

- (x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- (xi) To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- (xii) To institute, Fellowships, including, Traveling, Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- (xiii) To amend and receive payment of fees and other charges.
- (xiv) To appoint such committees for such purpose and with such powers as the Board of Governors may think fit and to co-opt such persons on these committees as it thinks fit.
- (xv) To appoint Auditors for the ensuing year.
- (xvi) To open account or accounts of the Institute with any one or more scheduled banks and to lay-down the procedure for operating the same.
- (xvii) To manage the Finances, accounts, investments, moveable properties, business and all other administrative affairs of the Institute.
- (xviii) To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc.
- (xix) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- (xx) To draw and accept and make and endorse, discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- (xxi) To transfer or accept transfers of any moveable property on behalf of the Institute.
- (xxii) To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- (xxiii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute.

- (xxiv) To execute in consultation with the Holding Trustees (if any) conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the institute or to be acquired for the purposes of the Institute.
- (xxv) To appoint, in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- (xxvi) In consultation with the Holding Trustees (if any), to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- (xxvii) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- (xxviii) To maintain a fund to which shall be credited
- (xxix) All money provided by the Central or State Governments/University Grants Commission.
- (xxx) All fees and other charges received by the Institute.
- (xxxi) All money received by the Institute in any other manner or from any other source.
- (xxxii) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- (xxxiii) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations/Byelaws.
- (xxxiv) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws, such pension, insurance, provident fund and gratuity as it may, deem fit for the benefit of the employees of the institute and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the Institute.



- (xxxv) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Director of the Institute or any other person.
- (xxxvi) To establish, on the advice of the Academic Council Divisions and Disciplines for the academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.
- (xxxvii) To conduct examinations or tests for admission to the courses taught in the institute ,to conduct examinations for Degrees and diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- (xxxviii) To establish, maintain and manage hostels for the students of the Institute.
- (xxxix) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- (xl) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.
- (xli) The Board of Governors shall be the principal executive body, of the Institute and shall have *the powers to* take all necessary decisions for the smooth and efficient functioning of the Institute.
- (xlii) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and

(12.1)(b) **Composition of the Board of Governors**

The Board of Governors shall consist of:-

- (i) Chairman of the Institute, Chairman
- (ii) Deans of Faculties (if any) not exceeding three by rotation and on seniority
- (iii) Three nominees of the Chairman of the Institute
- (iv) One nominee of the Chairman, UGC

- (v) One nominee of the Government of India
- (vi) One nominee of the funding agency/agencies
- (vii) Three Teachers (Professor, Associate Professor, Assistant Professor) (by rotation) according to seniority
- (viii) One nominee of the sponsoring Society
- (ix) The Registrar shall be the non-Member Secretary

**(12.1)(c) Terms of Membership**

All the members of the above body other than ex-officio and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment. Members of teaching staff in the above body shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

**(12.1)(d) Meeting of the Board of Governors**

(i) The Board of Governors shall meet atleast four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Governors and a copy of the proceedings of each meeting shall be furnished to the Chairman of the Institute as soon as possible after the meeting.

(ii) Five persons shall form quorum for the meeting of the Board.

(iii) Each member of the above Body including its Chairman shall have one vote, and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

(iv) Every meeting of the above Body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst themselves *shall preside over the meeting.*

(v) Any business which it may be necessary for the above Body to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board. If a member other than the Director or those representing the teachers accepts a full time appointment in the Institute or he does not attend three consecutive meetings of the Board of Governors without proper leave of absence, he shall cease to be a member of the above Body.



**(12.1)(e) Constitution of Standing Committee and Appointment of Ad-Hoc Committee by the Board of Governors**

(i) Subject to the provision of the Rules/Bye-laws of the institute, the Board of Governors may by a resolution constitute such, standing Committee or co-Committee or Ad-hoc. Committee or Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the Institute or for inquiring into reporting and advising upon any matter of the Institute.

(ii) The Board of Governors may co-opt such persons on the standing Committees or ad hoc Committees as it may consider suitable.

**(12.1)(f) Delegation of Powers of the Board of Governors**

The Board of Governors may by a resolution, delegate to the Chairman, Director or any other officer of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Chairman or the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Governors,

**12.2. The Senate**

The Senate shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Byelaws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-discipline co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

**(12.2)(a) Membership of the Senate**

The Senate shall consist of the following persons, namely:

- (i) Director of the Institute ....Chairman
- (ii) Dean of Faculties, if any
- (iii) Heads of the Disciplines of the Institute if any

(iv) Ten Professors other than the Heads of the Disciplines (by rotation and on seniority).

(v) Three Associate Professors from the Disciplines other than the Heads of the Disciplines by rotation in the order of seniority nominated by the Director.

(vi) Three Assistant Professors from the Disciplines by rotation in the order of seniority nominated by the Director.

(vii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman.

(viii) Three persons who are not members of the teaching staff co-opted by the Senate for their specialized knowledge. The term of members other than ex-officio members shall be two years. They shall not be eligible further unless everyone has completed one term.

#### **(12.2)(b) Powers and Functions of the Senate**

The Senate shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education teaching and training, inter-Discipline co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws. It shall have the following specific powers and duties;

The Senate shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it have the following powers and duties viz.

(i) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.

(ii) To promote research within the Institute, acquire reports on such researches from time to time.

(iii) To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.

(iv) To make arrangements for the conduct of examinations in conformity with the byelaws.



