construction projects and maintenance.	Upto 30 Years	9300-34800(PB.II) G.P. 4200/-
<b>Security Officer</b>	(i) Bachelor's Degree in any discipline (ii) At least 10 years' experience in Armed Forces/Paramilitary Forces/Police/Any Other Govt Organisation/ PSU/ Govt Autonomous Body and not below the rank of Sub Inspector or equivalent.	Upto 40 Years	9300-34800(PB.II) G.P. 4200/-
<b>Sr. Stenographer</b>	Bachelor degree with minimum of 100 wpm of shorthand and minimum typing speed of 40 wpm with 5 years of relevant experience. Knowledge of office application, computer & secretariat practices.	Upto 30 Years	9300-34800(PB.II) G.P. 4200/-
<b>Jr. Superintendent</b>	Bachelor's degree with 5 years of relevant experience, out of which at least 3 years' experience at the level of upper division clerk, senior office assistant. Knowledge of office applications of computer & secretariat practices.	Upto 32 Years	9300-34800(PB.II) G.P. 4200/-
<b>Sr. Lib. Information Assistant</b>	(i) Bachelor's degree from a recognized university (ii) Bachelor's degree or equivalent diploma in Library and Information Science of recognized university/ institute (iii) Experience of at least two years in a Library about issue /return system, record keeping, maintenance, automation (iv) working knowledge of library automation software	Upto 32 Years	9300-34000(PB.II) G.P. 4200/-



<b>Technical Asstt (Gr.II)</b>	<p>4 years Bachelor's degree in relevant discipline with 4 years of experience. OR 3 years Bachelor's degree in relevant discipline with 5 years of experience. OR 3 years Diploma in relevant discipline with 6 years of experience. Experience should be from educational / research Institute/ Industrial. (ii) Knowledge of computer applications..</p>	Upto 32	<p>9300- 34000(PB.II) G.P. 4200/-</p>
<b>Medical Assistant</b>	<p>BSc. Degree in Nursing with 4 years nursing experience in a Govt./Semi Govt./PSU/Private Hospital of repute OR Diploma in General Nursing or Midwifery with 5 years of experience in a Govt./Semi Govt./PSU/Private Hospital of repute OR Nursing Technical Course conducted by Directors of Medical Services/Army/Navy/Indian Air Force and recognized by Ministry of Health and education Family Welfare (Deptt. of Health) which is equal to Male Nursing in Civil with at least 10 years of experience in the relevant field in a Govt./Semi Govt./PSU/Private Hospital of repute</p>	Upto 32 Years	<p>9300- 34000(PB.II) G.P. 4200/-</p>

**Group-C**

<b>Security Assistant</b>	(i) Bachelor's degree in any discipline (ii) Experience of at least 3 years as a security staff in a Govt/PSU/Similar organization.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Upper Division Clerk (UDC)</b>	(i) Bachelor degree with three years' experience at the level of LDC or equivalent (ii) Knowledge of office applications of computers	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Office Assistant(Gr.I)</b>	(i) Bachelor's degree in any discipline (ii) Relevant experience of 3 years (ii) Knowledge of office applications of computers.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Lower Division Clerk (LDC)</b>	(i) Bachelor's degree in any discipline (ii) Knowledge of office applications of computers	Upto 27 Years	5200-20200(PB.II) G.P. 1900/-
<b>Dy. Accounts Assistant</b>	(i) Bachelor degree in Commerce or equivalent with relevant experience of three years. Working knowledge of central govt. rules relating to accounts, audit, budget, service conditions, treasury and finance.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Library Assistant</b>	(i) Bachelor's degree from a recognized university (ii) Bachelor's degree or equivalent diploma in Library and Information Science of recognized university/ institute (iii) working knowledge of library automation software.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Technical Assistant</b>	(i) Three years diploma in engineering or three years degree in relevant field with 3 years of relevant work experience OR (10+2) with Govt. approved /recognized ITI course of 12 months duration in relevant field with 5 years of work experience (ii) Knowledge of computer applications.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Lab Assistant</b>	(i) B.Sc degree in science OR Diploma in Engineering of 3 years duration with one year experience OR (10+2) with Govt. approved/ recognized ITI course of 12 months duration in appropriate field with 3 years of relevant experience (ii) Knowledge of computer applications.	Upto 30 Years	5200-20200(PB.I) G.P. 2000/-



