

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

BOG /2016/33<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS  
SCHEDULED TO BE HELD ON SEPTEMBER 1, 2016 FROM 2:00 P.M. ONWARDS  
VENUE: CONFERENCE HALL, IIITDM JABALPUR

**AGENDA**

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<b>BOG/33/1</b>	<b>Opening Remarks by the Chairperson, Board of Governors</b>
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**Will be delivered by the Chairperson, BOG in the meeting itself.**

The overview report will be presented by the Director in the meeting itself. The action taken report is placed below for the perusal of the members as **BOG/33/Annexure-I** (Page 04 to10)

<b>Item No.</b>	<b>Resolution/Decision</b>	<b>Action Taken</b>
BOG/32/1	Awareness programme on availability of opportunities under various academies for internships and fellowships	The students have been communicated about the opportunities available under the banner of Indian National Academy of Engineering, Academy of Sciences, Indian National Sciences Academy and National Academy of Sciences and the links for these academies on the website have been provided to the students.
	Constitution of a committee for redressing the grievance related to pay fixation	A three member committee consisting of Shri DM Gupta, Prof. Surendra Kumar and Shri Praveer Saxena was constituted by the Board to review the cases for pay fixation anomalies. Prof. Surendra Kumar from IIT Roorkee has shown his inability due to unavoidable reasons. Proposal for appointing another member has been forwarded, upon which the recommendations of the Committee will be submitted.
	Creation of a facebook page of alumni affairs	A Facebook page with following link has been created for alumni association. <a href="https://www.facebook.com/groups/iitdmi/">https://www.facebook.com/groups/iitdmi/</a>
	Submission of action plan on NIRF ranking of the Institute	The Institute is committed to be amongst 50 engineering institutes in NIRF ranking in the coming years. For that a task force has been constituted which includes faculty and students. Prof. Puneet Tandon has been appointed as the Coordinator of the task force.  A portal for entering the data regarding Research, Sponsored Projects, Consultancy, Publications has been created on Employee Information System (EIS). The module is in



		operation. Faculty members have been requested to fill the relevant data there only and this data would be taken as authentic for Institute purpose. Input of entries has started and data will be extracted, as and when required, from this module as per the required format.
	Submission of action plan to make IIITDMJ as Centre of Excellence in the area of IT enable Design and Manufacturing.	<p>Following action plan has been chart out to make the IIITDMJ as Centre of Excellence. The Institute is having following ongoing projects at present :-</p> <ol style="list-style-type: none"> <li>1.Virtual Lab on Manufacturing Processes</li> <li>2.Virtual Lab on Automated System</li> <li>3.Process Development for the Fabrication of Free Form Component Through Incremental Sheet forming.</li> <li>4. Time -Varying Harmonics and Interharmonics Estimation In Real Time for Online Applications</li> <li>5 Development of Additive-Subtractive Integrated RP System for Improved Part Quality.</li> <li>6 Electrodeposition of Magnetic film in the presence of external magnetic field</li> <li>7.Electronics and Spintronics properties of Halogen Functionalized Graphene Nanoribbons</li> <li>8.Design and Development of RF Energy Harvesting Circuits For Low-Power electronics Devices</li> <li>9.Special Manpower Development Programme for Chips to System Design</li> <li>10 Fractal Based Dielectric Resonator Antennas for compact wideband and High Gain Applications</li> <li>11. Academic Collaboration under Design Innovation Centre</li> </ol>

		<p>The Institute has been identified as a spoke of Design Innovation Centre awarded to RDVV, Jabalpur.</p> <p>Proposals have been submitted to JICA for Design Innovation center and Manufacturing Innovation Centre</p> <p>Sanction and award of funds are awaited and any other concrete activity can start only after funds are received.</p>
	Submission of progress/action plan to modernize the kitchen of Central Mess.	For modernization of the Central Students Mess a number of machines have been installed like Roti/Chapati maker, Potato peeler, dough kneading machine, masala grinder, floor cleaning. Further to prepare an design for smooth functioning, proper utilization and improving the overall design of the Central Mess, a M.Des students have been assigned the job. For dish washer, companies have been identified. Due to non-availability of the funds the same has been deferred. Bio metric machines have been installed for entry of only students/authorized persons. The installation of CCTV cameras in kitchen and dining hall is also planned.
	Submission of progress/review report of various academic/research activities for presentations before the Board of Governors of the Institute.	A progress/review report related to various academic/research activities will be presented before the Board during Directors report.
BOG/2 & 3	Overview by the Director and confirmation of previous minutes.	Informative only
BOG/32/4(i)	To consider the Annual Accounts for the FY 2015-16.	The Annual Accounts for the F.YT. 2015-16 of the Institute, after the approval of the Board were submitted to the Director General, Audit (Central Receipt) at Gwalior. They deputed a team of auditors to visit the Institute to audit the accounts. The final audit report on the audited accounts is awaited.

BOG/32/5(i)	Exploring the additional construction agencies for completing the pending construction works and/or assignment of new projects.	The Institute has consulted several experts from IITs and now in process for preparing the procedural documents for inviting tenders/e-bidding from the external agencies for completion of existing incomplete works and new works. We have extensively referred to the IIT Bombay and IIT Roorkee and also extensively discussed the same with related authorities from these institute and also our BWC member (Mr N K Verma ) and CAC members for finalization for starting this empanelment soon
BOG/32/5(ii)	Proposal to hire external consultant to supervise and advice for Civil Construction Projects	The Dean (P&D) contacted many consultants who have extensive experience in the field of construction management visa-a-vis, knowledge of government rules/system. Some retired people are also being contacted to finalize the name of external consultants.
BOG/32/6	Grievance Committee	The Director briefed the Board and a committee consisting of three members was constituted by the Board to address the issues of pay anomalies. At last moment one of the members has withdrawn. The name of the member has been under consideration. On approval of the same a meeting will be convened and recommendations will be submitted.
BOG/32/7	Proposal for adoption of villages situated in the vicinity of IIITDMJ campus under various schemes	<p>The Institute has adopted 6 villages in the vicinity of IIITDMJ Campus. Dr Mukesh Roy has been nominated as Coordinator. A progress on the same is appended below :-</p> <p><b>Progress report:</b></p> <p>As Social responsibility the institute is dedicated for the integrated development of the nearby places with the help of students and other resources. If we see the Students Volunteers workforce in the Institute then currently we have two kinds of Volunteers one from Jagriti and other from NSS. Jagriti is mostly involved in betterment of academics of the nearby places and running their regular classes for underprivileged students and doing very good in their endeavor. Time</p>