- (v) To maintain proper standards of the examinations.
- (vi) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of *the Institute*.
- (vii) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (viii) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (ix) To suggest measures for Discipline co-ordination.
- (x) To make recommendations to the Board of Governors on:
  - (xi) Measures for improvement of standards of teaching, training and research.
  - (xii) Institution of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc.
  - (xiii) Establishment or abolition of Disciplines/centres and (n) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of 'fellowships and studentships, free ships, concessions, attendance etc.
  - (xiv) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors.
  - (xv) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governors) as the circumstances on each case may require.
  - (xvi) To take periodical review of the activities of the Disciplines/Centers and to take appropriate action (including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instruction.
  - (xvii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.

(xviii) To recommend institution of Teaching posts, Professors, Associate Professors, and Assistant Professor to the Board of Governors.

**(12.2)(c) Meeting of the Senate**

- (i) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of the Senate.
- (ii) Any business which may be necessary for the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the members of the Senate, have their views in favour of the Resolution.
- (iii) The Senate shall meet as often as may be necessary but not less than three times during the academic year.
- (iv) One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate.
- (v) Any business which it may be necessary for 'the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that atleast one half of the total number of the members of the Senate have recorded their views on the Resolution.
- (vi) Director; if present shall preside at every meeting of the senate. In his absence, the Deputy Director shall preside and in absence of both the Director and the Deputy Director, the senior most Professor shall preside over the meeting of the Senate.

**12.3 Finance Committee**

**(12.3)(a) Composition of the Finance Committee.**

The Finance Committee shall consist of the following members:

- (i) Chairman of the Institute — Chairman
- (ii) A person nominated by the Chairman
- (iii) Two nominees of the Board of Governors, one of whom shall be a member of the Board
- (iv) A representative of the UGC
- (v) A representative of the Central Govt.



**(12.3)(b) Terms of Office of the Members of the Finance Committee**

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

**(12.3)(c) Powers and Functions of the Finance Committee**

- (i) The Finance Committee shall meet atleast twice a year to examine the accounts and to scrutinize proposals for expenditure.
- (ii) The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Governors together with the comments of the Finance Committee for approval.
- (iii) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- (iv) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- (v) To recommend to the Board of Governors the creation of all types of posts.
- (vi) Four members of the Finance Committee shall form the quorum.

**12.4 Building & Works Committee**

**(12.4)(a) Composition of the Building & Work Committee**

The Building and Work Committee shall consist of the following persons, namely.

- (i) The Director shall be the ex-officio Chairman of the Committee;
- (ii) One person nominated by the Central Government;
- (iii) One person nominated by the Board from amongst its members; and
- (iv) Dean, Planning & Development
- (v) A Civil Engineer not below the rank of Superintending Engineer in the Govt./ Govt. Agency nominated by the Board.

- (vi) An Electrical Engineer not below the rank of Superintending Engineer in the Govt./ Govt. Agency nominated by the Board.
- (vii) The Officer In-Charge of Estate of the Institute shall be the ex-officio Secretary.

***(12.4)(b) Meetings of the Building and Works Committee***

- (i) In emergent cases the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by him to the Committee and the Board at the next meeting of the Committee and the Board.
- (ii) This Committee shall meet as often as necessary but at least twice a year.
- (iii) Four members shall form a quorum for a meeting of the Committee.
- (iv) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of the Committee.
- (v) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

**(12.4)(c) Powers and Functions of the Building & Works Committee**

The Building and Work Committee shall discharge the powers and responsible for the following functions:

- (i) It shall function under the directions of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and financial sanction.
- (ii) It shall have the power to give the necessary administrative approval and financial sanction for all construction works and work pertaining to the maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.
- (iii) It shall cause to be prepared estimates of cost of building and other capital work, minor works, repair, maintenance and the like.
- (iv) It shall be responsible for making technical scrutiny of each work as may be considered necessary by it.
- (v) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for Discipline works where necessary,



(vi) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.

(vii) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.

## 12.5. **Planning & Monitoring Board**

The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute. The Director of the Institute shall be the Chairman of the Planning & Monitoring Board. It may include six or seven internal members and a few outside experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Bye-laws.

The Planning & Monitoring Board would have the right to advise the Board of Governors and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institute.

The recommendations of the Planning & Monitoring Board shall be placed before the Board of Governors for consideration and approval. Proposals relating to academic matters may be processed through the Senate.

## 12.6. **Advisory Committee**

For a period of first ten years the institution will have an Advisory Committee under the Chairmanship of a person nominated by the Commission from among members of the Commission including Vice Chairman. The Advisory Committee will include the Head of the Institution and its senior faculty alongwith one/two experts nominated by the UGC to help its academic planning and growth.

## 13. **Selection Committee**

### (a) **Composition of the Selection Committee(s)**

There shall be a Selection Committee for making recommendations to the Board of Governors for appointment to the posts of Professors, Associate Professors and Assistant Professors in the Institute and such other posts as may be prescribed by the Bye-laws. Selection Committee shall consist of the following members:-

(aa) In the case of all teaching/scientific/academic staff in the scale of the post of Assistant Professor and above, the Selection Committee shall consist of:

(i) Director	Chairman
(ii) One nominees of the Board	Member
(iii) Two Experts nominee of the Senate	Members
(iv) One Expert nominee of the Senate	Member
(v) Head of the Discipline concerned	Member

(ab) (In place of one of the nominees of the Board, if the post for which selection is being made in lower in status than the occupied by the Head of the Discipline).