<b>Care Taker</b>	Bachelor's degree and diploma in human resource management / hotel management or equivalent with three years relevant experience. Knowledge of computer applications.	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-
<b>Driver</b>	Sr. Secondary (10+2) pass with Driving License of both heavy and light duty vehicles with 03 years of driving and maintenance experience OR 10+2 pass with ITI course with license for both heavy and light duty vehicles with 02 years of relevant experience.	Upto 30 Years	5200-20200(PB.I) G.P. 1900/-
<b>Electrician</b>	Diploma in electrical / relevant field of at least one year duration from Govt. approved/recognized Institute with three years' experience OR Matriculation with ITI Course of 12 months duration in appropriate field from Govt. approved/recognized Institute with 5 years of relevant experience.	Upto 30 Years	5200-20200(PB.I) G.P. 1900/-
<b>Plumber</b>	Matriculation plus ITI Course or equivalent of 12 months duration in appropriate field from Govt. approved/recognized Institute with 5 years of relevant experience	Upto 30 Years	5200-20200(PB.I) G.P. 1900/-

## 14. Other Categories of Appointments

### 14.1 Appointment on Deputation

The Institute shall have the power to appoint persons on deputation in the interest of the Institute. For Group A positions, the Chairman BOG will have the power to approve the appointment on deputation on the recommendation of the Director. The same will be reported to the Board in the meeting subsequent to the appointment approved by the Chairman. For rest of the positions, the Director will be empowered to make the appointment on deputation.

### 14.2 Appointment of Consultants

In the interest of the Institute, the Director may appoint professionals, specialists and senior administrative and other technical officers as consultants on terms laid down by the Board as amended from time to time OR as per the provisions prescribed by the Central Government. For appointment of consultants with annual consultancy charges less than the total emoluments of the entry level of Group A officer in a year, the Director will be the appointing authority and for all other cases the Director will recommend the cases to the Chairman, BOG who will be the approving authority in such cases. Total emoluments means the basic pay+ grade pay + dearness allowance + house rent allowance + transport allowance.

### **14.3 Appointment on Contract**

The appointing authority may approve the appointment of a person on contract against a sanctioned and vacant post if the due procedure is followed for recommending the name of the person for a period not exceeding 5 years, with the provision of renewal for further period on such terms and conditions as may be decided in each case on merit.

### **14.4 Re-employment**

The Board, on the recommendations of Director may consider in the interest of the Institute for any member of the Group 'A' staff and Director with its own discretion consider other staff, as it may find necessary, to re-employ after the date of superannuation on a consolidated pay as decided by Board or Director as the case may be but not exceeding the age of 70 years. Initially the re-employment shall be for a period of 3 years and may be extended for another two years or upto the age of 70 years, whichever is earlier.

### **15 Agreement of Service**

A contractual employee of the Institute shall be required to execute an agreement on the prescribed format (specified by the Institute).

### **16 Basic Terms and Conditions of Service of Employees to be mentioned in the appointment offer**

#### **16.1 Medical Fitness:**

Every appointment shall be subject to the condition that the appointee is certified as being in sound physical and mental health and is declared fit for service by a medical authority appointed by the Director. Provided that the Appointing authority may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

#### **16.2 Probation:**

All permanent appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, will continue to hold his/her office till the end of the month in which he attains the age of superannuation except when he leaves the service of the Institute of his own or he is removed/dismissed from the service as a result of departmental proceedings according to the rules in force in this regard.

#### **16.3 Extension of Probation:**

The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary by not more than one year. Provided that if, it is not formally extended, he/she shall be deemed to have confirmed after 60 days from the date of completion of probation period after completing all the formalities. The appointing authority shall have the power to terminate the services of any member of the staff without



assigning any reason by giving one month notice or equivalent salary in lieu thereof during the period of probation.

#### **16.4 Confirmation after Probation:**

A probationer may be confirmed after he has successfully completed the period of probation including any extended period of probation. A formal order of confirmation shall be issued.