		<p>to time Jagriti also organise different activities for the upliftment of nearby places.</p> <p>NSS is a bit more organised volunteers team with multidomain work arena for the upliftment of these nearby places. For the integrated development of nearby places Different groups were formed like; Basic service problems, Education, Skill development, Social awareness, Govt. schemes, and health. When needed NSS volunteers have performed regular visit for “Door to Door contact program” on many issues and also took help of cultural club for Nukkad - Natak on the awareness as per need and necessity.</p> <p><b>Few action Reports</b></p> <p><b>A) Water Problem</b> (for Mahgawan, Bera, Chanditola Aamanala)</p> <ul style="list-style-type: none"> <li>• After lot many request finally the counsellor of the ward helped in doing bore for hand pump near bera.</li> <li>• Frequency/More number of water tanks are visiting in these areas</li> <li>• Over head tank is proposed (in near future) for this area.</li> </ul> <p><b>B) Cleanliness</b></p> <ul style="list-style-type: none"> <li>• Door to Door contact program worked here and some families consider our words and trying to keep their places clean</li> <li>• Talked to Parshad and got assurance for few sweepers and garbage boxes in near future</li> <li>• Also got assurance for sewerage line</li> </ul> <p><b>C) Toilets etc.</b> (for Mahgawan, Bera, Chandi tola Aamanala)</p> <ul style="list-style-type: none"> <li>• Via Door to Door contact program, as per government scheme people were asked to fill the form for Toilet</li> </ul>
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		<p><b>D) Education</b> (for Mahgawan, Bera, Chandi tola Aamanala)</p> <ul style="list-style-type: none"> <li>Jagriti is working very fine and now strength is more than 130 and there is demand for another bus trip to commute these students from nearby places and soon it will be started for the same .</li> <li>For Gadheri, initially evening classes started but stopped because of some unexpected gun firing in the village but now again on Saturday and Sunday for 3 hr each classes will start soon.</li> </ul> <p><b>E) Government schemes</b> Volunteers have done good exercise on different government schemes and tried to convince them to utilize different schemes which the govt. is running for the betterment of these people</p> <p><b>F) Skill development</b> Institute is serious on this issue and trying their best to explore feasibility of how to run Skill development programme.</p> <ul style="list-style-type: none"> <li>Volunteers are also said to work in line that so that we should be the hub Centre for producing skill developed hands for the Jabalpur smart city</li> </ul>
BOG/32/8	Nomination of Deans	Notification issued vide IIITDMJ/RO/Notification /BOG /32/8/639 dated May 31, 2016 and intimated to the concerned persons.
BOG/32/9	Proposal for extension of contract of services	Notification issued vide IIITDMJ/RO/Notification /BOG/32/9/640 dated May 31, 2016 and intimated to the concerned persons.
BOG/32/10	Ratification of decisions	No action is required. Item was for ratifications only.

BOG/32/11(iii) (a)	Convocation – 2016	The date for 8th Convocation has been fixed on September 2, 2016 as per the availability of slot by the Chief Guest. Dr. V. K. Saraswat, Member, NITI Ayog and former Director General, DRDO has kindly consented to be the Chief Guest.
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BOG/33/3	Confirmation of Minutes of the BOG/2016/32 <sup>nd</sup> meeting held on May 20, 2016 and BOG/2015/31 <sup>st</sup> meeting held on December 07, 2015.
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- (i) The minutes of the BOG/2016/32<sup>nd</sup> meeting held on May 20, 2016 were circulated to all the members and no comments were received. The minutes are placed as **BOG/33/Annexure-II (Page 12 to 21)**. Board is requested to confirm the minutes
- (ii) **Confirmation of minutes of BOG/2015/31<sup>st</sup> meeting held on December 07, 2015.** The Board after discussion had authorized the Chairperson BOG to confirm the minutes and Institute to taken up the follow up action wherever needed. The minutes are placed as **BOG/33/Annexure-III (Page 22 to 31)**

A report on follow up action has been included in the report to be presented by the Director.

Board is requested to confirm the minutes.

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

Minutes of the 32<sup>nd</sup> Meeting of the BOG held on May 20, 2016 from 11.00 a.m. onwards in the Conference Hall of PDPM IITDM Jabalpur.

Members present:

Dr. Kota Harinarayana	Chairperson
Prof. Pramod Kumar Jain	Member
Prof. Sankar K. Pal	Member
Shri M. Selvendran	Member
(Representative of Shri Manish Rastogi)	
Prof. V. K. Gupta	Member
Prof. P. N. Kondekar	Member
Shri Praveer Saxena	Member
(Representative of Shri Sanjeev Sharma)	
Shri D. M. Gupta	Special Invitee
Shri Ram Phal Dwivedi	Secretary

The following members expressed their inability to attend the meeting:

Prof. Sudhir K. Jain  
Prof. Harish Karnick  
Dr. Ajay Kumar  
Prof. Janat Shah

<b>BOG/32/1</b>	<b>Opening remarks by the Chairperson</b>
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The Chairperson welcomed all the members. In his address to the house he suggested that the next BoG meeting may be held when students are available in the Campus. This would benefit in interacting with the students and faculties. It was also decided that a calendar for probable dates of BOG are to be fixed in advance, so that the members can plan their visit accordingly. After the deliberations, members of Board agreed to the following dates provisionally for the next three meetings. Accordingly the dates of Finance Committees may also be fixed one day prior or on the day of BOG meeting as per the convenience of the members :-

33 <sup>rd</sup> BOG	-	August 19, 2016 (Friday)
34 <sup>th</sup> Bog	-	October 10, 2016 (Monday)
35 <sup>th</sup> BOG	-	February 10, 2017 (Friday)

It was decided that a progress/review report of various academic/research activities is to be presented in the BoG meetings. Review report may include items on sponsored/research projects, research publications, faculty achievements, students activities etc. It was also





proposed that a facebook page of the alumni affairs be created to interact with alumni, students, faculty, visiting faculty and ex-faculty of the institute. This would provide a platform to report happenings and achievements of the institute to the stakeholders, who may be treated as part of the alumni database.