(ac) In the case of teaching posts and scientific/ academic staff below the scale of the post of Assistant Professor, the Selection Committee shall consist of:

(i) Director	Chairman
(ii) Two Experts as nominees of the Board	Members
(iii) One Expert as nominee of the Senate	Member
(iv) Head of the Discipline concerned	Member

(ad) In the case of non-teaching posts such as Deputy/ Assistant Registrar, Accounts Officer, Audit Officer, Estate Officer and Medical Officer, the Selection Committee shall consist of:

(i) Director	Chairman
(ii) Two Experts as nominees of the Board	Members
(iii) Registrar except for the post of Registrar	Member

(ae) In the case of all other posts, the Director may at his discretion, constitute such selection Committees as may be considered appropriate by him.

**(b) Procedure Followed by Selection Committee (s)**

(i) The Selection Committee shall examine the credentials of all persons who have applied 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 Board of the Director as the case may be, the names of the selected candidates being arranged in order of merit.

(ii) The meetings of the Selection Committee will be convened by the Chairman, of the Selection Committee as and when necessary.

(iii) Three members of the Selection Committee shall form the quorum, consisting of at least one expert.

(iv) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that if any meeting of the Selection Committee is found necessary, the Registrar/designated person 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.

(v) 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.

(vi) Candidates selected for interview for a post under the Institute may be paid such traveling allowances as may be determined by the Board from time to time.

(vii) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.

(viii) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Institute and all applications received within the date specified in the advertisement shall be considered by the Selection Committee. It may for sufficient reasons consider any application received after the date so specified.

(ix) All appointments made at the Institute shall be reported to the Board at its next meeting. If the Board of Governors is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the Chairman whose decision shall be final in the matter.

(x) There shall be a Selection Committee for making recommendations to the Board of Governors for appointment to the posts of Professors, Associate Professors and Asst. Professors in the Institute and such other posts as may be prescribed by the Bye-laws.

### **(c) Meetings**

(i) The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.

(ii). Four members of the Selection Committee shall form the quorum, consisting of atleast two experts.

(iii) If the Board of Governors is unable to accept the recommendations of the Selection Committee. it shall record its reasons about it and submit the case to the Chairman whose decision shall be final in the matter.

#### 14. **Board of Studies**

(a) There shall be one Board of Studies for each Discipline of the Institute.

(b) The Board of Studies of each Discipline shall consist of:

(i) Head of the Discipline Chairman

(ii) All Professors of the Discipline.

(iii) Two Associate Professors of the Discipline by rotation according to seniority.

(iv) Two Assistant Professor of the Discipline by rotation according to seniority.

(v) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

The powers and functions of the Board of Studies shall be prescribed by the Byelaws of the Institute.

#### 15. **Grievance Redressal Machinery**

For individual grievance and complaint, Institution shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

#### 16. **Officers of the Institute**

The following shall be the officers of the Institute:

(a) **Chairman**

The Institute shall have a Chairman who by virtue of his office be the Head of the Institute and shall when present preside over the meetings of the Board of Governors and convocations of the Institute. He shall be appointed by the sponsoring Society/Govt. and shall hold office for a period of 5 years.



Where power is conferred upon the Chairman to nominate persons to authorities, the Chairman shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objectives of the institute.

(b) **Director**

(ba) **Appointment of the Director**

(i) The Director shall be a whole time salaried officer of the Institute. He shall be principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting of instruction and maintenance of discipline therein.

(ii) He shall be appointed by the Central Government on the recommendation of a Search cum Selection Committee constituted for this purpose. The Director shall hold office for a term of 5 years. A person appointed as Director shall retire from office during the tenure office. When he completes the age of 65 years.

(iii) If the office of the Director becomes vacant due to death, resignation or otherwise and in his absence due to illness or any cause, the Deputy Director or if there is no Deputy Director, the senior most Dean or the senior most Professor shall perform the duties of the Director until a new Director is appointed or existing Director resumes duties. Deputy Director shall retire from office during the tenure office when he completes the age 65 years.

(iv) The Director of the Institute shall be appointed on such terms and conditions as may be laid down by the bye-laws and shall exercise such powers and perform such duties as may be assigned to him under the bye-laws or by the Director.

(v) *Finance Officer and such other officers as may be prescribed in the Bye-laws.*

(bb) **Powers & Functions of the Director.**

(i) The Director shall be the principal executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.

(ii) The Director may, if he is of the opinion that immediate action is called for on any matter exercise the power conferred upon any authority of the Institute under the Memorandum of Association and the Rules/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matter.

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Director under the said clause he shall have the right to appeal against such action to the Board of Governors within 30 days from the date on which such action is communicated to him and thereupon the Board of Governors may confirm or reverse the action taken by the Director.

(iii) The Director, unless otherwise provided, shall be the ex-officio Chairman of the Senate and the Building and Works Committee.

(iv) The Director shall have the powers to employ technical staff on short-term contract basis within the overall budgetary allocation of the Institute and with the approval of the Finance Committee.

(v) The Director shall have the powers to send members of the staff for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.

(vi) The Director shall have the powers of a Head of Discipline for purposes of Rules in the Account Code, the Fundamental and Supplementary Rules and other Rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.

(vii) It shall be duty of the Director to ensure that the provision of the Memorandum of Association, the Rules and Byelaws of the Institute are faithfully observed and implemented and he shall have all the necessary powers in this regard.

(viii) The Director shall exercise general control over the affairs of the Institute *and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.*

(ix) All power relating to the proper maintenance and discipline of the Institute shall be vested in the Director.

(x) The Director shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.



(xi) The Director shall exercise all other powers as may be delegated to him by the Board of Governors.

(xii) The Director shall have the powers to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Governors.

(xiii) The Director shall have the powers to convene or cause to be convened meeting of the various bodies of the Institute.

