

Agenda notes

25th Meeting *of the* **Board of** **Governors**

Venue of the Meeting

The Connaught Hotel,

37, Shaheed Bhagat Singh Marg, New Delhi

Date and Time of the Meeting

October 11, 2013 at 1200 HRS



PDPM
Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

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

**25th MEETING OF THE BOARD OF GOVERNORS
SCHEDULED ON OCTOBER 11, 2013 AT 1200 HRS.**

VENUE: THE CONNAUGHT HOTEL, 37, SHAHEED BHAGAT SINGH MARG, NEW DELHI

AGENDA

Agenda Item No.	Item	Page
BOG/25/01	Opening Remarks by the Chairman	3
BOG/25/02	Overview and Action Taken Report by the Director	4-6
BOG/25/03	Confirmation of the minutes of 24th meeting of the BOG held on July 24, 2013.	7-17
BOG/25/04	To consider the recommendations of the 22nd Finance Committee meeting scheduled on October 11, 2013.	18
BOG/25/05	To consider the recommendations of the Sub Committee of the BOG to frame the Recruitment Rules for faculty and non-teaching staff	19-42
BOG/25/06	To consider the policy framed by the Institute on Intellectual Property Right (IPR) for approval.	43-55
BOG/25/07	Adoption of the MHRD, GOI letter F. No. 27-11/2011.TS.I dated 18 Sept 2013 on implementation of 4 tier flexible faculty structure in the IIITs.	56-59
BOG/25/08	Confirmation of the services of faculty and officers on completion of probation period.	60-61
BOG/25/09	To consider the request of Shri Biswajeet Mukharee, Research Engineer for extension of Study Leave for 7 Months as requested by him for completion of Ph.D. in IIT Bombay.	62-64
BOG/25/10	To consider the request of Dr. Asish Kumar Kundu for one year of leave for carrying out Collaborative research at the University of Caen, France.	65-67
BOG/25/11	Proposal for transferring of partial internal income of the Institute generated from Consultancy Projects, Research projects and Conferences /workshops/training programmes to the PDA of the concerned faculty members.	68
BOG/25/12	Approval of the recommendations of the Selection Committees for faculty and non-faculty positions.	69

BOG/25/13	Agenda for reporting	70
BOG/25/14	Any other item with the permission of the Chair	71

Will be presented in the meeting itself

BOG/25/01	Opening remarks by the Chairman Will be presented in the meeting itself.
	(b) Overview report will be presented by the Director during the meeting.

BOG/25/02	<p>Overview and Action Taken Report by the Director.</p> <p>(a) The action taken report on the previous meeting is placed as <u>BOG/25/Annexure-I (from page 05 to 06).</u></p> <p>(b) Overview report will be presented by the Director during the meeting.</p>
-----------	--

Item No. BOG/24/3	Confirmation of the Minutes of BOG/2013-14	Action Taken The minutes were confirmed and circulated to all the members.
BOG/24/4	To consider the recommendations of the Senate-wide SENATE/2012-13/4 th meeting held on July 1, 2013	The recommendations of the Senate for award of degrees and medals have been circulated.
BOG/24/5(a)	To consider the recommendation of the 21 st Finance Committee meeting scheduled to be held on July 24, 2013	The approved budget proposal of Rs. 8000.00 lakhs as approved by the Finance Committee for the Financial Year 2013-14 has been conveyed to MHRD, Govt. of India.
BOG/24/5	To consider the recommendations of the sub-committee of the BOG to frame the recruitment rules for faculty and non-teaching staff.	The modified recruitment rules have been circulated to all the BOG members and the same will be placed in the meeting with the suggestions from the members in the Board meeting for approval as an agenda item.
BOG/24/7	Proposal for policy decision on Career Advancement Scheme (CAS) to faculty joined after 18 August 2009 and other issues.	The decision of the Board has been implemented.
BOG/24/8(a)	Direct Recruitment	All the newly selected candidates have issued with the appointment letters except Mr. Varun Bajaj to obtain information from him regarding the status of his Ph.D. thesis.
(a)(b)	Promotion under Career Advancement Scheme (CAS)	Promotion has been granted under CAS scheme to three faculty members as recommended by the Selection Committee.

BOG/25/2 Overview and Action Taken Report by the Director.

The Action Taken Report is placed below for the perusal of the members.

Item No.	Resolution/ Decisions	Action Taken
BOG/24/3	Confirmation of the Minutes of BOG/2013 /1 st (23 rd) meeting held on March 1, 2013	The minutes were confirmed and circulated to all the members.
BOG/24/4	To consider the recommendations of the Senate vide SENATE/2012-13/4 th meeting held on July 1, 2013	The recommendations of the Senate for award of degrees and medals have been circulated.
BOG/24/5(i)	To consider the recommendation of the 21 st Finance Committee meeting scheduled to be held on July 24, 2013	The approved budget proposal of Rs. 8000.00 lakhs as approved by the Finance Committee for the Financial Year 2013-14 has been conveyed to MHRD, Govt. of India.
BOG/24/6	To consider the recommendations of the sub-committee of the BOG to frame the recruitment rules for faculty and non-teaching staff.	The modified recruitment rules have been circulated to all the BOG members and the same will be placed in the meeting with the suggestions from the members in the Board meeting for approval as an agenda item.
BOG/24/7	Proposal for policy decision on Career Advancement Scheme (CAS) to faculty joined after 18 August 2009 and other issues.	The decision of the Board has been implemented.
BOG/24/8(a)	Direct Recruitment	All the newly selected candidates have issued with the appointment letters except Mr. Varun Bajaj to obtain information from him regarding the status of his Ph.D. thesis.
BOG/24/8(b)	Promotion under Career Advancement Scheme (CAS)	Promotion has been granted under CAS scheme to three faculty members as recommended by the Selection Committee.

BOG/24/9	To consider for approval of creation of faculty positions	The recommendation of the Board to create 39 posts of faculty and abolition of three posts (one each of Research Engineer, Research Scientists and Design Engineer) and to seek faculty positions in place of these has been conveyed to MHRD, Govt. of India for approval and sanction.
BOG/24/10	Application of Dr. Goutam Dutta, Assistant Professor (Mechanical Engineering) for a leave of one year to pursue post-doctoral research in the University of Western Ontario, Canada	The decision of the Board for leave approval of ten months has been conveyed to Dr. Goutam Dutta for pursuing his Post-doctoral research.
BOG/24/11	Adoption of Govt. of India policy for grant of advance increments to Stenographers of Subordinate Offices on qualifying speed test in the Shorthand at 110/120 w.p.m. as per Government of India rules.	Notified
BOG/24/12	Adoption of Govt. of India rules for retirement benefits including gratuity, leave encashment etc.	The matter was deferred and the same will be placed in the subsequent meeting of the BOG as an agenda item after taking relevant documents/orders from MHRD.
BOG/24/13	Approval on providing accessibility of Agenda and Minutes of the meetings of the Board of Governors and other Statutory Committees to public as the provisions of the RTI Act 2005.	Implemented.
BOG/24/14(1)	Ratification of the approval accorded by the Chairman, BOG for Annual Accounts for the Financial Year 2012-13.	The item was for ratification only.
BOG/24/15	Agenda items for reporting	The items were for reporting purpose only.
BOG/24/16 (i)	Renumbering of BOG meetings	The renumbering have already started.
BOG/24/16(ii)	Nomination of Dean (P&D)	The nomination of Prof. Puneet Tandon as Dean (P&D) for the second term for a period of three years has been notified.

BOG/25/03

Confirmation of the minutes of 24th meeting of the BOG held on July 24, 2013.

Minutes of the 24th Board of Governors meeting held on July 24, 2013 have been circulated to all the members. The Minutes are placed herewith as

BOG/25th/Annexure-II (Page 08 to 17).

The Board is requested to confirm the minutes.

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

Minutes of 24th meeting of the Board of Governors held on July 24, 2013 from 12.30 pm onwards in the Conference Hall, MHRD, Shastri Bhawan, New Delhi.

Members present:

Prof. S. V. Raghavan Scientific Secretary Office of the PSA, Govt. of India	Chairman
Prof. U. B. Desai Director, IIT Hyderabad	Member
Shri D. M. Gupta IOFS (Retd) Former DGOF & Chairman Ordnance Factory Board	Member
Prof. Ashok Jhunjunwala Professor, IIT Madras	Member
Shri Amit Khare Joint Secretary Department of Secondary & Higher Education, MHRD, Govt. of India	Member
Dr. Ajay Kumar Joint Secretary E-Infrastructure/E-Learning Group Dept. of Electronics and Information Technology Govt. of India	Member
Prof. Pradeep Mathur Director, IIT Indore	Member
Prof. Aparajita Ojha Director, PDPM IIITDM Jabalpur	Member (Ex-officio)
Prof. Tanuja Sheorey Professor, PDPM IIITDM Jabalpur	Member
Prof. Puneet Tandon Professor, PDPM IIITDM Jabalpur	Member
Shri R. P. Dwivedi Deputy Registrar, PDPM IIITDM Jabalpur	Acting Secretary

[Signature]

Following members expressed their inability to attend the meeting due to their prior commitments. Leave of absence was granted to them by the Chairman, BOG.

Shri Ashish Kumar Chauhan
Managing Director and CEO
Bombay Stock Exchange

Shri Hari Ranjan Rao,
Secretary, Chief Minister's Office and
Department of Information Technology,
Government of M.P

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

Prof. G. K. Sharma
IIT Gandhinagar

BOG/24/1	Opening remarks by the Chairman
----------	---------------------------------

The Chairman, Board of Governors welcomed all the members. He briefed the members about the infrastructure development at the Institute campus. He also mentioned about the establishment of Amada Manufacturing Centre at the Institute with two sophisticated CNC manufacturing machines gifted by Amada Company, Japan to IIITDM Jabalpur. He also expressed his satisfaction over the increased enrolment of Ph.D. students in the Institute and invited all the members of the BOG for the 5th Convocation of the Institute scheduled for 30th July 2013.

BOG/24/2	Overview and Action Taken Report by the Director
----------	--

Director presented the following facts in her report.