Prof. Shankar Pal suggested that the students of the institute shall be briefed about the opportunities available under the banner of Indian National Academy of Engineering, Academy of Sciences, Indian National Science Academy, and National Academy of Sciences, Allahabad to support their internship program through fellowships.

It was proposed that Institute faculty/students should take active participation in conferences/seminars/workshops organized in the Institute. It was proposed that a faculty advisor may be appointed to coordinate/organize special lectures etc. to be delivered by the Institute faculty for the benefit of the students. One of the members suggested that those faculty/students, who attend any seminar/workshop/conference, deliver a presentation on the same topic to the Institute faculty and students.

It was informed to the Board that the IIITDMJ has been adjudged at No. 77 in National Institute Ranking Framework (NIRF). The Board emphasized that the Institute should make efforts to come within the ranking of 50 in the next assessment. For that, a concrete plan is to be prepared by a task group to identify the areas where Institute can do better to improve its NIRF ranking.

The Chairperson emphasized to modernize the kitchen in Student's Mess, especially, in the area of Dish Washing, solid Waste Management and Storage System. It was assured, this would be undertaken on priority. He suggested that action be taken to plan planting of trees.

The Chairperson stated that IIITDMJ shall strive to become a Centre of Excellence in the area of IT enabled Design and Manufacturing. Accordingly Industry-4.0 Conference may be organized with active participation of internal/external experts. The date and format of the Conference may be decided in consultation with Japanese Embassy to facilitate participation of Japanese experts in this conference.

The Chairperson expressed his happiness on the good performance of Placement Team in this year. The efforts made by Placement Team are appreciated.

BOG/32/2	Overview and Action Report by the Director
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The Director of the Institute presented an overview/progress and action taken report before the Board covering the period since last BOG meeting held on 7<sup>th</sup> December 2015 :-



1. **Research Projects submitted**

(a) IMPRINT (IMPacting Research INnovation and Technology)

No. of Projects Submitted	Total Financial Outlay
35	Rs. 3511.00 Lac

(b) Other Schemes

No. of Projects Submitted	Total Financial Outlay
12	Rs. 385.12 Lac

2. **Research Projects Completed/Ongoing/Sanctioned**

(a) Completed

No. of Projects	Total Financial Outlay
10	Rs 93.69 Lac

(b) Ongoing

No. of Projects	Total Financial Outlay
07	Rs 283.32 Lac

(c) Sanctioned

No. of Projects	Total Financial Outlay
03	Rs 86.51 Lac

3. **Major projects Running in Institute**

(a) DIETY

- Running Since September 1<sup>st</sup>, 2015



- Total Financial Outlay: Rs. 17.50 Crore
- Number of courses organized: 05
- Number of faculty members trained: 176

**(b) Start-Up India Project (MHRD+DST)**

A new project has been sanctioned to the Institute recently to promote startup activities among the students with a financial outlay of Rs. 1.50 Crore over a period of next three years. Institute is mandated to fund 10 startups each year with a fund cap of Rs. 2.50 Lac for each one. Activities have been started by inviting the Expression of Interest (EOI) from present/past students.

**4. Faculty Achievements**

- Dr. Jawar Singh has been awarded prestigious "Building Energy Efficiency Higher & Advanced Network (BHAVAN)" Fellowship supported by the Department of Science and Technology, Govt. of India, and the Indo-U.S. Science and Technology Forum (IUSSTF) on 4<sup>th</sup> May 2016.
- Dr. Anil Kumar, Post Doc at Gwangju Institute of Science & Technology Korea for a period of one year. ( May 2016).
- Dr. Pavan Kr. Kankar, Guest Editor for the special Issue of Shock and Vibration Journal on "Fault Diagnosis and Prognosis of Critical Components." (April 2016).
- Prof. Puneet Tandon, Conference Chair, 2016 International Conference on Design, Materials and Manufacturing (ICDMM 2016), Kuala Lumpur, Malaysia, March 25-27, 2016.
- Dr. Anil Kumar, Guest Editor for the Special Issue on multirate systems for journal Mathematical problems in engineering, 15 April, 2016 .
- Prof. Puneet Tandon, Guest Editor, Design for All, (Special Issue on: "Design from Waste"), February 2016, Vol. 11, No. 2, 2016
- Prof. Puneet Tandon, awarded first Prize in IMTEX Forming 2016 on "Dieless Manufacturing" held during January 21-26, 2016 at Bengaluru, India (Organized by Indian Machine Tool Manufacturers' Association).
- UG students of ME Discipline Mr. Abhilash Mishra and Mr. Amit Gupta have been awarded for their excellent work and high level of contribution in metal fabrication field in 'The 28th Precision Sheet Metal Technology Fair' organized during March 18-April 08, 2016 at Bangkok(Thailand), for their 'abstract model of Humanoid' in the mentorship of Dr. Prashant Kumar Jain (Associate Prof at PDPM IITDM Jabalpur and Prof. Thanapandi (Adjunct Professor IITDM Jabalpur).
- Dr. Atul Gupta, Student Travel Grant Chair for 9<sup>th</sup> India Software Engineering Conference, Feb 18-20, 2016 BITS Pilani, Goa Campus, Goa, India.

**5. Workshops/Seminars etc organized**

- (1) Data Structures and Algorithms (September 19-26, 2015).



- (2) Developing Android Application for Fun and Profit (December 14-20, 2015).
- (3) Entering Adulthood (10<sup>th</sup> March 2016).
- (4) Fight against Sexual Crimes and Gender Discrimination (February 15-16, 2016).
- (5) Jabalpur Academia Initiative Meet (February 17, 2016).
- (6) Optimisation Techniques for Solving Engineering and Management Problems (March 02-06, 2016).
- (7) Computer Programming and GUI Development using MATLAB (March 18-23, 2016).