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

(xv) In exceptional cases, subject to availability of funds, the Director shall have the powers create temporary posts with the approval of the Chairman, of not more than two years duration on approved scales of pay under report to the Board provided that no such post, for which the Director is not the appointing authority, shall be so created.

(xvi) The Director may during his absence from headquarters, authorize the Deputy Director or one of the Deans or the senior most Professor present, to sanction advances for traveling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorize to the Deputy Director or one of the Deans or the senior most Professor present, by him in writing.

(c) **Registrar**

(ca) **Appointment of the Registrar**

(i) *The Registrar shall be a whole-time salaried officer of the Institute.*

(ii) Registrar shall be appointed by the Board of Governors on the recommendations of a Selection Committee consisting of the following:

- |  |                 |
|--|-----------------|
| 1. Director                                      | <b>Chairman</b> |
| 2. One nominee of the Central Government         | <b>Member</b>   |
| 3. One nominee of the Board of Governors         | <b>Member</b>   |
| 4. An Expert nominated by the Board of Governors | <b>Member</b>   |

(iii) The emoluments and other terms and conditions of service of the Registrar shall be as may be determined by the Board of Governors with the Registrar shall be as may determined by the Board of Governors with the approval of the Central Government.

(iv) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.

(cb) **Powers and Functions of the Registrar**

(i) The Registrar shall be In-charge of Administration of the Institute and directly responsible to the Director of the Institute.

(ii) The Registrar shall be the ex-officio Secretary of the Board of Governors and the Senate but shall not be deemed to be a member of any of these authorities.

(iii) The Registrar shall be the custodian of the records, funds of the Institute and such other property of the Institutes as the Board of Governors may assign to him.

(iv) The Registrar shall perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Director from time to time.

(d) **Finance Officer**

The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed by the Board of Governors, preferably on deputation from a panel of names submitted by the State Govt./Central Govt. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Byelaws. The Finance Officer shall work under the supervision of the Director and is accountable to the Board of Governors through the Director. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Director for financial matters.

Subject to the control of the Board of Governors to manage properly and investment of the institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Governors.

17. **Head of the Disciplines**

(i) There shall be a Head of the Discipline for each of the Discipline In the Institute who shall be appointed by the Director from amongst the Professor of the Discipline.



(ii) Provided that if there is no Professor in the Discipline the Director may appoint a Associate Professor as Head of the Discipline.

(iii) Further provided that when in the opinion of the Director the situation so demands, the Director may himself/herself take temporary charge of a Discipline or places under the charge of the Deputy Director or a professor from another Discipline for a period not exceeding six months.

(iii) The term of appointment of the Head of the Discipline shall normally be 3 years and he shall be eligible for reappointment for one more term.

The powers and function of the Head of the Discipline shall be prescribed by the bye-laws of the Institute.

#### 18. **Seniority List**

(a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the Institute by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in grade and in accordance with such other principles as the Board of Governors may from *time to time prescribe*.

(b) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

(c) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final.

#### 19. **Delegation of Powers**

Subject to the provisions of these Rules and Bye-laws any officer or authority of the Institute may delegate his or its power to any other officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

20. **Dispute as to Membership**

If any question arises, whether any person has been duly elected or appointed as or is entitled to be a member of any authority or any Committee to the Institute, the matter shall be referred to the Chairman of the Institute, whose decision thereon shall be final.

21. **Right of Central Government to Inspect the Institution**

(a) The Government of India, shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Institute and, if *necessary*, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.

(b) The Government of India, shall, in every case, give notice to the Institute of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Institute shall have the right to make such representations to the Government of India as it may consider necessary.

(c) Where an inspection or inquiry has been caused to be made by the Government of India the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

(d) The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute, to the Director of the Institute who shall communicate the same to the Board of Governors.

(e) The Board of Governors shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry

(f) Where the Board of Governors does not, within a reasonable time, take any action to the satisfaction of the Government of India, the Government of India may after giving due consideration to the explanation furnished or representation made by the Board of Governors to it, issue such directions as it may think fit and the Board of Governors shall comply with such directions.

22. **Review of the Academic Activities of the Institute**

(a) The functions of the Institute shall be reviewed after a period of every 5 years or *even earlier, if necessary, by a Committee appointed by the University Grants Commission.*



(b) The report of the Committee shall be considered by the Commission. In the event of an adverse appraisal of the Institute, the Commission shall direct the Institute to take immediate remedial measures. In the event of non-compliance of the Commission's directions within the specified period as determined by the UGC in this respect, the Commission shall have the right to recommend to the Government of India for the revocation of the Notification issued earlier declaring an Institution as deemed to be university.

23. **Resignation**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Director as the case may be or the Chairman of the Board of Governors.

24. **Validation of Certain Acts, Decisions**

No Act or proceedings of any authority or anybody or any Committee of the Institute shall be invalid merely by reason of:

- (a) Any vacancy therein or any defect in the constitution thereof, or
- (b) Any defect in the nomination of appointment of a person acting as a member thereof, or.
- (c) Any irregularity in its procedure not affecting the merits of the case.

25. **Disqualification**

(a) A person shall be disqualified for having **chosen as and for** being a member of any of the authorities of the Institute:

- (i) If he is of unsound mind or is **deaf or mute**.
- (ii) If he is a **Un discharged insolvent**.
- (iii) If he has been convicted by a **court of law of an offence** involving moral turpitude.

(b) If any question arises as to whether **a person is or has** been subjected to any disqualification mentioned above, the **question shall be referred** for decision to the Chairman and his decision shall be final and **no suit or proceeding** shall lie in any civil court against such decision.