Academics –

1. Fifth Convocation of the Institute is scheduled on July 30, 2013. Mr. Mohandas Pai has consented to be the Chief Guest and Shri Ashok Thakur, Secretary Higher Education, MHRD will be the Guest of Honour. The Senate has recommended names of 135 students for award of degrees as per the following break up. PhD - 1, M. Tech -14 and M. Des-5, B. Tech. 115.
2. Medals and awards – Chairman's Gold Medal and 13 other medals have been recommended by the Senate.
3. A joint M. Tech. programme with IIITM Gwalior on "Intelligent Systems" has been approved by the Senate. The programme will be offered to students of both the Institutes and lectures will be delivered online by faculty of both the Institutes. Students will also be encouraged to visit the other institute for a period of atleast

Handwritten signature

four weeks to explore the possibilities of joint supervision of their projects by faculty of both the Institutes. The programme will start from the next academic session.

4. A dual degree programme for master's students is implemented, giving students option to convert their Master level programme to dual degree master-doctoral programme.

Faculty –

1. Selection Committee meetings for faculty selection in CSE, ECE, ME, English, Design and Mathematics have been held and recommendations are being placed before the Board in the present meeting.
2. Ph.D. thesis of Dr. Sachin Kumar Jain has been awarded with POSCO Power system Award 2013 for his Ph.D. thesis titled "Estimation of Stationary and Time-varying Harmonics in Emerging Power Systems" completed from IIT Kanpur.
3. Twenty eight research publications in 2013 as per SCOPUS data base. Out of this fifteen contributions are based on the research done by undergraduate students during their project based internships of six months.

New Projects –

1. The Institute is working on a project of Ordnance Factory Board regarding certain design refinement.
2. The Institute is also working on another important project of automation of "No Entry System" for heavy vehicles during the day time to prevent and avoid accidents. The aim is to provide an automated solution to the Police Department of Jabalpur.

Workshops/Conferences –

1. School on Advance Algorithms – June 11-14, 2013 jointly organized by the Institute and Indo-German Max Planck Center for Computer Science.
2. Training programme on "CNC Programming, Simulation and Operation" July 1-12, 2013.
3. Training Programme for Improving the efficiency of administrative and technical staff, May 14-18, 2013.
4. Special Training Programme started for Improving the English Communication skills of staff.
5. Workshop on "Research Trends in Nanofabrication with TCAD Simulation" – May 25-27, 2013.
6. MATLAB Workshops for Engineering Computations – April 20-21, 2013 and proposed during August 30-September 1, 2013.
7. IEEE CARE 2013 (Control, Automation and Robotics Engineering) is scheduled during December 16-18, 2013.

Alm - 1

Construction –

1. Hall of Residence 4 completed – Capacity 498.
2. Basket Ball Court complex – A module of Students Activity Centre – 80% complete.
3. 1000 KVA DG set – Installed – Under testing – 95% work completed.
4. Lecture Hall and tutorial Complex – 75% work completed.
5. Narmada Residency II and Narmada Residency III – Likely to be completed by December 2013.
6. Visitor Hostel – Likely to be completed by December 2013.
7. Computer Centre-cum-Library -Work started
8. Road Network – Phase I- work started.
9. PG Hostel – Work to begin soon.
10. Rewa Residency – Work started.

Finance –

Funds received from MHRD - Financial Year 2013-14 - upto 30th June 2013: Rs. 13.30 Crores

Expenditure in the First Quarter of 2013-14:	Capital:	8.91 Crores
	General Expenditure:	2.15 Crores
	Salary:	1.91 Crores

BOG/24/3	Confirmation of the Minutes of BOG/2013/1 st (23 rd) meeting held on March 1, 2013.
----------	--

The Board confirmed the minutes.

BOG/24/4	To consider the recommendations of the Senate vide SENATE/2012-13/4 th meeting held on July 1, 2013.
----------	---

The Board approved the names of students for award of degrees as recommended by the Senate/Chairperson, Senate according to Annexure-III of the agenda. The Board also approved names of students for award of Chairman's Gold Medal, other medals and prizes as recommended by the Senate/Chairperson Senate. Further, the Board also authorized the Chairman, BOG to approve further names of postgraduate students for award of degrees who would successfully defend their thesis by July 20, 2013. This date was decided as per the decision of the Senate. At this point, it was also suggested by some members to review the procedure for award of gold medals and other prizes to recognize the talent of more students and to increase the number of students obtaining medals and if possible for the current year as well. It was also suggested to introduce more gold medals for postgraduate students in order to recognize their academic performance.

BOG/24/5	To consider the recommendation of the 21 st Finance Committee meeting scheduled to be held on July 24, 2013.
----------	---

- (i) To consider the budget proposal within the allocated funds of Rs. 8000.00 lakhs by the MHRD, GOI under (PLAN) for the F.Y. 2013-14.

Amrinder Singh

The institute approved the budget proposal (development plan) for the F.Y. 2013-14 within allocated funds by the MHRD Government of India of Rs. 8000.00 lakhs under plan grant as recommended by the Finance Committee. The budget head wise details of salary, general expenses and for creation of capital assets is given below:

Amount in Rs. Lakhs

BUDGET HEAD	SALARY	GENERAL EXPENSES	CREATION OF CAPITAL ASSETS	TOTAL
OPENING BALANCES	85.04	00.00	00.60	85.64
EXPENSES PLANNED	752.80	1300.28	6032.56	8085.64
TOTAL GRANT	667.76	1300.28	6031.96	8000.00

Some members expressed their concern regarding underutilization of funds from the research project budget heads.

- (ii) **To consider the recommendations of the Sub-committee on Purchase Manual of the Institute**

Since the manual was not recommended by the Finance Committee to the Board, the item was withdrawn.

BOG/24/6	To consider the recommendations of the sub-committee of the BOG to frame the recruitment rules for faculty and non-teaching staff.
----------	--

It was decided to circulate a copy of the modified recruitment rules as per the recommendations of the Committee constituted for the purpose. The matter was deferred for consideration in a subsequent Board meeting.

BOG/24/7	Proposal for policy decision on Career Advancement Scheme (CAS) Faculty joined after 18-8-2009 and other issues. .
----------	--

The matter was deferred.

BOG/24/8	Recommendations of the Selection Committees for faculty positions and career advancement
----------	--

Appointment of following persons on the positions shown against their names were approved by the Board, based on the recommendations of the Selection Committees constituted for each discipline (as per the rules laid down in the MOA).

Sl No.	Name	Selected for the post of	Pay Band /Grade Pay	Pay in Pay band	Remarks /term/ nature of
--------	------	--------------------------	---------------------	-----------------	--------------------------

Handwritten signature

					appointment
1.	Dr Jawar Singh (UR) (ECE)	Associate Professor	37400-67000(PB.IV) AGP-9000	Minimum on scale as per rules.	Regular
2.	Dr Sachin Kumar Jain (UR) (ECE)	Assistant Professor	15600 – 39100 (PB.III) AGP 7000	Pay protection + 3 increments + 7 increments*	Regular
3.	Dr Matadin Bansal (UR) (ECE)	Assistant Professor	15600 – 39100 (PB.III) AGP 7000	Minimum on scale + 9 increments	On contract For a period of three years
4.	Dr Mohd. Zahid Ansari (OBC) (ME)	Assistant Professor	15600-39100 (PB-III) AGP Rs. 7000	Minimum on scale + 10 increments	On contract for a period of three years
5.	Dr Mamta Anand (UR) (English)	Assistant Professor	15600-39100 (PB-III) AGP Rs. 7000	Rs. 21750+AGP	Regular **
6.	Dr Prabir Mukhopadhyay (UR) (Design)	Associate Professor	37400-67000 (PB-IV) AGP Rs. 9000	Minimum on the scale as per rules	Regular
7.	Dr Sonal Atreya (PH) (Design)	Visiting Faculty	15600 – 39100 (PB.III) AGP 6000	Minimum on the scale as per rules	On contract for a period of three years
8.	Dr Sraban Kumar Mohanty (UR) (CSE)	Assistant Professor	15600-39100 (PB-III) AGP Rs. 7000	Rs. 22680+ 1 increment	Regular
9.	Dr Umarani Jayaraman (OBC) (CSE)	Assistant Professor	15600 – 39100 (PB.III) AGP 6000	Rs. 15600 + 10 increments (Non compounded)	On contract for a period of three years
10.	Dr Vinod Kumar Jain (UR) (CSE)	Assistant Professor	15600 – 39100 (PB.III) AGP 6000	Rs. 15600 + 11 Non compounded increments	On contract for a period of three years
11.	Mr Manish Kumar Bajpai (UR) (CSE)	Visiting Faculty	15600 – 39100 (PB.III) AGP 6000	Rs. 15600 + 7 Non compounded increments	On contract for a period of one year
12.	Dr Manoj Kumar Panda (UR) (Mathematics)	Assistant Professor	15600 – 39100 (PB.III) AGP 6000	Rs. 15600 + 9 increments	On contract for a period of one year
13.	Mr Nihar Kumar Mahato	Assistant Professor	15600 – 39100 (PB.III) AGP 6000	Rs. 15600 + 1 increment + 7	On contract for a period

Xin 1 Jan

	(OBC) (Mathematics)			Non-compounded increments*	of three years
14.	Dr Goutam Dutta (ME)	Associate Professor (CAS)	37400-67000 (PB-IV) AGP Rs. 9500	Minimum on scale as per rules	From the date of eligibility.
15.	Dr Dinesh Kumar Vishwakarma (ECE)	Associate Professor (CAS)	37400-67000 (PB-IV) AGP Rs- 9500	Minimum on scale as per rules	From the date of eligibility.
16.	Dr Asutosh Srivastava (ECE)	Associate Professor (CAS)	37400-67000 (PB-IV) AGP Rs- 9500	Minimum on scale as per rules	From the date of eligibility.

*7 non-compounded increments to be given on producing Ph.D. degree certificate.

** Approval was given to extend the term of her contract appointment as assistant professor (English) at the Institute upto July 30, 2013 to provide continuity in her services.

Following candidate had stated in his application that he had submitted his thesis for award of the Ph.D. degree. It was suggested by the Board to obtain the information from the candidate/ IIT Indore about the status of his Ph.D. thesis before issuing him the appointment letter as per the following recommendations of the selection committee.

Mr. Varun Bajaj (UR) (ECE)	Assistant Professor	15600 – 39100 (PB.III) AGP 6000	Minimum on scale + 7 increments	On contract For a period of three years
----------------------------------	---------------------	------------------------------------	---------------------------------	--

BOG/24/9	To consider for approval of creation of faculty positions
----------	---

The Board approved the recommendation to create the following (thirty nine) faculty positions for submission to the MHRD for its approval. These recommendations were as per the student-teacher ratio of 12:1. The Board also approved the proposal for abolition of 1 post of Research Engineer, 1 post of Design Engineer and 1 post of Research Scientist and to seek faculty positions in place of these positions from the MHRD.