#### 6. Student Activities

- GUSTO-2016 (January 23-26, 2016).
- JENESYS-2016 (Visit to Japan; January 19-26, 2016).
- SWACHH BHARAT ABHIYAN (12<sup>th</sup> February 2016).
- ABHIKALPAN 2016 (March 12-13, 2016).
- BLOOD DONATION CAMP (March 12, 2016).
- YOGA SESSION (April 08, 2016).
- CULTURAL/ TECHNICAL TRIPS
  - Technical trip to IIT Bombay (December 26-29, 2015).
  - Cultural trip to IIM Ahmedabad (January 22-26, 2016).
  - Cultural trip to IIM Calcutta (January 29-31, 2016).
- POSTER COMPETITION, SINGING COMPETITION & PANEL DISCUSSION ORGANIZED BY SANSTHAN RAJBHASHA VIBHAG (April 20-22, 2016).

The Action Taken Report on the previous meeting (31<sup>st</sup> meeting) was presented and the Board noted the same. The comments sent by Prof Karnick were discussed by the Board and discussions have been recorded under item No. **"BOG/32/3. Confirmation of Minutes of the BOG/2015/31<sup>st</sup> meeting held on December 7, 2015"** i.e. on page No. 6.

<b>BOG/32/3</b>	<b>Confirmation of Minutes of the BOG/2015/31<sup>st</sup> meeting held on December 7, 2015.</b>
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The minutes of the 31<sup>st</sup> meeting of the Board of Governors were circulated to all the members. Comments were received only from Prof Harish Karnick. The comments were placed and discussed in the meeting and Board examined them. The comments were well taken by the Board. The Chairperson directed that follow-up action wherever required be taken on priority.

The Board authorized the Chairperson to confirm the Minutes of 31<sup>st</sup> BoG.

BOG/32/4	To consider the recommendations of 27 <sup>th</sup> Finance Committee meeting to be held on May 20, 2016.
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- (i) **FC/27/4 To consider Annual Accounts for the Financial Year 2015-16.**

The recommendations of Finance Committee on Annual Accounts of the Institute for the Financial Year 2015-16 with following comments were placed before the Board :-

"The Committee examined the statements of Annual Accounts. Shri Munish Malik has suggested following changes:

Schedule 11: Income from Investment: "Financial Year 2015-16" in place of "as at 31.03.2016" and

Utilization Certificates: Uniform phrasing, re-sequencing, correction of typo error and difference of Re1 is to be corrected in Utilization Certificates."

The Board approved the Annual Accounts for the F.Y. 2015-16 as recommended by the Finance Committee.

- (ii) **Regarding demand raised by Income Tax Department pertaining to ongoing Income Tax (TDS) case for Financial Year 2009-10, 2010-11 and 2011-12.**

It was informed to the Board about the latest development of the income tax case pending before Income Tax Appellate Tribunal. The 50% demanded amount i.e. Rs. 21,91,684 was deposited with Income Tax department in Financial Year 2015-16 in compliance of letter F.No. ITO(TDS)2/JBP/Demand/2015-16 dated 21.03.2016 received from Income Tax Department as per order passed by CIT (Appeal) Jabalpur. It was also informed that the Income Tax Appellate Tribunal Jabalpur has granted stay on demand thereafter in its order dated 04.04.2016.

The Board noted the same.

BOG/32/5	To consider the recommendations of the 22 <sup>nd</sup> Building & Works Committee meeting held on May 3, 2016.
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- (i) **B&WC/22/6(i) – To discuss for exploring the additional construction agencies for completing the pending construction works and/or assignment of new projects**

BOG has recommended to takeover all the 19 major/minor building/works which were shown completed by the CPWD. There are lots of defects in these completed buildings/Works. The CPWD may be asked to rectify the defects and deficiencies. In case CPWD does not rectify the defects, Institute may rectify these defects at its own cost and payment shall be deducted from the amount due to CPWD. The copy of the decision may be conveyed to CPWD.

The Board approved the recommendations of B&WC to empanel the contractors/agencies for undertaking the works directly for 'New Construction Works'



and 'Repair & Maintenance Works' under various categories as recommended by the B&WC. However, a SOP may be evolved for this. The Chairperson directed that this may be done on priority. It has been assured that empaneling of contractors/agencies will be done on priority.

**(ii) B&WC/22/6(ii) Proposal to hire external consultant to supervise and advice for Civil Construction Projects.**

The Board noted that fee being paid is higher than the norms followed. It has been decided that the Director may explore and appoint a senior level experienced Civil Engineer to help in execution of pending works.

BOG/32/6	Discussion on the report of Grievance Committee.
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Considering the Grievance Committee report and comments of Prof. Karnick on the Minutes of 31<sup>st</sup> BOG meeting. The Board decided the following:-

(a) The matter of faculty who have filed the case and matter is subjudice before the honorable High Court of Madhya Pradesh Jabalpur, action may be taken after the judgment of the High Court. However, Institute Counsel shall be instructed to expedite and get the cases finalized on priority basis.

(b) Those faculty who have grievance related to anomaly in their pay fixation etc, a Committee has been constituted by the Board. The committee will be having following members :-

- (i) Shri DM Gupta, Member, BOG
- (ii) Prof. Surendra Kumar, IIT Roorkee
- (iii) Shri Praveer Saxena, Under Secretary, IIITs, MHRD, GOI.

**The committee is requested to submit the report within 4 weeks' time.**

(c) The Director briefed about the progress of the faculty selection process. It was informed that the advertisements were published and applications are received. The 1<sup>st</sup> scrutiny of applications has already been completed. A final security is likely to be completed in the first week of June 2016. The Institute is planning to conduct the interviews in the month of June and July 2016 for the post of Assistant Professors and Associate Professor respectively.

The Board noted the same and authorized the Chairperson, BOG to approve the minutes of Selection Committees without waiting for the next Board meeting. However, the approval given by the Chairperson is to be placed in the next BOG meeting for ratification.

BOG/32/7	To consider the proposal for adoption of villages situated in the vicinity of the IIITDMJ Campus under various GOI Schemes
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The Board agreed with proposal of adoption of nearby villages in the vicinity of the IIITDMJ Campus. Dr. Mukesh Roy is already liaising and working with the nearby villages. Chairperson suggested that Institute should form a team consisting of Faculty, Admin Staff and Students for working on various social schemes. The Chairperson emphasized that Institute should make use of various GOI Schemes such as Swachh Bharat, Unnat Bharat, Skill Development, National Adult Literacy etc. The Institute may also approach the State Govt. for taking help for some of the Projects.