**16.5** The appointing authority shall have the power to terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, on medical grounds or otherwise, if it is certified by the medical authority appointed by the appointing authority for the post, that his/her retention in service is considered undesirable by such appointing authority.

**16.6** An employee of the Institute may terminate his engagement with the Institute services by giving to the appointing authority 3 months' notice, provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

**16.7** The Board shall have the power to restructure the staff requirement of the Institute keeping in view the needs of the time including further recommendation of economy and dispense with the services of any member by giving to the persons concerned six months' notice in writing or on payment of six months' salary in lieu thereof.

#### **16.8 Code of Conduct**

All employees of the Institute are bound to follow the conduct rules of the Institute.

#### **16.9 Declaration of moveable and immoveable properties and assets**

All the permanent employees will be required to declare their moveable and immoveable properties and assets at the time of joining the Institute and also yearly, by January 30<sup>th</sup> for the preceding calendar year.

#### **16.10 Leave Rules**

The employee will be governed by the leave rules of the Institute.

#### **16.11 Duties**

The duties of an employee shall be as prescribed for the post and as may be assigned by the authorities of the Institute from time to time.

#### **16.12 Traveling Allowance (TA) on Joining and superannuation /retirement**

TA on joining the Institute on the first appointment at the Institute OR superannuation OR retirement from the services of the Institute will be admissible as per Institute rules in vogue.

### **16.13 Character Certificate**

On initial appointment, the employee shall be required to produce a character certificate at the time of joining the duty from a 1st class Magistrate or a Gazetted Officer of Central/ State Government. In the case the employees was already serving in a government /semi-government /autonomous body funded by the government / PSU, the character certificate will not be required.

### **16.14 Retirement Benefits**

As applicable from time to time, as per Institute norms.

### **16.15 Age of Superannuation**

As specified by the MHRD for the post from time to time.

### **16.16 General terms**

All other terms and conditions of service, rules of discipline and conduct as contained in the Memorandum of Association and the Rules and Orders framed thereunder shall be applicable to the employee.

## **17. Service Conditions of Temporary Employees**

The terms and conditions of the temporary employees will be as per the conditions mentioned in the appointment order approved by the appointing authority. Services of a temporary employee can be terminated by the appointing authority at any time by giving one month written notice or one-month salary in lieu thereof. A temporary employee can also leave the service by giving one month's written notice. In case where the Director finds necessary, he may waive off the requirement in full or in part. For appointments of duration six months or less, the notice period from either side will be fifteen days.