Post	Grade Pay and Pay Band	Proposed for creation	Total posts (Existing + proposed posts)
Professor	10500/10000 (PB.IV)	03	11
Associate Professor	9500/9000 (PB.IV)	11	27
Assistant Professor	8000/7000/ 6000(PB.III)	25+3*	56+3=59
Total after proposed posts		39+3*=42	94+3=97

Time 1/6/11

Post	Grade Pay and Pay Band	Proposed for abolition	Total posts after abolition
Research Scientist	8000(PB.III)	01	00
Research Engineer	6000/5400 (PB.III)	01	07
Design Engineer	5400 (PB.III)	01	00

BOG/24/10	Application of Dr. Goutam Dutta, Assistant Professor (Mechanical Engineering) for a leave of one year to pursue post-doctoral research in the University of Western Ontario, Canada
-----------	---

Dr. Goutam Dutta, Assistant Professor (Mechanical Engineering) was granted leave with pay and allowances as applicable for a period of ten months to pursue post-doctoral research in the University of Western Ontario, Canada.

BOG/24/11	Adoption of Govt. of India policy for grant of advance increments to Stenographers of Subordinate Offices on qualifying speed test in the Shorthand at 100/120 w.p.m. as per Government of India rules.
-----------	---

The Board approved the adoption of Govt. of India policy for grant of advance increments to Stenographers of Subordinate Offices on qualifying speed test in Shorthand at 100/120 w.p.m. as per Government of India rules.

BOG/24/12	Adoption of Govt. of India rules for retirement benefits including gratuity, leave encashment etc.
-----------	--

The Board deferred the agenda and suggested to place it in a subsequent meeting with details and copies of orders on retirement benefits as applicable to NPS employees also issued by the Department of Personnel and Training / adopted by any other centrally funded autonomous educational institution created after 1-1-2004.

BOG/24/13	Approval on providing accessibility of Agenda and Minutes of the Meetings of the Board of Governors and other Statutory Committees to public as per the provisions of the RTI Act 2005.
-----------	---

The Board approved the proposal to label agenda and relevant portions of minutes of past and future meetings of BOG, FC and BWC to be confidential as per the RTI act 2005. The Board also approved to provide public access to the minutes and agenda of the above mentioned statutory committees as per the RTI act 2005.

Signature

BOG/24/14	Ratification of the decisions taken by the Chairman and the Director
-----------	--

- (1) Ratification of approval accorded by the Chairman, BOG for Annual Accounts for the Financial Year 2012-13.

The BOG ratified the decision taken by the Chairman, BOG for approving the annual accounts for the financial year 2012-13.

- (2) Ratification on the names of caste representatives called for selection committees for faculty positions

The Board suggested replacing the phrase "caste representative" by the phrase "representative of the reserved category". The Board ratified the decision taken by the Director. The Board also approved the names to serve as representatives of the reserved category in selection committees for group A positions.

BOG/24/15	Agenda items for reporting
-----------	----------------------------

- (i) Demand on account of short deduction raised by Income Tax Officer and the matter is in appeal

The Director briefed the Board members on the demand raised by the Income Tax Office, Jabalpur. It was informed that an appeal has been filed before the Commissioner of Income Tax (Appeals), Jabalpur for quashing the order of ITO. Another appeal for staying the demand has also been filed in the Office of the Commissioner of Income Tax (TDS), Bhopal. The Board noted the same with satisfaction.

- (ii) Appointments

Appointments of the following persons on the post of assistant professor were noted by the Board:

Dr. Manoj Singh Parihar, Assistant Professor on temporary basis for a period of two years. Mr. T. V. K. Gupta as visiting faculty on temporary basis upto December 31, 2013.

It was also reported to the Board that the following persons have joined the Institute.

- (1) Dr. Manoj Singh Parihar, Assistant Professor in Electronics and Communication Engineering.
- (2) Mr. Shekhar Chatterjee, Visiting Faculty in Design
- (3) Ms. Sangeeta Pandit, Visiting Faculty in Design
- (4) Mr. Akio Haga Visiting Professor in Japanese language
- (5) Ms. Izumi Haga Visiting Scholar Fine Arts and Design

Appointment of Ms. Tulika Ruth Nelson: The institute had advertised the post of Placement Officer against the sanctioned post of placement-cum-public relations

Manoj Singh

officer in view of the urgency of appointment on temporary basis to enhance the placement activities. Walk-in-Interviews were conducted and Ms. Tulika Ruth Nelson has been appointed on the post on pure temporary basis for a period of one year (extendable) on a consolidated salary of Rs. 47000/- per month. She was serving on the same post earlier.

The following legal cases reported to the Board were noted with satisfaction.

(iii) **Legal cases – Status**

The director briefed the Board on the under mentioned ongoing legal cases in the Hon'ble High Court of MP, Jabalpur:

- (1) WP No. 9986/2013 Anamika Verma (Student) Vs. Union of India & Others.
- (2) WA No. 26/2013 Satyendu Mohan Srivastava Vs. Union of India & Another.
- (3) WP No. 7185/2012(S) Dr Subir Singh Lamba Vs. PDPM-IIITDM Jabalpur & Others.

BOG/24/16	Any other item with the permission of the Chairman
-----------	--

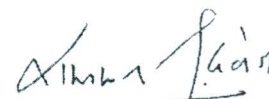
(i) **Renumbering of BOG meetings:**

The Board approved renumbering (relabeling) of all the past and future Board meetings in a sequential order in place of the current system of year wise numbering.

(ii.) **Nomination for Dean (P&D):**

On the recommendation of the Director of the Institute the BOG approved the nomination of Prof. Puneet Tandon as Dean (P&D) for the second term w.e.f. from the date of notification for a period of three years.

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

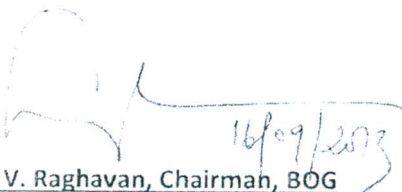


Ram Phal Dwivedi
Acting Secretary, BOG

Submitted for the kind approval please,



Prof. (Ms.) Aparajita Ojha



Prof. S. V. Raghavan, Chairman, BOG

BOG/25/04	<p>To consider the recommendations of the 22nd Finance Committee meeting scheduled on October 11, 2013.</p> <p>Following items have been placed in the agenda :-</p> <ul style="list-style-type: none"> (i) To consider the Revised Budget Estimates (R.E.)for the F.Y. 2013-14 and Budget Estimates (B.E.) for the F.Y. 2014-15 as Plan grant-in-aid. (ii) To consider Annual Audit Report of the Institute for the F.Y. 2012-13 for adoption. (iii) To consider the recommendations of the Committee on Purchase Manual of the Institute. (iv) Proposal for Creation of the Institute Corpus Fund for managing income from internal resource generation etc. <p>The recommendation of the Finance Committee will be placed before the Board in the meeting itself for approval.</p>
-----------	--

<p>BOG/25/05</p>	<p>To consider the recommendations of the Sub Committee of the BOG to frame the Recruitment Rules for faculty and non-teaching staff.</p> <p>The recruitment rules duly recommended by the Sub-Committee of the BOG were placed before the BOG in its 24th meeting vide agenda No. BOG/24/6. The Board decided to circulate the draft recruitment rules to all the members of the Board for their comments. The draft rules have been sent to all the members. The comments received if any will be reported in the meeting. Copy of draft Recruitment Rules is placed as <u>BOG/25/Annexure-III (20 to 42).</u></p> <p>Board is requested to consider the recommendations for approval.</p>
-------------------------	---

**PDPM - INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR**

PDPM-IIITDMJ RECRUITMENT AND SERVICE RULES 2013

1. These rules shall be called PDPM-IIITDM Jabalpur Recruitment and Service Rules 2013 and shall broadly cover procedures of recruitments and service conditions.

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 be applicable for recruitment against (A) faculty positions and (B) non-faculty positions.
- (ii) These rules shall apply for regular/contractual recruitments against all sanctioned positions and will also be applicable for tenure-track recruitment against sanctioned faculty positions at the Institute.
- (iii) 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 the 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) "Govt. of India" or "Central Govt." or "GOI" means Government of India.
- (e) "Board" or "BOG" means the Board of Governors of the Institute.
- (f) "MOA" means Memorandum of Association of the Institute
- (g) "Chairperson" means the Chairperson of the Board of Governors of the Institute.
- (h) "Director" means the Director of the Institute.
- (i) "Registrar" means the Registrar of the Institute.
- (j) "Faculty" means any person appointed as Assistant Professor, Associate Professor, Professor Visiting Faculty, Visiting Professor or any other nomenclature decided by the BOG/Government of India from time to time. Salary of faculty is paid from the funds of the Institute.
- (k) "Post" means a post created for the Institute by the competent authority, as per the MOA.
- (l) "Service" means service of the Institute.
- (m) "Tenure track" means an appointment on contract and extendable to a tenure.
- (n) The nomenclature of faculty posts other than those approved by the MHRD, GOI will be approved by the BOG.

5. Creation of Posts:

As per the MOA, the Board is empowered to make recommendations to the MHRD with regard to (i) creation of faculty/ non-faculty 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:

Posts of the Institute shall be classified as under:

(A) Faculty

Director, Deputy Director(s), Professor, Associate Professor, Assistant Professor, or any other post as approved by the Board from time to time.

(B) Non-Faculty

Under this category there will be two types of posts –

- (i) Academic support – This will consist of all those posts that involve R&D activities, library support, laboratory support and other such posts as approved by the Board from time to time.
- (ii) Non-Academic – Posts not covered under (i)

5.2 Pay Scales:

The scales of pay as decided by MHRD and adopted by the Institute through its Board from time to time. At present the scale of pay and the grade pay are as per the recommendations of the pay commission constituted by the GOI, accepted by the GOI and adopted by the MHRD.

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:

All posts other than that of the Director at the Institute shall normally be filled by a public announcement. For entry level faculty positions, public announcement in the form of a "rolling advertisement" on the Institute website will also be the basis for inviting applications, which at

present are assistant professors' positions and may change from time to time as approved by the Board.

7.1 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.