<b>BOG/32/8</b>	<b>Nomination of Deans</b>
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The Board approved the nomination/re-nomination of following faculty as Deans w.e.f. 01 June 2016 (or from the date of approval of minutes, whichever is later) for a period of 3 years :-

- |       |                         |   |   |
|-------|-------------------------|---|---|
| (i)   | Prof. Puneet Tandon     | - | Dean (Research, Sponsored Projects & Consultancy) |
| (ii)  | Prof. P. N. Kondekar    | - | Dean (Planning and Development)                   |
| (iii) | Dr. Prabin Kumar Padhy  | - | Dean (Academic)                                   |
| (iv)  | Dr. Prashant Kumar Jain | - | Dean (Students)                                   |

The services rendered by outgoing Deans Prof. Tanuja Sheorey, Dean(Students) and Prof V.K. Gupta, Dean(Academic) who had handed over the charge to Dr. P.K. Padhy while going abroad, Prof. Puneet Tandon, Dean (Planning & Development) were appreciated by the Board and to be placed on record.

<b>BOG/32/9</b>	<b>Proposal for Extension of Contract of Services.</b>
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The proposal for extension of service of following faculty members was considered by the Board in view of their satisfactory performance report. The Board approved the extension of contract period for a period of one year with effect from the dates as mentioned against their names with existing terms and conditions :-

Name	Designation	Date of Expiring of contract	Date of Extension
Dr. Sangeeta Pandit	Assistant Professor (on contract) AGP 6000	02 <sup>nd</sup> June 2016	3 <sup>rd</sup> June 2016
Mr. Shekhar Chatterjee	Assistant Professor (on contract) AGP 7000	02 <sup>nd</sup> June 2016	3 <sup>rd</sup> June 2016

<b>BOG/32/10</b>	<b>Ratification of decision taken by the Chairperson, BOG</b>
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**The Board ratified the following decisions taken by the Chairperson BOG**

(i) Resignation of Prof Akio Haga, Professor of Japanese Language wef 01 February 2016(A/N).

(ii) Reimbursement of legal charges to Prof. A. Ojha, former Director of the Institute. The approval given by the Chairperson for reimbursement of legal charges to Prof A. Ojha, former Director in a legal case, No. MCRC/20305/2015 filed before the Honorable High Court of MP at Jabalpur by Dr. Brajesh Pandey (ex-faculty on contract) is ratified by the Board.

(iii) The proposal to reimbursement of legal charges to employees during the course of official duty: - The Board discussed certain issues related to eligibility of employees for the legal assistance/reimbursement of legal charges. It was discussed that there are Govt. of India rules related to legal assistance/reimbursement of legal charges. The Board advised that the agenda may be reframed in harmony with Govt. of India rules and to be placed in the next Board meeting.

BOG/32/11	Agenda item with the permission of the Chairperson, BOG
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**(i) Proposal for approval of Statues of IIITs**

The draft Statutes of IIITs received from MHRD, were discussed in the IAG-GA meeting. The Committee gave few suggestions/comments. The same were sent to the Chairperson for approval and sent to MHRD. The same are placed before the Board for ratification. The Board ratified the decision of the Chairperson on the draft Statues with the comment that the Statues should be in harmony with the statutes of IITs. The same shall be communicated to the MHRD.

**(ii) Report of the Committee constituted to report pending/defective/incomplete works undertaken by CPWD.**

The report of the Committee could not be discussed in this meeting. This may be placed in the next BOG meeting.

**(iii) Recommendations of the Senate**

**The Senate in its 37<sup>th</sup> meeting held on 16 May 2016 recommended the following:-**

**(a) Senate/37/8 – Convocation 2016**

The Board agreed with the provisional date i.e. 20<sup>th</sup>/21<sup>st</sup> August 2016 of Convocation 2016. The Board also discussed the names of dignitaries including as proposed by the Senate as the probable Chief Guest on Convocation. The Board authorized the Chairman, BOG to approve the name of dignitary as Chief Guest and invitation may be sent accordingly.



To have presence of Board members in the Convocation, the Board decided to schedule a meeting one day prior to the date of convocation. The Board authorized, Chairperson, BOG to approve the award of degrees and medals. The approval of the Chairperson will be placed in the next BOG for ratification.

**(b) Decision of the Senate for reporting to the Board.**

**(1) Senate/37/5 – Proposal for new course structure and contents for B. Des programme.**

The decision of the Senate was noted by the Board.

**(2) Senate/37/05 – Restructuring of UG Curriculum**

The decision of the Senate on Course curriculum was noted by the Board.

**(3) Senate/37/10(3) – Renaming of all the Discipline as Departments**

The Board did not agree with the decision of the Senate.

**(4) Senate/37/10(4) – Offering of Course under GIAN, MOOCs, NPTEL Schemes.**

The Board asked to place the item in the next Board meeting with a proposal.


**(iv) Proposal for approval of Administrative Hierarchy and Financial Budget of EL & ICT Academy for approval of Board.**

Professor P.N. Kondekar was asked in the last meeting of the Board to propose a structure in harmony with other Institution such as IITs. He placed a proposal before the Board. The Board asked CI/Co-Is of the academy to discuss various models with the Director and prepare proposal/guidelines for smooth functioning of the academy.

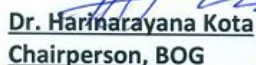
The minutes are placed for approval pl.



(Ram Phal Dwivedi)  
Registrar & Secretary,  
22-05-2016

  
31/5/16

Prof. P.K. Jain, Director

  
Dr. Harinarayana Kota  
Chairperson, BOG  
12/7/16

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

Minutes of the 31<sup>st</sup> Meeting of the BOG held on December 07, 2015 from 1400 hrs. onwards in the Conference Hall of PDPM IITDM Jabalpur.

Members present:

(1) Dr. Harinarayana Kota	Chairman
(2) Shri D. M. Gupta	Member
(3) Prof. Harish Karnick	Member
(4) Prof. S. G. Deshmukh	Member
(5) Shri Manish Rastogi (Represented by Shri CS Walimbe)	Member
(6) Prof. P. N. Kondekar	Member
(7) Shri Ram Phal Dwivedi	Secretary

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

(1) Prof. Sudhir K Jain	Member
(2) Prof. Sankar K Pal	Member
(3) Dr. Ajay Kumar	Member
(4) Prof. V. K. Gupta	Member
(5) Shri Sanjeev Sharma	Member

<b>BOG/31/1</b>	<b>Opening remarks by the Chairman, BOG</b>
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The Chairman, Dr. Kota Harinarayana welcomed all the members. He informed the members that this BOG meeting was planned to coincide with the Design Workshop. Due to sudden closure of the flight operations at Jabalpur Airport, the workshop has been postponed.