**26. Filling of Casual Vacancies**

Casual vacancies among the members (other than ex-officio members) of any authority or any other Committee of the Institute shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or Committee for the residual term for which the person whose place he fills would have been a member.

**27. Bye-laws**

Subject to the provisions of the Memorandum of Association and the Rules, the Board of Management shall in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters:

- (a) Establishment of Disciplines of teaching and halls of residence;
- (b) The admission of students to the Institute and their enrolment as such
- (c) The courses of study to be laid down for all degrees, diplomas and certificates of the Institute
- (d) The grant of academic awards (such as degrees and diplomas) and distinctions;
- (e) The fees to be charged for courses of study in the institute and for admission to the examination, degrees, diplomas and certificates of the Institute.
- (f) The institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (g) The conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (h) The management of hostels, students facilities and support systems and maintenance of discipline among the students;
- (i) The maintenance of discipline among the employees of the Institute ;
- (j) The conditions of residence and health of students of the Institute ;
- (k) The classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the teaching staff of the Institute;



(l) The classification, emoluments, methods of appointment, and the determination of the terms and conditions of service of the teaching and non-teaching staff of the Institute and qualifications and recruitment rules thereof with the prior approval of the Central Government;

(m) The establishment of special centres,

(n) The creation, composition and functions of any committee or body, which is considered necessary for the work of the Institute;

(o) The preparation and submission of budget estimates;

(p) The procedure for convening of meeting of any authority or committee;

(q) The laying down of procedures to be observed at any meeting of any authority or any committee

(r) To constitute any other body as an authority of the Institute.

(s) All other matters which by this Memorandum or the Rules may be provided for by the Bye-laws provided that no Bye-laws shall be made *affecting* the condition of residence, health of disciplines of student, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

28. **Interpretation Clause**

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the UGC shall be final.

29. **Income and Property of the Institute to be utilized for its objects only**

The income and property of the Institute howsoever derived shall be utilized solely for promoting the objects of the Institute as set out in this Memorandum of Association.

30. **Bar on Payment of Transferring of the Income and Property of the Institute by way of Profit**

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof

or other person as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.,

**31. Adjustment of Income and Property on Dissolution of the Institute**

After, on the winding up or dissolution of the Institute there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them but shall be transferred to the Institute, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

**32. Legal Proceedings**

(a) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar.

(b) No suitor legal proceedings shall lie against the Central Government or UGC or the Institute or an Officer of the Institute or a member of the authority of the Institute in respect of anything done or purported or intended to be done in pursuance or any article of Memorandum of Association or the Rules or Bye-laws made there under.

**33. Alteration, Amendments, and Additions in the Rules**

The Rules and Bye-laws of the Institute may be altered, amended and added to by the Board of Governors in accordance with the provisions of the Societies Registration Act, 1860, as in force for the time being provided any such alterations, amendments and additions in the Rules of the Institute shall become effective only after the receipt of concurrence of the Government of India.

**34. Funds, Accounts, Audits and Annual Report**

(a) The funds of the Society shall be utilized solely for the purpose of the Society.

(b) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of a particular trust or Society whether financing or sponsoring the Institute or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Governors and shall conform to the rules, if any, prescribed by the University Grants Commission/the Government of India. The accounts of the Institute will be open to examination by the Comptroller and Auditor General of the Government of India.

(c) All funds belonging to the Institute or under the control of the Board of Governors, shall be shown separately in the accounts of the Institute.



(d) Annual Reports and the Audit Reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.

(e) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General of the State concerned.

**BOG/2012:03:11**

**Regarding Appointment of Dean Academic and Dean Students**

Following names are proposed for appointment as Dean - Academic and Dean – Students.

Dr. Tanuja Sheorey, Associate Professor as Dean - Students

Dr. Vijay Kumar Gupta, Associate Professor as Dean - Academic

It is requested to approve the names for the above mentioned responsibilities.



**BOG/2012:03:12**

**Regarding Board's nominees for Building and Works Committee**

As per Clause 8 (a)(7) of composition of Building & Works Committee of PDPM- IIITDM Jabalpur Memorandum of Association a member being a Civil Engineer not below the rank of Superintending Engineer in Govt./ Govt. agency is to be nominated by the Board. The existing member Shri A. K. Varma S.E. (Civil) from CPWD (CZ) Bhopal has been transferred to Allahabad and requested to nominate any other person.

Board is requested to nominate a person under clause 8(a)(7) of Memorandum of Association for the composition of B&WC of the Institute.

**BOG/2012:03:13**

**Application of Dr. Asutosh Shrivastava and Dr. Rajesh Kumar Pandey to avail Indo-US Research Fellowship under Indo US Science and Technology Forum programme and Dr. M. Amarnath for post-doctoral offer from Inha University, South Korea**

Dr. Asutosh Shrivastava (Electronics and Communication) and Dr. Rajesh Kumar Pandey (Mathematics) have applied for leave with salary for a period of 12 months as they have been awarded a Indo-US Research Fellowship under Indo US Science and Technology Forum programme and Dr. M. Amarnath (Mechanical Engineering) has applied for leave with salary for a period of 12 months as he has been awarded a post- doctoral offer from Prof. San Kong Lee, Vibration and Signal Processing Centre, Dept. of Mechanical Engineering, Inha University, South Korea. It is proposed to consider their applications for grant of leave. Applications placed **BOG/2012/3/Annexure VI (Page 129 to 136)**



To,  
The Director,

20.06.2012

PDPM-Indian Institute for information Technology,  
Design and Manufacturing, Jabalpur.