7.2 Indian nationals, Foreign nationals and Non-resident Indians are eligible to apply for contract /tenure track appointments against faculty positions. However for regular and permanent appointments, only Indian nationals shall be eligible.

7.3 Drafting of Public Announcement

The public announcement shall normally include the following:—

- (a) Designation of the post sought to be filled.
- (b) Area in which recruitment is contemplated and the mode of recruitment (i.e. Direct, Promotion, Contract, Deputation etc.).
- (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 the receipt of completed application forms at the Institute. Normally, a period of thirty days would be provided for receiving completed application forms after the date of public announcement.
- (j) The notification that all the eligibility conditions must be met on the closing date of filling of the application forms.
- (k) 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 the 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 / Persons with Disability (PWD), this fact should be specifically mentioned in the public announcement. In case of posts reserved for PWD, the sub-category of disability shall be specifically mentioned. It must be clearly mentioned that the post is identified as suitable or not for PWD. If yes, nature of the disability and its sub category may be clearly indicated (i.e., Visually impaired, Hearing impaired etc.).

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."

7.4 Application Fee: There shall be no application fee for any post.

7.5 Contact: All correspondences should be addressed to –

Assistant Registrar (Establishment)
PDPM IITDM Jabalpur
Dumna Airport Road, PO Khamaria
Jabalpur 482005 (India)

7.6 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 five 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 faculty 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 (CoD) constituted for the purpose by the Director. Applications received against rolling advertisement will also be sent to the Head of the Discipline for the recommendation of the CoD. The Head will send his/her recommendations to the Chairman, Selection Committee on the candidature of each of the applicants based on the recommendations of the CoD.
- (d) 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. Report of the performance of candidates in the tests will be made available to the Selection Committee.

Following measures will be taken by the Institute regarding processing of 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 class of persons and not for individuals.

(ii) The applicants 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 one year or till the recruitment file is active, whichever is later.

7.7 Selection Committee

7.7.1 Panel of Experts

- (a) Panel of experts from various relevant domains will be prepared from time to time and will be approved by the BOG. Experts from the approved panel will be BOG nominees (or experts nominated by the Board) and the panel 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 will be prepared from time to time and will be approved by the Senate. Experts from the approved panel will be Senate nominees (or experts nominated by the Senate) and 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.

7.7.2 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 (or 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.

7.7.3 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.

7.7.4 Procedure Followed by the Selection Committee and its Meeting(s)

- (a) **For faculty recruitment** – For faculty recruitment, seminars and/or teaching sessions may be conducted prior to the Interview as decided by the Director. Online video mode may be used for conducting interviews/seminars for applicants residing outside India. 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 shall recommend names of candidates to the BOG. If a candidate is recommended in absentia or interviewed through online video mode, the same shall be mentioned in the recommendations of the Committee. If need be, a waitlist may also be recommended by the Selection Committee along with the candidates recommended for selection. The Selection Committee shall also recommend the starting salary in the grade in each case.
- (b) **For recruitment on other posts** – The Selection Committee shall examine the credentials of all applicants and may cause a written test /screening test /skill test and interview for candidates as the Chairman may think fit, and shall make its recommendations to the BOG/ Director as the case may be, names of the candidates in order of merit. If need be, a waitlist may also be recommended by the Selection Committee along with the candidates recommended for selection. The Selection Committee will also recommend the starting salary in the grade in each case.
- (c) 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.
- (d) Three members of the Selection Committee shall form the quorum, consisting of at least one expert.

- (e) 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.
- (f) 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.
- (g) 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.

7.8 Fixation of the Salary to be offered:

7.8.1 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 appointing authority shall 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. 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.

7.8.2 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.

7.8.3 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.

- (a) 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 ;
 - (b) 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;
 - (c) Years of experience in a similar or higher category of work;
 - (d) Salary last drawn in the case of those coming from Government or Semi- Government Departments/Institutions etc.
 - (e) Comparison with the pay drawn by the incumbents in the same grade/post.
- ii) While all the above points should be considered together as a whole, maximum weightage should be given to Item (e) 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.
 - iii) 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. Recommendations of Selection Committee:

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 the same may be reported to the Board subsequently.

9. Offers of Appointment:

Offers of appointment will be issued on the approval of the appointing authority based on the recommendations of the Selection Committee. Offer of appointment shall indicate the salary offered, rates of allowances, 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 extend the joining time based on the necessity or on the request of the appointee.

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

10. Validity of Panel/Waitlist:

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 on 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.

11. Pay Scales, Qualifications and Experience for Faculty Positions

Name of post	Minimum Educational Qualification and Experience Requirement	Age Limit	Pay Band and Grade Pay
Approved in BOG/2011/2nd meeting dated 30-06-2011, except the age limit.			
Professor	A minimum of ten years of teaching/ research/ professional experience of which at least 4 years 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	Preferably upto 55 years	37400-67000(PB.IV) A.G.P. 10500/-

	professional activities.		
Associate Professor	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. 9500/-
Assistant Professor	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/-
Assistant Professor (On Contract)	PhD. (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/-

12. 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
Registrar	<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 55 Years	37400- 67000(PB.IV) G.P. 10000/-
Librarian	<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>Desirable: M. Phil/ Ph.D degree in library science/ information science/ documentation/ archives and manuscript-keeping.</p>	Preferably Upto 55 Years	37400- 67000(PB.IV) A.G.P. 10000/-

Dy Librarian	<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>Desirable: M. Phil/ Ph.D. degree in library science/ information science/ documentation/ archives and manuscript-keeping.</p>	Upto 50 Years	<p>15600-39100(PB.III)</p> <p>A.G.P. 8000/-</p>
Dy. Registrar	<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>
Medical Officer	(i) MBBS Degree with MD (ii) 8 Years of practice in Govt./Private Hospital	Preferably upto 45 Years	15600-39100 (PB.III) G.P. 7600/-
Superintendent Engineer	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 55 Years	<p>15600-39100(PB.III)</p> <p>G.P. 7600/-</p>

Executive Engineer (Civil)	(i) A Bachelor's Degree in Civil Engineering with first class 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/-
EE (Electrical)	(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/-
Senior Technical Officer	B. Tech. / B.E. /M.Sc. in relevant field /MCA with good academic record having a cumulative performance Index of 6.5 or above on the scale of 10 or equivalent grade /percentage + atleast 5 years relevant experience of working as Technical Officer or equivalent on PB III, G.P. 5400/-	Upto 45 Years	15600-39100-(PB.III) G.P.6600/-
Asstt. Engineer (Civil)	(i) Bachelor's Degree in Civil Engineering. with first division or equivalent grade + 3 years' experience of execution of civil construction work and its maintenance. OR Recognized diploma in Civil Engineering of 3 years duration with first division or equivalent and with 8 years'	Preferably Upto 35 Years	15600-39100(PB.III) G.P. 5400/-

	experience of civil construction works and its maintenance.		
Asstt. Engineer (Elect.)	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 OR 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	Preferably *Upto 35 Years	15600-39100(PB.III) G.P. 5400/-
Assistant Registrar	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/-
Assistant Librarian	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/-

Network – cum - System Administrator	(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 three years 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 40 Years	15600-39100(PB.III) G.P. 5400/-
Placement-	(i) MBA/ Post Graduate degree in Human	Upto 45	15600-

Cum-Public Relations Officer	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.	Years	39100(PB.III) G.P. 5400/-
Research Engineer	(i) B. Tech. / B.E. in relevant field with good academic record having atleast 6.5 cumulative performance index or above on the scale of 10 or equivalent grade /percentage + 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/-
Chief Security Officer	(i) Bachelor's Degree in any discipline (ii) Atleast 5 years' experience in Armed Forces/Paramilitary Forces/Police/Any Other Govt. Organization/ PSU/ Govt. Autonomous Body and not below the rank of Subedar or equivalent.	Upto 40 Years	15600-39100-(PB.III) G.P.5400/-
Technical Officer	B. Tech. / B.E. /M.Sc. in in relevant field /MCA with good academic record having a cumulative performance Index of 6.5 or above on the scale of 10 or equivalent grade /percentage + Atleast 5 years relevant experience of working as Technical Assistant Grade II or equivalent	Upto 40 Years	15600-39100-(PB.III) G.P.5400/-

Group-B:

Programmer	(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/-
-------------------	--	--------------	----------------------------------

Executive Manager (Section Officer)	Bachelor's Degree in any discipline 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/-
Jr. Engineer (Civil)	Bachelor's degree in civil engineering with at least one year's field experience OR 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/-
Jr. Engineer (Elect.)	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 32 Years	9300-34800(PB.II) G.P. 4200/-
Sr. Stenographer	Bachelor degree in any discipline 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 32 Years	9300-34800(PB.II) G.P. 4200/-
Jr. Superintendent (Recommended to be renamed as Senior Executive Assistant)	Bachelor's degree in any discipline 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/-
Sr. Lib. Information Assistant	(i) Bachelor's degree in any discipline 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	9300-34800(PB.II) G.P. 4200/-

Technical Assistant (Gr.II)	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..	Upto 32 Years	9300-34800(PB.II) G.P. 4800/-
Medical Assistant	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 Director General of Medical Services/Army/Navy/Indian Air Force and recognized by Ministry of Health and Family Welfare (Department 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	Upto 32 Years	9300-34800(PB.II) G.P. 4200/-

Group-C

Security Assistant	(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/-
Upper Division Clerk (UDC) (Recommended to be renamed as Executive Assistant Gr. II)	(i) Bachelor degree in any discipline 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/-
Office Assistant(Gr.I) (Recommended to be renamed as Executive Assistant Gr. II)	(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/-
Lower Division Clerk (LDC) (Recommended to be renamed as Executive Assistant Gr. I)	(i) Bachelor's degree in any discipline (ii) Knowledge of office applications of computers	Upto 27 Years	5200-20200(PB.II) G.P. 1900/-
Dy. Accounts Assistant (Recommended to be renamed as Executive Assistant Gr. II)	(i) Bachelor degree in any discipline 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/-
Library Assistant	(i) Bachelor's degree from a recognized university in any discipline (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/-
Technical Assistant (Grade I)	(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	Upto 32 Years	5200-20200(PB.I) G.P. 2400/-

	months duration in relevant field with 5 years of work experience (ii) Knowledge of computer applications.		
Lab Assistant	(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/-
Care Taker (Recommended to be renamed as Executive Assistant Gr. II)	(i) Bachelor degree in any discipline 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/-
Driver	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/-
Electrician	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/-
Plumber	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/-

Note: If a person is called for interview for a group A post and has not been found suitable for appointment to the post by the selection committee, his /her application shall not be considered for appointment against a post of the same cadre /higher cadre for one year from the date of interviews /selection committee meeting.