The Chairman asked the Director to present the overview report.

<b>BOG/31/2</b>	<b>Overview and Action Taken Report by the Director</b>
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Prof. S G Deshmukh, the Director (I/c) briefed the Board that recently he attended the President's meet at Rashtrapati Bhavan on behalf of IITDM Jabalpur. The President emphasized on industry and Institute interactions for high quality academic and research collaboration. The MHRD has introduced a National Ranking System in which all the CFTIs will participate and ranking will be

*21*



done with effect from April 2016. Our Institute should also participate in the ranking system and send the data to the MHRD/NAAC. For sending the data the Institute should form teams for compiling the information as per prescribed format. This information should also be sent to the entire faculty.

The Ministry also sought proposals for establishing a Research Park in the Institute. The aim for establishing the Research Park is to encourage research & collaboration with the industry. IIITDMJ has sent that proposal to MHRD.

The action taken report was also presented before the Board.

<b>BOG/31/3</b>	<b>Confirmation of Minutes of the BOG/2015/30th Meeting held on August 1, 2015.</b>
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The minutes of 30<sup>th</sup>BOG meeting were circulated to all the members for comments, only one comment was received from Dr. Ajay Kumar suggesting to push the degrees awarded to the students' in E-locker. The Dean (Academic) has been taking action and he has already initiated the process. Due to non-availability of Aadhar Card of some of the students the process could not be completed, the same would be completed soon.

The minutes were confirmed by the Board.

<b>BOG/31/4</b>	<b>Effects on the Institute's development and growth due to paucity of funds</b>
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The Board expressed it's grave concern that due to non-releasing of funds by MHRD, the construction and infrastructural works came to stand still. The Institute requested for a budget of Rs. 165.67 Crores for the FY 2015-16 to the MHRD against which the Institute was sanctioned only Rs. 40.00 Crores. The Institute was given only Rs. 30.00 Crores till date, out of which only Rs. 17.00 Crores were released for construction and other capital works whereas there was a demand from the CPWD itself to deposit Rs. 106.00 Crores in the FY 2015-16 to continue the construction works. The Institute has been repeatedly requesting the MHRD for providing the sufficient funds to maintain the momentum of construction works. On getting the notice for stoppage of all the works the Director (I/c) and the Registrar had a meeting with the Additional Secretary, MHRD on 16<sup>th</sup>September 2015. Thereafter Dr. Kota Harinarayana, the Chairman and the Registrar again had a meeting on 2<sup>nd</sup> November 2015 with Additional Secretary and Director (IIITs) and appraised them about the stoppages of the construction works by the CPWD due to non-availability of sufficient funds. Other capital





procurements such as furniture & fixtures, lab equipment's, computer & peripherals, softwares etc. have also been put on hold due to non-availability of funds which is hampering Institute's academic and research work. Prof P K Jain was also present during the meeting with Additional secretary and Director(IIITs) at MHRD. Additional secretary stated that MHRD is trying to provide additional funds of Rs 50 Crores and action is on hand.

Before the BOG and FC meeting the CPWD officials and CPWD contractors had a meeting with the Chairman and other officials of the IIITDMJ. They apprised the Chairman that the works were already stopped since September 2015 onwards. The Board expressed concern on the stoppages of works and other infrastructural activities due to non-availability funds, as the Institute is in initial stage of construction. Stalled works, can be restarted only after the deposit of funds to meet the outstanding liabilities of the contractors and depositing of funds for further constructions. The Chairman assured that the funds will be released after prioritizing the need of the Institute, he also assured the contractors and CPWD officials that MHRD has assured to release Rs. 50.00 Crores very soon.

It was informed to the Board that a lot of incomplete works/defective work are pending in completed buildings and the buildings which are likely to be handed over to the Institute. Despite repeated persuasion by the Institute to the CPWD, these works are not yet completed. The Board decided and authorized the Director to constitute a committee to visit each and every building/works and prepare a list of pending/incomplete works and amount due against such projects. Chairman decided to release the funds to CPWD only after defects are attended to and pending works are completed. He also stated that funds should be released project wise and not in bulk.

<b>BOG/31/5</b>	<b>To consider the recommendations of the Senate Meeting held on November 7, 2015</b>
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The recommendations made in the 36<sup>th</sup> committee of the Senate were accepted by the Board with following comments:

<b>(i) Senate/36/04</b>	<b>Introducing of Sandwich Programme with Shibaura Institute of Technology Japan.</b>
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The Board appreciates that the Institute is going to introduce such programmes and approved the same. Board suggested that we should propose to Shibaura Institute to send it's students to IIITDMJ.

Regarding starting of foreign language courses such as German and French, the system at IIT Kanpur on self-financing courses to be explored. For this purpose



Board nominated Prof. Vineeta Kaur Saluja to visit the IIT Kanpur and prepare a proposal.

(ii) Senate/36/05	Modification in UG and PG Manual
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The amendments in UG and PG manual as recommended by the Senate have been approved by the Board.

(iii) Senate/36/06	Seat Matrix for the next year 2016-17
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The Board approved the seat matrix as recommended by the Senate.

**(a) Proposal of M.Sc. programme in Mathematics and Physics**

There was a reference as regards to starting of MS-PhD programme. Board expressed that it may not be feasible for every MS student to be automatically registered for Phd. Selection criteria needs to be evolved. Availability of scholarships could be an issue. Board suggested that Senate examines these issues and sends it's recommendations.

(iv) Senate/36/10	Approval of additional names for award of degrees in 7 <sup>th</sup> Convocation
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The decision of the Chairmen BOG to award degrees to additional 46 students is ratified by the Board.