**Subject:** Request to avail the INDO-US research fellowship starting from July for the one year.

Respected Prof. Ojha,

I, Dr. Asutosh Srivastava, Assistant Professor at your institute would request you and would be highly obliged if you allow me to avail INDO-US Research Fellowship at YALE University Electrical Engineering Department, by granting appropriate leave starting July 1/15.2012 for a duration of one year. A copy of the award letter is attached herewith for your kind information.

You have already issued a NO OBJECTION certificate dated 27th, March, 2012 for period of the fellowship (12 months) from the date of his joining the Indo-US research fellowship programme. The starting date July 1/15, 2012 will depend on the issuance date of visa and after completing necessary formalities.

Thanking you in anticipation

Best Regards,

*Ashutosh*

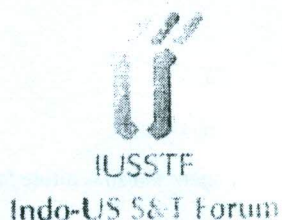
.....  
Asutosh Srivastava, Ph.D.  
Assistant Professor,  
Electronics and Communication Engineering,  
PDPM-Indian Institute of Information Technology,  
Design & Manufacturing, Jabalpur.  
Dumna Airport Road, Jabalpur-482005, India  
Email: ashutosh07@gmail.com

Tel: +91-7612632570(Ext-127); Fax: +91-7612632493  
.....

*To be placed  
in the next  
BOG meeting  
for grant of  
leave*

*ATG/oa  
20.6.2012*

R. Varadarajan  
Controller  
Ph: 23321553, 42691702  
Fax: 23321552  
E-mail:- [varada@Indoussif.org](mailto:varada@Indoussif.org)



### AWARD LETTER

IUSSTF Fellowship/2012/13- Ashutosh Srivastava

30 March 2012

Award of Indo-US Science & Technology Forum (IUSSTF) is hereby accorded to Dr. Ashutosh Srivastava, Assistant Professor, PDDM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Madhya Pradesh, India for Indo-US Research Fellowship for a period of 12 months to undertake research at Yale University, New Haven under Prof. T.P. Ma. The IUSSTF Research fellow will be working in the area of Engineering Sciences on "Nano-Electronics/Nano Scale FET's"

The fellowship should be commenced by 31 October 2012. The awardee of the fellowship will be called as "IUSSTF Research Fellow". The award of the fellowship grant is subject to the terms and conditions as detailed in the "General Information/ Guidelines" booklet as enclosed.

*(The budget approved by IUSSTF for the subject award is as follows:-*

S.No.	Heads	Amounts (Rs)
1.	International air ticket costs for travel to US & back US\$ 2000 x Rs. 50 i.e. Rs. 1,00,000 <i>(Air tickets will be issued directly by IUSSTF travel desk by economy class and shortest route)</i>	1,00,000.00
2.	Fellowship grant @ US\$ 3000 per month for 12 months US\$ 3000 x 12 months i.e. US\$ 36000.00 x Rs. 50 i.e. Rs. 18,00,000.00	18,00,000.00
3.	Conference grant for attending conferences visit to the scientific institution in US during the fellowship duration (to cover travel, accommodation and registration fees etc.) US\$ 1200.00 x Rs. 50 i.e. Rs. 60,000.00 <i>(The expenditure should be supported with vouchers/receipts during the settlement of grants)</i>	60,000.00
4.	Personal contingent grant for the IUSSTF Research Fellow <i>(to cover the cost of US visa fees, airport transfers, medical insurance, bank commission etc.)</i>	50,000.00
	<b>TOTAL BUDGET APPROVED BY IUSSTF</b>	<b>20,10,000.00</b>
	Equivalent in US\$	540,200.00
	Grant release to the parent institution as per S.No. 2 - 4	Rs.19,10,000.00

(Rupees Nineteen lakhs ten thousand only)

Exchange Conversion rate as on 30.03.2012: 1 US\$ = Rs. 50

Indo-US Science and Technology Forum  
Embassy House, 12 Binley Road, New Delhi 110 011, India  
Phone: (+91-11-23321553) Fax: (+91-11-23321552)  
Web Site: [www.indoussif.org](http://www.indoussif.org)




The grants as approved for the fellowship will be released to IUSSTF Research Fellow's parent institution, i.e. PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Madhya Pradesh, India, at least 4 weeks before departure to US for availing the fellowship. This award letter is being issued for confirmation of the fellowship award and for enabling the IUSSTF Research Fellow to obtain the DS-2019 form from US host for obtaining J1 Visa.

The IUSSTF Research Fellow / the grantee institution may please note the following towards strict compliance:

- (i) Due recognition to Indo-US S&T Forum has to be made in all scientific publications, presentations etc by the IUSSTF Research Fellow.
- (ii) Grantee Institution i.e. 'PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Madhya Pradesh, India' must submit a Utilization certificate and Statement of Expenditure (UC/SE) for the grants received from Indo-US S&T Forum on completion of fellowship period. The formats for UC/SE are in the booklet on 'General Information/ Guidelines' enclosed.
- (iii) All the relevant documents/ reports/ formats as placed in the booklet on 'General Information' have to be submitted by the IUSSTF Research Fellow/ Grantee Institution to Indo-US S&T Forum.
- (iv) The accounts of the Grantee Institution shall be open to inspection by the sanctioning authority/ audit, whenever the institution is called upon to do so.
- (v) Any unspent amount of grants will have to be refunded to "Indo-US S&T Forum" by a cheque/demand draft payable at par in New Delhi.

To,

1. Dr. Ashutosh Srivastava, Assistant Professor, PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Madhya Pradesh, India.
2. The Director, PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Madhya Pradesh, India; Requested to disburse the grant amounts as per the award letter to the IUSSTF Research Fellow when sanctioned.
3. Prof. T.P. Ma, Department of Electrical Engineering, Yale University, New Haven.
4. Fellowship file.