13. Other Categories of Appointments

13.1 Appointment on Deputation and Subsequent Permanent Absorption

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/Selection Committee. 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 appointments on deputation. Period of deputation shall be as per Government of India rules. A person appointed on deputation through the recommendation of the selection committee duly constituted as per the clause 9 of the MOA, may be considered for permanent absorption, on his/her satisfactory performance during the deputation period, provided the post for which the person is appointed on deputation was announced publicly. For permanent absorption of employees appointed on deputation/short term contract, procedure as prescribed by the Department of Personnel and Training, Government of India in its Guidelines for framing /amendment/ relaxation of recruitment rules as amended from time to time will be followed. Absorption of an employee on deputation will be approved by the appointing authority, on recommendation of the Director / Officer or faculty under whom the staff is working, as the case may be.

13.2 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 are calculated as the basic pay+ grade pay + dearness allowance + house rent allowance + transport allowance.

13.3 Re-employment of Faculty

The Board may consider re-employing a faculty after the date of superannuation on a consolidated pay as recommended by the Director and approved by the Board. 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.

13.4 Re-employment of other employees

Re-employment of other employees will be as per GOI rules and will be exercised only in case there is an urgent requirement and the vacancy cannot be filled immediately. In all such cases of re-employment, efforts should be made to fill the vacancy as early as possible.

14 Agreement of Service

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

15 Basic Terms and Conditions of Service of Employees to be mentioned in the offer of appointment

15.1 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.

15.2 Probation:

All permanent appointments to posts under the Institute shall ordinarily be made on probation for a period of two years 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.

15.3 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.

15.4 Confirmation after Probation:

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

15.5 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.

15.6 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.

15.7 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.

15.8 Code of Conduct

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

15.9 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 30th for the preceding calendar year.

15.10 Leave Rules

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

15.11 Duties

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.

15.12 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.

15.13 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.

15.14 Retirement Benefits

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

15.15 Age of Superannuation

As specified by the MHRD for the post(s) from time to time.

15.16 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.

16. Rules for Temporary Appointments

The terms and conditions of the temporary employees will be as per the conditions mentioned in the appointment order approved by the appointing authority. Foreign nationals will be eligible for temporary appointment offers for a faculty/academic post. 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 six months duration or less, the notice period from either side will be fifteen days.

For any rule and service condition not covered here Government of India rules shall be applicable.

BOG/25/06	<p>To consider the policy framed by the Institute on Intellectual Property Right (IPR) for approval.</p> <p>A draft proposal on Intellectual Property Right Policy was framed by the Institute and recommended by the Senate vide its meeting held on July 10, 2009 (Agenda no. Senate/2009-10/2.11/3.11.1). Draft of the IPR policy is placed as <u>BOG/25/Annexure-IV (Page 44 to 55)</u> for the consideration of the Board.</p> <p>The Board is requested to consider the same for approval.</p>
-----------	--

1. The Director constitutes a Committee to evaluate the IP ownership.
2. If funds and facilities are used;
3. If yes, then Committee determines the ownership;
4. If no funds and facilities are used inventor may be permitted to file himself;
5. If external funding agency is involved the IP may be shared;
6. The Committee also evaluates on Technical aspects:
7. Novelty: That similar invention is not available anywhere in world;
8. Inventiveness/Non-obviousness: The steps taken to achieve Novelty are not obvious to a person skilled in the prior art;
9. Utility or industrial applications: That the invention can be made/worked as described in specifications;
10. The Committee recommends for filing or not through minutes forwarded to Director for approval;
11. In case IITDM has to bear the cost of filing IP then financial approval has to be taken;
12. The inventors assign their rights to IITDM by signing Form-1;
13. The invention is filed in Indian Patent Office with details in Form-2;
14. If IITDM considers that invention has good commercial prospects in Foreign countries then it may consider filing under Patent Cooperation Treaty;

DESIGN PATENTS:

The Institute may also consider filing for a Design Patent to protect the aesthetic appearance of the prototype.

COMMERCIALIZATION

After filing the inventor may proceed for

1. obtaining grants for developing prototype or proof of concept under Technopreneur Promotion Programme (TePP) Scheme to nearest TePP outreach centre;

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING
JABALPUR

The Process for Protection / filing of Intellectual Property / Patent:

The Steps include:

1. Formulation of the IP Policy;
2. The document may be circulated among faculty of IIITDM requesting for comments;
3. Placed in the meeting of Board of Governors for approval;
4. The faculty/student disclose the invention to the Institute in a format;
5. The Director constitutes a Committee to evaluate the IP ownership:
 - a. If funds and facilities are used;
 - b. If yes, then Committee determines the ownership;
 - c. If no funds and facilities are used inventor may be permitted to file himself;
 - d. If external funding agency is involved the IP may be shared;
6. The Committee also evaluates on Technical aspects:
 - a. Novelty: That similar invention is not available anywhere in world;
 - b. Inventiveness/Non-obviousness: The steps taken to achieve Novelty are not obvious to a person skilled in the prior art;
 - c. Utility or Industrial applications: That the invention can be made/worked as described in specifications;
7. The Committee recommends for filing or not through minutes forwarded to Director for approval;
8. In case IIITDM has to bear the cost of filing then a Financial approval has to be taken;
9. The inventors assign their rights to IIITDM by signing Form-1;
10. The invention is filed in Indian Patent Office with details in Form-2;
11. If IIITDM considers that invention has good commercial prospects in Foreign countries then it may consider filing under Patent Cooperation Treaty;

DESIGN PATENTS:

The Institute may also consider filing for a Design Patent to protect the aesthetic appearance of the prototype.

COMMERCIALIZATION

After filing the inventor may proceed for

1. obtaining grants for developing Prototype or proof of concept under Technopreneur Promotion Programme (TePP) Scheme to nearest TePP outreach centre;

2. Identify the standards in the area if any and build a prototype;
3. Testing and calibration through a approved lab;
4. Trials may be conducted and demonstrate the technology by verifying the results;
5. Approach suitable industry for Technology Transfer;
6. Enter into suitable licensing Agreements;
7. The inventors may be allowed to commercialize the invention as well;

INTELLECTUAL PROPERTY POLICY DOCUMENT

This document defines the Policy and the Procedures for Intellectual Property filing, ownership, Licensing and Research of PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur (herein 'IIITDM') and is applicable to all employees full-time/part-time and students.

The Document may be used as guidelines to enter in Research, Consultancy Agreements with external/funding agencies. The conditions listed in such Contract may prevail over this IP Policy.

I. **PREAMBLE:** In the last decade our country has gained significant expertise in all areas of Engineering and Technology. The Indian government is making conscious efforts to augment the technical infrastructure and increase the availability of technical manpower to fuel India's technical superiority.

II. **DEFINITIONS:** The terms used in the policy shall be interpreted as understood in their ordinary dictionary meaning unless defined herein:

1.1 **Institute:** Institute shall mean 'Indian Institute of Information Technology, Design and Manufacturing Jabalpur'.

1.2 **IPEC – Intellectual Property Evaluation Committee:** The Committee approved by the Director, IIITDM to evaluate an invention on the applicable criteria, identifies inventors and ownership.

1.3 **IPDF – Intellectual Property Disclosure Form:** The form that need to be filled by the applicant to disclose the desired information about their IP.

III. **APPLICABILITY:** This IP Policy shall be applicable to all full time employees and students of IIITDM, which is created using funds, facilities and equipments of IIITDM

I. Intellectual Property Ownership

A. IIITDM Ownership

1. Intellectual property of any kind created by faculty, students, staff, project staff, visitors and others, such as trainees from other institutes, participating in IIITDM programs or using IIITDM funds or facilities, are owned by IIITDM when either of the following applies:

- a) The intellectual property was created with the significant use of funds or facilities administered by IIITDM.
- b) The intellectual property was created (i) as a part of the normal professional duty or (ii) work for hire.
- c) The intellectual property was created in the course of or pursuant to a sponsored/consultancy research agreement with IIITDM. In such cases, specific provisions related to IP made in contracts governing such activity will determine the ownership of IP.
- d) The intellectual property was created as a part of academic research and training leading towards a degree or otherwise (e.g. Project Courses).

2. All copyrights, including copyrighted software will be owned by IIITDM when it is created as a part of any of the academic programs of IIITDM or created pursuant to a written agreement with IIITDM, providing for transfer of copyright or ownership to IIITDM. More specifically:
 - a) IIITDM will be the owner of the copyright on all teaching materials created by IIITDM and non-IIITDM personnel for external agencies, institutions and industry under the continuing education and distance education programs of IIITDM. However, the authors will have the right to use the material for their teaching and research activities.
 - b) IIITDM will not claim ownership of copyright on books and scientific articles authored by IIITDM personnel. However, IIITDM will have the copyright if books and reports have been created using funds specifically provided for this purpose by IIITDM.

B. Inventor/Author Ownership

1. Inventors/Authors will own intellectual property when
 - a) None of the situation defined above for IIITDM-ownership of intellectual property applies.
 - b) It is created outside their assigned/normal area of research/teaching, without the use of significant institute resources.IIITDM shall decide whether the funds or facilities are used or created outside the assigned, normal research/teaching.
2. Students will own copyright on theses/dissertation created as a part of their academic programmes. However, the student must grant to IIITDM royalty-free permission to reproduce and distribute copies for teaching and research as well as for dissemination for teaching and research to other academic institutions.
3. Ownership of software code, patentable subject matter and other intellectual property contained in the theses/reports are subject to conditions specified under IIITDM-ownership and Inventor/Author ownership.

C. Third-Party Ownership

1. Ownership of intellectual property resulting from:
 - a) Funds provided partially or fully by a third-party to IIITDM will be governed by specific provisions in the contract between the third-party and IIITDM.
 - b) Exchange programs between IIITDM and other institutions will be governed by specific provisions in the contract between the third-party and IIITDM.
 - c) In case no such specific contract exists, IPR will remain with IIITDM.
2. In cases of all IP produced at IIITDM, IIITDM shall retain a non-exclusive, free, irrevocable license to copy/use IP for teaching and research activities, consistent with confidentiality arguments where ever entered by IIITDM.
3. In cases where an IP is created by IIITDM employee, fully or as a part of the team, during deputation, official leave, the concerned IIITDM employee should officially communicate the IP to IIITDM. If the IP involves ideas/software developed, fully or in part, using significant institute resources, then the IP will also be owned by IIITDM fully or partially, as the case may be.