BOG/31/6	To consider the recommendations of the Finance Committee meeting scheduled on December 7th, 2015
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**(i) FC/26/4: Proposal for Revised Budget (Plan) for F.Y. 2015-16 and Budget Estimate (Plan) for F.Y. 2016-17**

The Board approved the recommendations of the Finance Committee for Revised Estimates (RE) of Rs. 16506.99 lakh for the FY 2015-16 and Budget Estimates (BE) of Rs. 23866.65 lakh for the FY 2016-17. Apart from above budget of Rs. 30.00 lakh for remaining period of the FY 2015-16 and budget of Rs. 100.00 lakh for the FY 2016-17 was also approved for faculty initiation grant to newly joined faculty members. After incorporating faculty initiation grant, the approved distribution under different heads is given in the table below, subject to availability of funds:



Revised Estimates for the FY 2015-16 & Budget Estimates for the FY 2016-17					
Rs. in Lakh					
Sr. No.	Particulars	Salary (OH-36)	General Expenses (OH-31)	Capital (OH-35)	Total
1	RE 2015-16	1025.00	1859.95	13652.04	<b>16536.99</b>
2	BE 2016-17	2164.24	2842.05	18960.36	<b>23966.65</b>

Mrs. Tripti Guha, Director(IIITs) was available on audio conferencing. She emphasized to complete projects which are at the stage of 90% or more completion and suggested not to start any new construction projects due to paucity of funds. She informed that considering the critical requirement of the Institute, ministry has initiated action to release additional funds of Rs. 50.00 Crores under capital head to the IIITDMJ. She also promised to support the Institute with additional funds if possible towards the end of the FY.

**(ii) FC/26/5 : Recommendations of Building & Works Committee.**

**The Building and Works Committee in its 21<sup>st</sup> meeting held on August 01, 2015 had recommended the following to FC for further recommending to BOG :-**

**(a)B&WC/2015:1.09: To consider the Preliminary cum Detailed Estimate of SITC of 04 nos. of STPs of 150 KLD capacities each .**

The Board approved the preliminary cum detailed estimates of supply installation testing and commissioning of two numbers of sewerage treatment plant (STP) of 150 KLD capacity each for an amount of Rs. 2,06,75,755/- (Rupees Two Crore Six Lakh Seventy Five Thousand Seven Hundred and Fifty Five Only). The Board expressed that the estimates seems to be on higher side, therefore the CPWD may be asked to re-examine the estimates before starting the work.

**(iii)FC/26/5(i): Adoption of Final Audit Report (SAR) for the F.Y. 2014-15 on the Annual Accounts of the Institute.**

The decision of the Chairman FC/BOG was ratified by the Board for adoption of the final audit report (SAR) for the FY 2014-15.

<b>BOG/31/07</b>	<b>To consider proposal for branding/modification(s) of Institute's logo.</b>
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Dr Jayesh Pillai, Assistant Professor, presented the work done on branding and logo redesign. The Board appreciated his efforts. He was asked to have one more look at the logo and suggest alternatives.



The Grievance Committee constituted by the BOG finally met on 19<sup>th</sup>/20<sup>th</sup> November 2015. A report prepared by the committee was presented before the Board. The committee has gone through individual cases and recommendations have been prepared. Prof Karnick gave a brief presentation of the report. The Board appreciated the efforts of Prof Karnick and the members of the committee. Following deliberations took place in the meeting.

### 1. Faculty:

The Board was apprised that the grievance of the faculty were mainly due to changes in the policies by the MHRD. This has resulted in non-conducting of recruitment / selections. The Board expressed that the internal candidates are to be given fair opportunity. There are 39 posts of faculty lying vacant and advertisement need to be released and selection committee to be constituted immediately. One of the members expressed his concern that one time permission from MHRD may be taken. The Chairman clarified that MHRD representative Mr. Praveer Saxena, Under Secretary, has fully participated in the process and the recommendations have been made unanimously. Action plan to be formulated in the next meeting of the board after due study of the report by members of the board.

### 2. Non-Teaching:

The Board was informed that there is a harmonizing committee constituted by the IIT Council to frame career advancement scheme for the non-teaching staff of all IITs. The grievances/suggestions received from the staff side are to be forwarded by the Director to the committee for consideration.

### 3. Staff hired through outsourcing agency:

It came to the notice of the grievance committee that the outsourcing agency M/s Saisun Group of Companies, Jabalpur has not deposited EPF contribution fully to individuals EFP account. The Board decided to debar the agency from further participation in the Institute's tendering process.

- (i) **Creation of teaching post:** At present the Institute is having 84 sanctioned post in teaching. In view of the increase in the student strength to 1282 in this academic year there is a need to increase the faculty strength. As per the prescribed formula i.e. 12:1 this comes to 107. The Board recommends the creation of additional 23 teaching post of faculty to MHRD.
- (ii) **Creation of non-Teaching post:-**

(a) The Board deferred the agenda and asked to resubmit the full plan of creation of other non-teaching posts also.

(b) The proposal to create one post of **Rajbhasa Adhikari (Official Language Officer)** in the grade pay of **Rs 7600/-** has been recommended by the Board to MHRD.

<b>BOG/31/10</b>	<b>To consider proposal for Faculty Initiation Grant</b>
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The Board approved the proposal to give initiation grant to the faculty as proposed. The Board waived off the provision of signing an agreement for serving the Institute for 05 years on completion of the project. For taking the initiation grant the faculty has to give a research proposal which should be recommended by a Committee constituted and accepted by the Director.

<b>BOG/31/11</b>	<b>Proposal for considering a policy on retention of laptops, mobile phones and other electronic gadgets issued to teaching and non-teaching staff</b>
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The Board approved the proposal and authorised the Director to decide the residual amount on completion of depreciation period.

<b>BOG/31/12</b>	<b>To consider proposal for granting the students sponsorship for presenting papers/attending Conferences/Workshops within India and abroad.</b>
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The Institute has been giving the financial assistance to the students for presenting paper/attending workshops(conferences) within India and abroad. The funds allocation was restricted, due to paucity of funds, to Rs. 10,000 and 50,000 respectively. The Board approved the proposal to provide full/partial financial assistance subject to the condition that the conferences should be of Tier-I and Tier-II Category. Identification and categorization of conferences need to be decided by the respective disciplines of the Institute and approved by Director. Tier-I conferences may be given full assistance and Tier-II may be given partial assistance subject to availability of funds.