  
(R. Varadarajan)

To,  
The Director,  
PDPM Indian Institute of Information Technology  
Design & Manufacturing Jabalpur,  
Jabalpur- 482005.

Date: June 20, 2012

**Subject:** Request for leave to avail the INDO-US research fellowship for the one year.

Respected Madam,

I am pleased to inform you that I have been selected for the INDO-US research fellowship for the year of 2012 to work with Prof. Om P. Agrawal, **Southern Illinois University Carbondale, USA**. A copy of the award letter is attached herewith for your kind information.

Madam, I request you to kindly grant me one year leave with salary along with other applicable allowances to avail the INDO-US research fellowship. The tentative period of one year leave is from Sept. 2012- Aug. 2013.

Therefore, I will be highly obliged to you if you kindly allow me to join the INDO-US research fellowship by granting the leave of one year.

Thanking You,

Sincerely Yours,

*Rajesh K. Pandey*  
Rajesh K. Pandey

*To be placed in  
the next BOA  
meeting for  
grant of  
leave*

Encl.:

1. Copy of the award letter of Indo- US research fellowship 2012.

*Atyue 20/06/12*



Dr. Rajiv Sharma  
Executive Director  
Ph: 011 - 42691700/ 23321555  
Email: [rajiv@indousstf.org](mailto:rajiv@indousstf.org)



IUSSTF  
Indo-US S&T Forum  
19 March 2012

IUSSTF Fellowship/2012/ Rajesh K. Pandey/22- 2012

Dear Dr. Pandey,

I am pleased to convey the award of **Indo-US Research Fellowship** for the year 2012 to you for conducting advanced research in the area of **Mathematical and Computational Sciences** for duration of 12 months with Prof. Om Prakash Agrawal, Southern Illinois University Carbondale. It may be noticed that **the fellowship should commence latest before 31<sup>st</sup> October 2012.**

As a part of this award, Indo-US Science & Technology Forum (IUSSTF) would provide a monthly stipend, personal contingency/ preparatory allowances and conference allowances. IUSSTF through its travel desk will provide the return air tickets by shortest route and economy class. These details are enclosed in the guidelines.


The funds (approximately 90% of the expected expenditure) will be released to your parent organization and the balance will be settled after completion of your fellowship and return to India on receipt of the detailed report, statement of expenditure and other required documents as per the prescribed formats.

You are requested to **intimate your acceptance of the above offer latest by 31<sup>st</sup> March 2012.** Along with your acceptance, please send/intimate us the following:

1. Tentative schedule of your visit supported by acceptance letter from your host institute in USA
2. No- objection certificate from your parent institution.
3. Designation of the officer in your parent institution in whose favor, the grant is to be released.
4. High resolution scan of your passport size photograph
5. A copy of first and last pages of your passport.

Kindly quote the above referred Award Number in all your future correspondence with us. If you need any further information, please feel free to contact my colleague Dr. Smriti Trikha at [strikha@indousstf.org](mailto:strikha@indousstf.org) with a copy to [fellowship@indousstf.org](mailto:fellowship@indousstf.org).

With best wishes for an academically rewarding experience through this prestigious fellowship.

  
(Rajiv Sharma)

Dr. Rajesh K. Pandey  
Assistant Professor  
PDPM Indian Institute of Information Technology, Design and Manufacturing  
Dumna Airport Road  
PO Khamaria  
Jabalpur 482 005

Indo-US Science and Technology Forum  
Embright House, 12 Bailey Road, New Delhi 110 001, India  
Phone: +91 11 42691700 Fax: +91 11 23321552  
Web Site: [www.indousstf.org](http://www.indousstf.org)

#### Guidelines Governing Indo-US Research Fellowship

- (i) The individual availing this fellowship would be called as IUSSTF Research Fellow
- (ii) The IUSSTF Research Fellow will be entitled to the fellowship amount of US \$5000.00 per month.
- (iii) IUSSTF Research Fellow will also be entitled to personal contingency/preparatory allowances of Rs. 50,000.00 to cover expenses for obtaining US Visa and airport transfers. In addition, the fellow will be provided a comprehensive insurance cover for the duration of the fellowship.
- (iv) IUSSTF Research Fellow will also be permitted to travel within USA to attend conferences or visit other institutes of interest with the approval of the advisor at the host institute. The Fellow will be entitled to avail one of the following grants for this purpose to cover the travel, accommodation and registration fee.
- a) \$ 75 per day for visits upto 8 days
  - b) Grant of \$ 600 for fellowship period upto 6 months
  - c) Grant of \$ 1200 for fellowship period beyond 6 months
- The expenses incurred to be supported with vouchers/ receipts during the settlement of the award grant.
- (v) Air-tickets for all the selected IUSSTF Research Fellows would be provided directly by the IUSSTF travel desk by economy class and shortest route from their place of work in India to the place of the American host institute and back. As a rule, reimbursements will not be provided for air tickets purchased directly. IUSSTF should be informed for ticketing at least 6 weeks before the travel.
- (vi) Rules governing payment of salary, leave, medical, gratuity, GPF and pension etc. of the organization/ institution/ university to which the fellow belongs would continue to be applicable. No liability on any of these accounts will be borne by IUSSTF.
- (vii) The institution to which the candidate belongs would be responsible for necessary foreign exchange arrangements against the grants provided by IUSSTF.
- (viii). Visa arrangements are to be made by the Fellow directly. The IUSSTF fellowship award letter can be used as a supporting document for the visa along with necessary document from host institution.
- (ix) After the award of fellowship the Fellow should not deviate from:
- a) Approved area of research
  - b) Identified host and host institute
  - c) Duration of fellowship
- (x) Within 8 weeks of completion of the fellowship, the Fellow must submit a detailed report to IUSSTF along with the necessary documents (Utilization certificate / settlement of expenditure), etc towards the settlement of award grant.