II. Disclosures, Confidentiality and Assignment of Rights

1. For sponsored and/or collaborative work the provisions of the contract pertaining to disclosure of IP are applied.

2. For all other IP produced at IIITDM, the inventors will be required to disclose their IP to the **IPEC** (Intellectual Property Evaluation Committee) at the earliest date using an **IPDF** (Intellectual Property Disclosure Form).
3. It will be mandatory for students to submit an IPDF, countersigned by their supervisor(s), at the time of filing their B.Tech. report, M.Tech. and PhD theses.
4. The inventor shall assign the rights of the disclosed IP to IIITDM before leaving the institute and will agree to the terms and conditions for the sharing of any financial benefits received by the Institute by commercialization of such IP.
5. Having made the disclosure, the inventors, both IIITDM and non-IIITDM employees, shall maintain confidentiality of the IP during the period it is pending for the assessment of the possibility of commercialization and protection of IP, unless authorized in writing by IIITDM.

III. Evaluation of Intellectual Property

1. Evaluation of Intellectual Property will be done by the IPEC (Intellectual Property Evaluation Committee). The Director will nominate faculty members with expertise or familiarity/experience in areas related to the IP.
2. Evaluation of IP means:
 - a) Assigning ownership of IP.
 - b) Determining whether an IP is innovative and fit for filing in India and foreign countries.
 - c) Determining whether the IP has a reasonable chance for commercialization.
3. After evaluation of IP, if IIITDM decides not to take the responsibility for the protection of the IP, then it will assign all the rights of the IP to the inventors.
4. Even in such cases, as in (3), IIITDM may take the responsibility of facilitating protection of the IP on case by case basis.
5. A decision on the annual renewal of IP rights will be taken by the IPEC. If IIITDM decides not to renew the IP, fully or partially, then it will assign the rights of the IP, wherever relevant, to the "inventors."

IV. Contracts and Agreements

All agreements related to IP undertaken by any IIITDM employee or student, including, but not limited to the following categories, need to be approved by the institute:

1. Allegiance, Affirmation and Confidentiality Agreement.
2. Evaluation Agreement.
3. License Agreement
4. Technology Transfer (Commercialization) Agreement
5. Alternative Dispute Resolution Agreement
6. Classified Information Non-Disclosure (specific) Agreement

The Director, or a person duly authorized will be the authorized signatory in all categories of agreements listed above.

V. Commercialization

1. IIITDM shall market the IP and identify potential licensee(s) for the IP to which it (i) has ownership and (ii) for which rights have been assigned to it.
2. For the IP where exclusive rights have not already been assigned to a third party, the creators may also contact potential licensee(s) on their initiative maintaining confidentiality and taking all necessary care to ensure that the value of the IP is not affected.
3. If IIITDM is not able to commercialize the IP within two years of filing of IPDF then the inventor(s) may approach IIITDM for assignment of rights of the invention(s) to them.
4. In case the inventor of the invention (students or faculty or both) decide to opt for entrepreneurship and commercialize the invention IIITDM shall offer Non-Exclusive Terms.
5. In case the inventor of the invention intend to seek Exclusive license then minimum profit sharing with IIITDM shall be as follows:
 - a. Gross Sales is less than Rs 10 Lakhs : 10% of Sales
 - b. Gross Sales is between Rs 10-50 Lakhs : 12% of Sales
 - c. Gross Sales is over Rs 50 Lakhs : 15% of Sales

VI. Revenue Sharing

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

Case	Net earnings	Inventor(s)	IIITDM's Share	Service Account*
1	For the first amount Q	65%	25%	10%
2	For the next amount Q	45%	45%	10%
3	For amounts more than 2Q	25%	65%	10%

* Money may be used for the promotion and upgradation of the invention. Unused funds from the service account will be used for promotion of commercialization, IP protection and any other related activities.

2. It is suggested that amount Q be initially fixed at Rs. 100 lakhs. The creator(s) share would be declared annually and disbursement will be made to the creator(s), their legal heir, whether or not the creators are associated with IIITDM at the time of disbursement.
3. Co-creators of IP shall sign at the time of disclosure, a distribution of IP Earnings' Agreement, which shall specify the percentage distribution of earnings from IP to each co-inventor. The inventors may at any time by mutual consent revise the Distribution of IP Earnings Agreement.

VII. Infringements, Damages, Liability and Indemnity Insurance

1. As a matter of policy, IIITDM shall, in any contract between the licensee and IIITDM, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, upgradation and debugging obligation.

2. IIITDM shall also ensure that IIITDM employees have an indemnity clause built-into the agreements with licensee(s) while transferring technology or copyrighted material to licensees.
3. IIITDM shall retain the right to engage or not to engage in any litigation or legal action concerning patents and license infringements.

VIII. Conflict of Interest

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company. Under these circumstances, it must be ensured by the inventor(s) that their entrepreneurial activities do not have an adverse impact on inventor(s) teaching, research and any other institutional responsibilities.

IX. Dispute Resolution

In case of any disputes between IIITDM and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Director of IIITDM. Efforts shall be made to address the concerns of the aggrieved party. The Director's decision in this regard would be final and binding.

X. Jurisdiction

As a policy, all agreements to be signed by IIITDM will have the jurisdiction of the Civil Courts in Jabalpur and shall be governed by appropriate laws in India.

Glossary

- 1) "Director" means the Director of the Indian Institute of Information Technology, Design and Manufacturing Jabalpur.
- 2) "Author" means faculty, students, staff or visiting faculty who has/have written or created a creative work.
- 3) "Confidential Information" is information not in the public domain and declared confidential by parties as such in a MOU/Agreement that has been signed by the parties.
- 4) "Copyright" means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work. Copyright protection is available for most literary, musical, dramatic, and other types of creative work, including software, teaching materials, multimedia works, proposals, and research reports.
- 5) "Creators" are persons who have produced any original work.
- 6) "Intellectual Contribution" means original technical or artistic contributions.
- 7) "Intellectual Property" includes but is not limited to copyrights and copyrightable materials, patented and patentable inventions, tangible research results, trademarks, service marks and trade secrets.
- 8) "Invention" includes but is not limited to any new and useful process, formula or machine conceived or first reduced to practice in whole or in part, defined within the purview of the Patent Act. Inventor(s) are person(s) who produce an invention.
- 9) "Licensing" is the practice of renting the intellectual property to a third party.
- 10) "Net Earnings" are the earnings resulting from the licensing or commercialization of the IP reduced by the outstanding actual expenses incurred in obtaining and commercialization of the IP.
- 11) "Patent" means the exclusive right granted by law for making, using or selling an invention.
- 12) "Royalty" is the payment made to an inventor/author or an institution usually for legal use of a patented invention or any Intellectual Property when licensed.
- 13) "Significant Use of IIITDM Resources" is any usage of IIITDM resources in the creation of the invention(s), in excess of the routine use of office facilities, computers, library resources and resources available to the general public.
- 14) "Software" means anything executable in a computer.
- 15) "Teaching material" means any material that aids the process of teaching.
- 16) "Trade Mark/Service Mark" is a distinctive word, symbol or picture or a combination of these, which is used by a business entity to discriminate its products and services from those of other business entities.
- 17) "Trade Secret:" Usually some information such as know-how of commercial or strategic value that is not disclosed to all and is used in a restricted manner.

ANNEXURE I

Intellectual Property Disclosure Form

Indian Institute of Information Technology, Design and Manufacturing Jabalpur

Title of the invention:

Innovator(s) who have contributed or conceived an essential element of the invention, either independently or jointly with others during evolution of the technology concept or reduction to practice:

Name:
Position:
Department:
Phone:
e-mail:

Name:
Position:
Department:
Phone:
e-mail:

(information for all inventors)

Brief description of the invention:

How does this invention relate to new processes, machines, compositions of matter, etc.? Please cover the following points:

- (a) Describe the invention so that the other faculty of the Institute who are knowledgeable in the field can evaluate the technical and commercial merits of the technology.
- (b) What are the advantages of the present invention over the comparable inventions?
- (c) Has the invention been tested experimentally? Are experimental data available?
- (d) Has the invention been patented or protected under confidentiality agreement?

(Please use additional sheets to elaborate and to attach sketches, drawings, photographs and other materials that help illustrate the description).

Commercial potential:

What are the

- (a) Possible uses/application areas and/or products you feel may embody aspects of your technology and
- (b) Possible end-users
- (c) Potential marketability including commercial suggestions viz.,
 - (1) input required,
 - (2) production capacity where applicable,
 - (3) raw material requirement,
 - (4) transfer form,
 - (5) target companies and countries,
 - (6) economic data,
 - (7) potential long-term commercial interest.

(Please provide as much information as possible; attach extra sheets of required) Prior disclosure and possible intent:

Has the invention been disclosed to industry representatives or third parties? Has any commercial interest been shown in it and of what nature? Name the companies and specific individuals and their titles.

Development stage:

Give your opinion on the current stage of development of the invention as it relates to its marketability (indicate appropriate response):

- Embryonic (needs substantial work to bring market)
- Partially developed (could be brought to market with significant investment)
- Off-the-shelf (could be brought to market with nominal investment)

Do you know of any other inventions that are congruent with this invention?

Signature of Inventor with date

Signature of Inventor with date

Ajay Pal Singh
Advocate
M.P. High Court, Jabalpur

1120, Pachpedi, South
Civil Lines, Jabalpur.
Ph.No. 0761-6456428

To,

Director,
Indian Institute of Information Technology,
Design and Manufacturing, Jabalpur.

Sub : Opinion on Draft Rules and Procedures for protection/filing of intellectual property / patents , vide letter dated 09.04.10.