BOG/2013:01:12	<p><b>Proposal for amendments in the CPDA utilization rules.</b></p> <p>Certain amendments in the utilization rules for Professional Development Allowance are being proposed for the consideration of the Board of Governors.</p> <p>MHRD, GOI vide its letter F. No. 23-1/2008-TS.II dated 18 Aug 2009 included the CPDA for Rs. 3 lakhs for every block period of 3 years (Rs. One lakh per year) in the service conditions of faculty members. The same was adopted by the Board with no additional conditions on the utilization of CPDA in a block of three years. Presently the grant is being utilized for the following purposes –</p> <ul style="list-style-type: none"> <li>(i) Attending national/international conference for oral presentation of paper /chairing a session/ delivering an invited talk/ contributory talk.</li> <li>(ii) Attending workshops</li> <li>(iii) Membership of professional societies</li> <li>(iv) Purchase of books for the purpose of teaching /research</li> <li>(v) Purchase of stationery</li> </ul> <p>It is proposed to add the following items for utilization –</p> <ul style="list-style-type: none"> <li>(vi) Purchase of laptop, hard disk and flash memory</li> </ul> <p>Further, it is proposed that 25% of the amount payable to a faculty for teaching a summer course be credited to his/her CPDA account and remaining 75% to be paid to him/her.</p> <p>The Board of Governors is requested to consider the same for approval.</p>
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BOG/2013:01:13	<p><b>Proposal for an amendment in the reimbursement of the moving expenses of Individuals on Joining the Institute on initial appointment.</b></p> <p>The Board of Governors of the Institute had approved the following rule related to reimbursement of moving expenses of individual on joining the Institute on Initial appointment vide Agenda Notes No. BOG/2006-07:03.8.</p> <p>"3. For those who join the Institute for the first time from within India OR unemployed or from organizations other than those specified in SI No. 2 above, be paid some compensation based on individual merit on a case to case basis with the approval of Board of Governors."</p> <p>Para 3 of the rules is proposed to be amended as follows –</p> <p><i>"3. For those who join the Institute for the first time from within India and unemployed or not employed in organizations other than those specified in SI No. 2 above be paid train/air fare/road fare ( as per the entitlement on the grade pay) and reimbursement for transportation of domestic goods as applicable to his/her Grade Pay as per Central Govt rules from the place of his permanent residence or from the place of his last employment/residence as the case may be."</i></p> <p>The other terms and conditions of the rule will remain unchanged.</p> <p>The Board is requested to consider the proposal for approval.</p>
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BOG/2013:01:14	<p>Proposal for re-imbursement rules on travel expenses</p> <ul style="list-style-type: none"> <li>(i) Local travel and food expenses reimbursement on the declaration by the claimant subject to the maximum admissible amount as per the Grade Pay.</li> <li>(ii) Charges for booking of Hotels (within India and abroad) and Air/Train tickets through Travel Agents to be reimbursed.</li> <li>(iii) Exemption from producing boarding pass of airline for a proof of journey.</li> </ul> <p>The Board of Governors is requested to consider above proposals for approval.</p>
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BOG/2013:01:15	<p><b>Ratification</b></p> <p><b>(1) Approval for transportation compensation granted to Dr. Sujoy Mukherjee for Rs. 21000/- by the Director on his initial appointment as Assistant Professor.</b></p> <p>The decision to grant compensation for transportation of personal effects from his previous duty station.</p> <p><b>(2) Approval accorded by the Chairman for a study Leave for 2 years to Mr. KKS Pandian, Research Engineer to pursue Ph.D at IIT Patna.</b></p> <p>The Board of Governors is requested to ratify the decisions taken by the Director and the Chairman.</p>
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BOG/2013:01:16	Reporting items
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(i) **Appointment as Visiting Faculty –**

**Mr. Akio Haga** has been offered the position of Visiting Professor (Japanese Language)

**Education (1962-69)** – M.A., Tokyo University of Foreign Studies - Special Studies on Urdu, Hindi, Persian and Arabic Languages.

**Experience** – Served as editor in Japanese Publishing Company - Kodansha (1969- 2003).

**Publication** – Seven Books on Asian and Indian Subjects published between 1991-2012.

**Teaching Experience** – Serving as Faculty in Mahatma Gandhi Hindi University, Wardha, since 2011.

**DOB – 2-6-1942**

**Mrs. Izumi Haga** has been offered the position of Visiting Scholar (Design Discipline)

**Education (1962-69)** – M.A., Tokyo University of Foreign Studies - Special Studies on Urdu, Hindi, Persian and Arabic Languages.

**Experience** – Served as editor in Japanese Publishing Company - Kodansha (1969- 2003).

**Publication** – Seven Books on Asian and Indian Subjects published between 1991-2012.

**Teaching Experience** – Serving as Faculty in Mahatma Gandhi Hindi University, Wardha, since 2011.

**DOB – 8-6-1974**

(ii) **Court Cases** Following are the legal cases disposed off/pending in Honourable High Court of Madhya Pradesh, Jabalpur as on date :-

Case No	Filed By	Matter Involved	Status
WP/11552/2008	Sateyndu Mohan Srivastava	Service Matter related to withdrawal of resignation	Decision in favour of Institute
WP/1848/2012	Abhay Kushwaha and Others	Academic Programme Termination Cases	Court directed the students to re-appeal to the Senate and the Senate to consider the case sympathetically in view of amendments in the rules of termination of students' academic programmes
WP/18340/2012	Dr S.S. Lamba & Others	Service Matter related to Promotion under CAS without facing selection Committee	Pending
	Shri Ritesh Tandon	For non-award of tender for Security Agency	Petition not admitted

BOG/2013:01:17	Any other agenda with the permission of the Chairman