14-5-12  
14-5-12

From  
M. Amarnath,  
Assistant Professor,  
PDPM-IITDM Jabalpur.

14-05 -2012

To  
The Director  
PDPM-IITDM Jabalpur

Dear Madam

I got post-doctoral offer from Prof. San Kong Lee, Acoustics Vibration and signal processing centre, Department of Mechanical engineering, Inha University, South Korea. I have already informed you regarding this matter. I have enclosed the offer letter. I hope this research collaboration is quite beneficial to our Institute. Kindly allow me to utilize this rare opportunity.

The matter to be placed  
before the BOD in  
its next meeting with  
the permission of the  
Chair. Faculty be  
informed about the  
same.

Sincerely

*L. Amarnath*

ADPia  
14-5-2012



인하대학교  
INHA UNIVERSITY

#253, YONGHYEON-DONG, NAM-KU  
INCHON 402-751, KOREA  
TEL: +82-32-860-7114  
+82-32-860-7162  
FAX: +82-32-863-1332

11<sup>th</sup> May 2012

Dr. M. Amarnath  
Assistant Professor;  
Department of Mechanical Engineering  
PDPM-Indian Institute of Information Technology Design and Manufacturing  
Dumna Airport Road, Khamaria (P.O),  
*Jabalpur - 482005, (MP) India*

Dear Dr. M. Amarnath:

I'd like to offer a Post Doctoral position in my group for one year. I think that your background seems to be good to me. I will support his life expense in Korea with an amount of 1,100,000 Korean won per month as fellowship. Your position will start from 28th July, 2012.

With best regards

Dr. Sang Kwon Lee  
Professor  
Department of Mechanical Engineering  
Inha University  
253 Yonghyun-Dong, Nam-Ku  
Inchon, 402-751 KOREA  
Tel)+82-32-860-7305  
Fax)+82-32-874-7305  
E-mail) sangkwon@inha.ac.kr



**BOG/2012:03:14**

**Approval on the decision taken by the Director regarding matters of declaration related to RTI**

As per the requirement of RTI, some declarations need to be made on the website of the Institute. A detailed account of such declarations is placed at **BOG/2012/3/Annexure VII (page 138 to 140)** Taking input from the website of some of the IITs, the Director had approved the declarations for placement on the website. Since some of the matter relate to the BOG, it is proposed to please approve the declarations statement as given in the above annexure.

**1 About Act**

1.1 Name & Title of the Act

Right to Information Act. 2005 (RTI Act)

1.2 Definition

Right to Information means the right to

1. Inspection of work, documents, records
2. Taking notes, extracts or, certified copies of documents or records;
3. Taking certified samples of material;
4. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printout where such information is stored in a computer or in any other device subject to relevant provisions in this regard

1.3 Objective/purpose of the Act

To provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.

1.4 Users

Citizens of India.

**2 About Organization**

2.1 Name

2.2 Functions and Duties

As per our Memorandum of Association and Rules

2.3 Powers and duties of its officers and employees

As per our Memorandum of Association and Rules

2.4 The procedure followed in the decision making process, including channels of supervision and accountability

As per our Memorandum of Association and Rules

2.5 The norms set by it for the discharge of its functions

As per our Memorandum of Association and Rules



2.6 The rules, regulations, instructions, manuals and As per our Memorandum of Association and records, held by it or under its control or used by Rules its employees for discharging its functions

2.7 A statement of the categories of documents that Administrative Office Orders / Decisions and are held by it or under its control Guidelines as approved by Institutes' Governing Body i.e. Board of Governors (BOG)

2.8 The particulars of any arrangement that exists for Interested persons may write to the Public consultation with, or representation by the Information Officer of the Institute member so of the public in relation to the formulation of its policy or implementation thereof

2.9 A statement of the boards, councils, committees Following are the Main Committees , and other bodies consisting of two or more Governing body of the Institute persons constituted as its part or for the purpose Board of Governors of its advice, and as to whether meetings of those Finance Committee boards, councils, committees and other bodies Building and Works Committee are open to the public, or the minutes of such Senate Meetings of these Committees/Board are no open to Public Minutes of the meetings are no accessible to the public

### 3 A directory of its officers and employees (Institute website)

3.1 The monthly remuneration received by each of its Pay Structure of Institute Employees officers and employees, including the system of compensation as provided in its regulations

3.2 The budget allocated to each of its agency, Plan Budget for Financial Year 2011-12 indicating the particulars of all plans, proposed expenditures and reports on disbursements made

3.3 The manner of execution of subsidy programmes, No Subsidy is given including the amounts allocated and the details of beneficiaries of such programmes

4 Particulars of recipients of concessions, permits or Please see Institute website authorizations granted by it [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in)

3.5 The particulars of facilities available to citizens for Not for Public Use

obtaining information, including the working hours of a library or reading room, if maintained for public use

3.6 The names, designations and other particulars of **1) Appellate Authority** the Public Information Officers

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**2) Public Information Officer**

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**3) Public Information Assistant**

Mr. Ashok Kumar,  
Jr. Superintendent,  
PDPM IIITDM Jabalpur

**All matters relating to PDPM IIITDM  
Jabalpur**



BOG/2012:03:15

Any other item with the permission of the Chair