1. Intellectual property is basically a private property to which the law has given public protection. Intellectual properties are also recognized by the law as a form of intangible property. It is done with the concept that by protection of law, products of mind can have as much worth, if not more, than physical products. Hence, there is protection for new inventions and monetary inducement is recognized for the talent. Intellectual property differs from other kinds of property because of uncertainties regarding its value and use. The registration is nothing more than the recognition of the right of ownership of this property. The basic laws which cover intellectual property rights are as under :-

- (i) The Copy Right Act 1957
- (ii) The Design Act 2000
- (iii) Geographical Indication of Goods (Registration and Protection) Act 1999
- (iv) The Patents Act 1975.
- (v) The Protection of Plant Varieties and Farmers Rights Act 2001.
- (vi) The Semiconductor Integrated Circuits Lay out Design Act 2000
- (vii) The Trade Marks Act 1999


2. I have gone through the Draft Rules and Procedure for protection are drafted in a proper manner, but certain aspects have not been considered which needs to be incorporated. Firstly, intellectual property right is the grey area where research is being conducted every moment, hence time frame for taking decisions regarding permission to register the application of the

research scholar must be provided for. Even the Research Scholar should be given time frame for completing his research in case it is being funded by the institute.

3. The subjects in which the institute wishes to fund the research programme must be mentioned so that the research scholar may be aware of the topics under which research is being funded by the institute. The intellectual property evaluation committee must be given freedom to extend the area of research every year. The committee must meet regularly and its periodicity should be mentioned in the rules.
4. As for the commercialization aspect, the limit must be revised every 3 years for sharing of minimum profit by the institute. Indian Government is a signatory to General Agreement on Trade and Tariff and Trade Related Aspects of Intellectual Property Act 1994 and has become a member of World Trade Organization. Hence, the Intellectual Property Rights have become part of international forum which needs to be protected from Indian Point of view. The Draft Rules may cater for such eventualities which require constant upgradation of Rules. These aspects needs to be considered by the institution in order to protect the interest of research scholar as well as that of the institution.

Thanking you,

Jabalpur
Dated : 26.4.10.

Yours Sincerely,

(Ajay Pal Singh)
Advocate

BOG/25/07

Adoption of the MHRD, GOI letter F. No. 27-11/2011.TS.I dated September 18, 2013 on implementation of 4 tier flexible faculty structure in the IIITs.

The MHRD letter is placed as BOG/25/Annexure-V (Page 57 to 59).

The Board is requested to adopt the same for implementation.

F.No.27-11/2011 Ts.1
 Government of India
 Ministry of Human Resource Development
 Department of Higher Education
 Technical Section - 1

Shastri Bhawan, New Delhi
 Dated the 18th Sept, 2013

To

55393
 The Director,
 Indian Institute of Information Technology Design &
 Manufacturing- Jabalpur,
 Dumna Airport Road, P.O.: Khamaria,
 Jabalpur - 482 005, Madhya Pradesh

Sub : Implementation of 4 tier flexible faculty structure in the Indian Institute of Information Technology - reg

Sir,

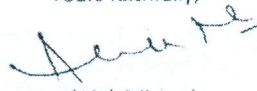
It has been decided to implement the 4 tier flexible faculty structure in the Indian Institutes of Information Technology, as it is in IITs, subject to the following conditions:-

- (i) On adoption of the flexi cadre system, the institute will dispense with CAS policy.
- (ii) The norms with regard to qualification and experience required for career progression, as enclosed could be followed in toto. Any other norms for career progression adopted by IITs would also ipso facto apply to the 04 old IITs
- (iii) The Board of Governors of PDPM-IIITD&M Jabalpur will formally approve adoption of the flexi cadre system and the revised norms for career progression.

2. This issues with the approval of Hon'ble Human Resource Minister/Integrated Finance Division of the Ministry.

Encl : as above

Yours faithfully,


 (Alok Mishra)
 Director

**Norms of 4-tier Flexible Cadre Structure of Faculty Posts in the Indian Institutes of
Information Technology (IIITs)**

Sl. No.	Designation, Pay Band and Academic Grade Pay	Essential Qualification and Relevant Experience
1.	Assistant Professors (On contract) PB-3 of Rs.15600-39100 with AGP of Rs. .6,000/- p.m.	<p>(i) Assistant Professors to be recruited on contractual basis are not part of the regular faculty cadre in IIITs. Appointment at this level may be made on contract basis to enable bright young Ph.D. scholars to teach and earn experience in premier institutions.</p> <p>(ii) At the entry level they may be placed in Pay Band (PB) -3 of Rs.15600-39100 with Academic Grade Pay (AGP) of Rs..6,000/- p.m. with seven non-compoundable advance increments.</p> <p>(iii) To encourage fresh Ph.D.s to join the teaching system, at least 10% of the total faculty strength should be recruited at this level. However, relaxation in respect of educational qualifications could be given upto 25% of total Assistant Professors recruited. The reasons for such relaxations should be duly recorded and reported to the respective Board of Governors (BoGs)/ Board of Management (BoM) of IIITs</p> <p>(iv) After one year of post Ph.D. experience, these Assistant Professors shall be placed in the AGP of Rs.7,000/- p.m.</p>
2.	Assistant Professors PB-3 of Rs.15600-39100 with AGP of Rs. 8,000/- p.m.	<p>(i) To be appointed in PB-3 to be placed at Rs.22500/- with AGP of Rs.8,000/- p.m. For direct recruits, minimum pay in the Pay Band to be fixed at Rs.30,000/-.</p> <p>(ii) For appointment as Assistant Professor, one should have a Ph.D. with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and at least three years industrial/research/teaching experience excluding however, the experience gained while pursuing Ph.D.</p> <p>(iii) Assistant Professors on completion of 3 years of service shall move to Pay Band of Rs.. 37400-67000 (PB-4) with an Academic Grade Pay (AGP) of Rs..9,000/- and will, however, continue to be designated as Assistant Professor.</p>

Contd...

Sl. No.	Designation, Pay Band and Academic Grade Pay	Essential Qualification and Relevant Experience
3.	Associate Professors PB-4 of Rs.37400-67000 with AGP of Rs.9,500/- p.m.	<p>(i) To be appointed in PB-4 (Rs.37400-67000) with AGP of Rs.9500/- p.m. For direct recruits, minimum pay in the PB-4 to be fixed at Rs. 42,800/-.</p> <p>(ii) For appointment as Associate Professor, one should have a Ph.D. with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching/Industry/Research experience, of which at least three years should be at the level of Assistant Professors/Senior Scientific Officer/Senior Design Engineer.</p>
4.	<p>Professors PB-4 of Rs.37400-67000 with AGP of Rs.10,500/- p.m.</p> <p>Professors: HAG Scale (Rs.67000-79000) without any GP</p>	<p>(i) For appointment as Professor, one should have a Ph.D. with first class at the preceding degree or equivalent with a very good academic record and a minimum of 10 years experience of which at least 4 years should be at the level of Associate Professor.</p> <p>(ii) For Direct Recruits, Minimum pay in the Pay Band to be fixed at Rs.48,000/-.</p> <p>(iii) Upto a maximum of 40% of the sanctioned posts of Professors after regular service of 6 years as Professor can be awarded HAG Scale of Rs. 67000-79000 without any GP in ISM after fulfilling the eligibility conditions given in the guidelines for implementation of HAG scales in the Ministry's letter No. 34-9/2012-TS.III dated 22.3.2013.</p> <p>(iv) While implementing the HAG scales, those Professors who are appointed as Directors in the 04 old IITs by the MHRD, shall deemed to have been placed in the HAG scale notionally from the day they took charge as Directors in IITs or from the day the guidelines were issued by the Ministry vide its letter No. F.23-1/2008-TS.II dated 18.8.2009, whichever is later.</p>

BOG/25/08

Confirmation of the services of faculty and officers on completion of probationary period.

Names of faculty and officers those who have completed the probationary period successfully and meeting other criteria for the purpose are placed as **BOG/25/Annexure-VI (On page 61)**.

The Board is requested to accord its approval on the confirmation of the services of the above mentioned employees.

LIST OF FACULTY AND OFFICERS WHO HAVE COMPLETED TERMS AND CONDITIONS FOR CONFIRMATION OF PROBATIONARY PERIOD

S.N.	Name	Designation	Date of Joining	Date of completion of Probation	Medical Report	Police Verification Report	Cast Verification Report	APAR/SAR
1	Dr. Ravi Babu Mulaveesala	Assistant Professor	25-7-2007	24-7-2007	Received (Fit)	Received (OK)	NA	*
2	Dr. Prashant Kumar Jain	Assistant Professor	5-7-2012	4-7-2013	Received (Fit)	Received (OK)	NA	Received
3	Dr. Asish Kumar Kundu	Assistant Professor	13-7-2009	12-7-2010	Received (Fit)	Received (OK)	NA	Received
4	Dr. Dinesh Kumar V.	Assistant Professor	17-8-2009	16-8-2010	Received (Fit)	Received (OK)	NA	Received
5	Dr. M. Amarnath	Assistant Professor	9-2-2009	8-2-2010	Received (Fit)	Received (OK)	NA	*
6	Dr. Rajesh Kumar Pandey	Assistant Professor	9-7-2012	8-7-2013	Received (Fit)	Received (OK)	NA	Received
7	Dr. Rajib Kumar Jha	Assistant Professor	12-7-2011	11-7-2013	Received (Fit)	Received (OK)	NA	Received
8.	Dr. Anil Kumar	Assistant Professor	12-07-2011	11-07-2012	Received (Fit)	Received (OK)	Cast Certificate Verified	Received
9.	Dr. Pavan Kumar Kankar	Assistant Professor	9-7-2012	8-7-2013	Received (Fit)	Received (OK)	NA	Received
10.	Prof. P.N. Kondekar	Assistant Professor	5-7-2012	4-7-2013	Received (Fit)	Received (OK)	NA	Received
11	Mr. Saket Saurav	Research Engg.	24-12-2009	23-12-2010	Received (Fit)	Received (OK)	NA	Received
12	Mr. Rizwan Ahmed	Assistant Registrar	18-6-2012	17-6-2013	Govt employee	Govt employee	NA	Received
13	Mr. Naresh Joshi	Assistant Registrar	20-6-2012	19-6-2013	Received (Fit)	Received (OK)	NA	Received
14	Mr. Santosh Mahobia	Assistant Registrar	23-6-2012	22-6-2012	Received (Fit)	Received (OK)	Cast Certificate Verified	Received

*Self Appraisal Report (SAR) not yet received.

BOG/25/09

To consider the request of Shri Biswajeet Mukherjee, Research Engineer for extension of Study Leave for 7 Months as requested by him for completion of Ph.D. in IIT Bombay.

Shri Biswajeet Mukherjee, Research Engineer (ECE) has been granted study leave of 02 years duration w.e.f. 24 July 2011 to pursue his Ph.D at IIT Bombay . To complete the work of his Ph.D. programme, he has requested for an extension of 07 months of the study Leave. His request is placed as **BOG/25/Annexure-VII (page 63 to 64).**

The Board is requested to consider the request and grant an extension of seven months to Shri Biswajeet Mukherjee for completing his Ph.D. programme at IIT Bombay.

966
1-8-13

The Director
PDPM IITDM
Jabalpur

July 29, 2013

Sub. – Extension of Study Leaves to complete Ph.D program at IIT Bombay

Dear Madam,

It is indeed a matter of privilege on my part that the institute has allowed me to pursue Ph.D from the Department of Electrical Engineering, IIT Bombay. I am being supervised by Prof. Jayanta Mukherjee and my research topic is "Wideband and High Gain Hemispherical Dielectric Resonator Antennas". My study leaves, as approved by the competitive authority, have been sanctioned from December 24, 2011 for a period of two years.

Till date, I have been able to garner, the following research papers to my acclaim:-

Journals:-

1. B. Mukherjee, P. Patel, G. S. Reddy, J. Mukherjee, "A Novel Half Hemispherical Dielectric Resonator Antenna with Array of Slots for Wideband Applications", Journal of Progress in Electromagnetic Research C, Vol. 36, pp. 207 – 221, 2013.
2. B. Mukherjee, P. Patel, J. Mukherjee, "Hemispherical Dielectric Resonator Antenna based on Apollonian Gasket of Circles – A Fractal Approach", IEEE Transactions on Antennas and Propagation (Accepted with Minor Revisions).

Conferences:-

1. B. Mukherjee, P. Patel, J. Mukherjee, "A Novel Hemispherical Dielectric Resonator Antenna with Cylindrical Slot for Wideband Applications", 6th Antenna Test and Measurement Conference, Kolkata, February 12 – 13, 2013, pp. 229 – 232.
2. B. Mukherjee, P. Patel, J. Mukherjee, "A Novel Cheeseholes type Hemispherical Dielectric Resonator Antenna for Wireless Applications", 10th IEEE European Radar Conference (EuRAD), November 9 – 11, Nuremberg, Germany (Accepted).

In view of the above, I would like to request to extend my Study Leaves to a period of Seven Months i.e. till July 2014. With the current pace of the progress of my research work, I would try in the best of my capacity, to submit my thesis before resuming back my duties at IIT Jabalpur.

I would be extremely glad for your kind perusal in the matter.

Thanking You.

Yours Faithfully,

B. Mukherjee

Biswajeet Mukherjee.

To be placed before the
Board

AD/ha
31-7-2013



भारतीय प्रौद्योगिकी संस्थान मुंबई
पवई, मुंबई-400 076, भारत

Indian Institute of Technology Bombay
Powai, Mumbai-400 076, India

दूरभाष/Phone : (+91-22) 2572 2545
फैक्स/Fax : (+91-22) 2572 3480
वेबसाइट/Website : www.iitb.ac.in

IIT Bombay

The Director
PDPM IIITDM
Jabalpur-482005

July 29, 2013.

Sub. – Recommendation for extension of study leaves for Mr. Biswajeet Mukherjee for completion of his Ph.D

Dear Prof. Aparajita Ojha,

This carries the reference to Mr. Biswajeet Mukherjee, Research Engineer at your Institute, who is currently pursuing his Ph.D under my supervision. His research thrust is "Wideband and High Gain Hemispherical Dielectric Resonator Antenna". I find his topic and his concepts extremely challenging and interesting. His research methodology and conduct at our Department is praise worthy.

He is extremely goal oriented which has helped him in churning publications in journals of very high repute. In connection to the above, I would recommend if his leaves for pursuing Ph.D could be extended by a period of one more semester preferably up to July 2014. This would give him an opportunity to complete his research work in time.

I am sure he will take full advantage of the extended leaves and will try to appear for his Pre-Synopsis (Open Seminar) before resuming back his duties at IIITDM Jabalpur.

Thanking You.

Best Regards,

Prof. Jayanta Mukherjee

BOG/25/10

To consider the request of Dr. Asish Kumar Kundu for one year of leave for carrying out Collaborative Research in the University of Caen, France.

The offer letter from University of Caen and application of Dr. Kundu is placed as **BOG/25/Annexure-VIII (Page 66 to 67)** for consideration.

The Board is requested to consider the same for approval.

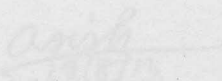
Dear Prof. Gupta,

As I informed to you earlier, regarding my visiting researcher position for the period of one year from CRISMAT Laboratory, France. Today, I have received my confirmation letter and I'll be working in the on going project entitled: "magnetic transport properties of copper/manganese double perovskite" which is a major part of our collaborative work with Prof. Bernard Raventós.

In this respect I would like to mention that in CRISMAT laboratory they are having latest different types of magnetometers which are very essential instrument for our magnetic transport investigations. This will also help our students to carry out magnetic measurements for their samples under this collaborative research.

I shall be highly obliged if you kindly grant me leave for the period of one year. I am attaching the invitation letter sent by Prof. Raventós along with this application for your kind information.

Thank you
Best regards


Dr. Asish K. Kundu
Assistant Prof. Physics

To,
Director
IIITDM
Jabalpur-482005

Dated: 18/09/2013/764

Sub: Request for special leave


Dear Prof. Ojha,

As I informed to you earlier, regarding my visiting researcher position for the period of one year from CRISMAT Laboratory, France. Today, I have received my confirmation letter and I'll be working in the on going project entitled: "magneto-transport properties of copper/manganese double perovskite" which is a major part of our collaborative work with Prof. Bernard Raveau.

In this respect I would like to mention that in CRISMAT laboratory they are having three different types of magnetometers which are very essential instrument for our magnetic materials investigations. This will also help our students to carry out magnetic measurements for their samples under this collaborative research.

I shall be highly obliged if you kindly grant me leave for the period of one year. I am attaching the invitation letter sent by Prof. Raveau along with this application for your kind information.

Thank you
Best regards


12/8/13
Dr. Asish K Kundu

Assistant Prof. Physics

Date: 17.09.2013

From
Prof. B. Raveau
University of Caen
6 Boulevard du Maréchal Juin
14050- Caen cedex 4
France

To
Dr Asish Kumar Kundu
Assistant Professor in Physics
Indian Institute of Information Technology
Design & Manufacturing, Jabalpur
Dumna Airport Road, Madhya Pradesh-482005,
India

Dear Dr Kundu

It is for me a great pleasure to confirm you that I have a possibility to get a one year position for you at CRISMAT laboratory in Caen for doing collaborative research on oxides. The topic will be focused on magnetism and transport properties of copper/manganese double perovskites in view of understanding their ferrimagnetic and magnetoresistance properties, but also on the multiferroism of several of these oxides and of other magnetic oxides, which show frustration.

Your stay should start at the beginning of January 2014 and you will receive an amount of about 2000 to 2300 € per month, for living expenses.

I hope you will be able to accept this offer and hope to see you soon.

Kindest Regards



B. Raveau

BOG/25/11

Proposal for transferring of partial internal income of the Institute generated from Consultancy Projects, Research projects and Conferences to the Professional Development Allowance of the concerned faculty members/research engineers.

In order to encourage faculty involved in consultancy projects and those who take initiatives in organizing conferences/workshops/training programmes, it is proposed to transfer 20% share of the Institute income to the PDA of the faculty involved in the Consultancy Projects and organization of Conferences /Workshops/Training Programmes etc. In case there are more than one coordinator/investigator in a consultancy project or more than one main coordinator/organizer in a workshop/ conference/ training programme etc., 20% share will be equally distributed among the faculty/research engineers.

The Board is requested to consider the proposal for approval.

BOG/25/12	<p>Approval of the recommendations of the Selection Committees for faculty and non-faculty positions.</p> <p>Recommendations of the Selection Committees for the appointment of faculty and non-faculty post held against the advertisements published by the Institute will be placed in the meeting itself.</p> <p>(a) Faculty</p> <p>The Board is requested to consider them for approval.</p>
-----------	--

1. Mr. Anurag Singh, Assistant Professor (on contract for two years), Ph.D. submitted at UJ, Kanpur, in Pay Band 18600-39100(PB.III) AGP 6000/- with 02 advance increments (Non-compounded).

2. Mr. Varun Bajaj (Temporary for 6 months), on a consolidated salary of Rs. 47000/- per month.

(b) Non-Teaching

1. Ms. Preeti Singh, Research Engineer(BCE) (Temporary on six months contract). Salary- Rs. 45000/- consolidated).

2. Mr. Rahul Sharma, Research Engineer (BCE). (Temporary on six months contract). Salary- Rs. 40000/- consolidated).

3. Mr. Bhupesh Kumar Poosant, Junior Engineer (Electrical) (Temporary on six months contract). Salary- Rs. 28000/- consolidated).

4. Mr. Santosh Kumar Gouda, Junior Engineer (Electrical) (Temporary on six months contract). Salary- Rs. 28000/- consolidated).

BOG/25/13	<p>Agenda for reporting.</p> <p>Following appointments for faculty and non-faculty positions have been made on purely temporary basis by the Director.</p> <p>(a) Faculty</p> <ol style="list-style-type: none"> 1. Mr. Anurag Singh, Assistant Professor (on contract for two years), Ph.D. submitted at IIT Kanpur, In Pay Band 15600-39100(PB.III) AGP 6000/- with 02 advance increments (Non-compounded). 2. Mr. Varun Bajaj (Temporary for 6 months), on a consolidated salary of Rs. 47000/- per month. <p>(b) Non-Teaching</p> <ol style="list-style-type: none"> 1. Ms. Preeti Singh, Research Engineer(ECE) (Temporary on six months contract). Salary- Rs. 45000/- consolidated). 2. Mr Rahul Sharma, Research Engineer (ECE). (Temporary on six months contract). Salary- Rs. 40000/- consolidated). 3. Mr Bhupesh Kumar Poosam, Junior Engineer (Electrical) (Temporary on six months contract). Salary- Rs. 28000/- consolidated) 4. Mr. Santosh Kumar Gouda, Junior Engineer (Electrical) (Temporary on six months contract). Salary- Rs. 28000/- consolidated)
-----------	---

BOG/25/14	Any other item with the permission of the Chair.
-----------	--