<b>BOG/31/13</b>	<b>Proposal for extension of contractual tenure of faculty</b>
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The Board approved the extension of contract of **Dr. Amaresh Chandra Mishra** and **Dr. Varun Bajaj** for a period of one year from the date of expiry of their present contract on the existing terms and conditions subject to their satisfactory performance.

<b>BOG/31/14</b>	<b>To consider adoption of UGC Notification No. F No. 6-7/97(JCRC) Vol.IV dated 1<sup>st</sup> October 2014 for re -designation of Deputy Registrars who are in Grade Pay of Rs. 8700 as Joint Registrars.</b>
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The proposal for adoption of UGC Notification No. F No. 6-7/97(JCRC) Vol. IV dated 1<sup>st</sup> October 2014 for re-designation of Deputy Registrars who are in Grade Pay of Rs 8700/- as Joint Registrars was approved by the Board.

<b>BOG/31/15</b>	<b>To evolve a method of selection to award HAG Scales to Professors as per 4 tier flexi cadre policy of MHRD, GOI.</b>
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The Board authorized the Director to have a panel of senior experts for recommending eligible Professors to HAG scales who fulfill the eligibility criteria as per 4-Tier flexible cadre structure of MHRD.

<b>BOG/31/16</b>	<b>To consider the request of Shri Prabodh Pandey, Deputy Registrar (Ad-hoc ) to relieve him on lien for one year to join as Deputy Registrar at ISM Dhanbad</b>
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The Board accepted the request for *lien* of Shri Prabodh Pandey, Deputy Registrar(ad-hoc) for a period of six(06) months in accordance with GoI rules.

<b>BOG/31/17</b>	<b>Proposal for starting Orientation Programme for faculty members</b>
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The Board accepted the proposal.

<b>BOG/31/18</b>	<b>Ratifications of the approvals given by the Chairman</b>
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(i) **Resignations:** The Board ratified the decision of chairman for accepting resignation of Dr KK Balakrishnan, Assistant Professor wef 04<sup>th</sup> Dec 2015(A/N) and technical resignation of Dr Jayesh Pillai, Assistant Professor wef 18<sup>th</sup> December 2015(A/N).

(ii) **Enhancement of contractual Salary/Consultancy charges** - Regarding enhancement of salary/consultancy charges agenda is to be considered as a reporting item. The Institute is already giving 10% yearly enhancement of salary to contractual employees/Doctors/Consultants. Board advised that before enhancement of the salary, a performance review of the individual be done.

<b>BOG/31/19</b>	<b>Agenda for Reporting</b>
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- (i) Shri Manish Rastogi, IAS has joined the Board as Member(Ex-officio) on his joining as Secretary IT, Department of Information Technology, Govt of MP on transfer of Shri Hari Ranjan Rao to other department.
- (ii) Shri DM Gupta, Member BOG – He would be completing his three year tenure on February 11, 2016.

The Board noted the same.

<b>BOG/31/20</b>	<b>Any other agenda with the permission of Chairman</b>
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**1) Proposal for adoption of policy for the selection of Deans.**

The proposal for adoption of policy for the selection of Deans was deferred by the Board and proposal to be resubmitted after consultation with the regular Director who is joining shortly.

**2) Proposal of approval of administrative hierarchy and financial budget for EL&ICT Academy.**

The agenda was deferred. Prof. P N Kondekar was requested to check the structure of other similar academies and place it in the next Board meeting.

**3) Proposal given by Prof. Harish Karnick related to requirements of journals etc.**



The Board decided to wait for the inputs of Prof. Sankar Pal, other member of the committee.

**4) Agenda for reporting.**

**(a) Filling up of vacancies in PH category.**

As per the MHRD, GOI F.No. 11-10/2013-SC/ST-Pt-I dated 19/10/2015 vacancies for PWD are to be filled on priority basis and report is to be submitted to the MHRD. The Institute has prepared the advertisement along with general advt. to be published immediately.

The Board has noted the same.

**(b) Online fee payment system.**

The Institute has introduced online fee payment system in collaboration with Allahabad Bank and Bill Desk.

The Board noted the same.

**5) Adoption of Annual Report for the year 2014-15.**

The decision taken by the Chairman, BOG dated 28/11/2015 for adoption of Annual Report 2014-15 was ratified by the Board.

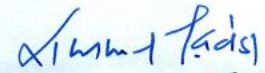
**6) Revision of B.Tech. curriculum on completion of ten years of establishment of the Institute.**

The Institute has completed ten years of its inception. The BOG asked the Senate to review the B.Tech. curriculum for all courses.

Forwarded for approval please

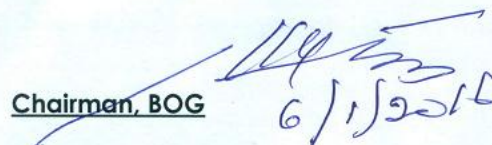


**Director**



(R.P. Dwivedi)  
Registrar & Secretary  
08-12-2015

**Chairman, BOG**



6/1/2016

<b>BOG/33/4</b>	<b>To consider the recommendations of the Senate</b>
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(i) **Ordinances of the Institute**

The first ordinance of the Institute regarding academic regulations consequent to the implementation of the IIIT Act were prepared and placed before the Senate in its 38<sup>th</sup> meeting held on August 12, 2016. The Senate after discussion on the same has recommended it to the Board of Governors for approval. The ordinances are placed as **BOG/33/Annexure – IV (Page 33 to 81)**.

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

**ORDINANCES OF PDPM-IIITDM JABALPUR**

Section 35 Ordinances: Subject to the provisions of this Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely:

**0. ACADEMIC PROGRAMMES AND DEGREES/ DIPLOMAS**

1. The Senate, after examining each proposal for introduction of a new Programme from the point of view of its viability and desirability in the light of broad goals as set forth in the Act & Statutes of the Institute, shall make suitable recommendations to the Board of Governors of the Institute.
2. The recommendations of the Senate on each proposal for introduction of a new Programme shall be considered by the Board of Governors.
3. The minimum admission standards and the duration of each Programme, whether existing or new, shall be advised by the Senate.
4. The curriculum of each Programme, required for its successful completion, shall require prior approval of the Senate. Any change in the approved curriculum of any existing Programme shall also require prior approval of the Senate.
5. The Senate shall approve the format of each Degree/Diploma to be awarded to a student after successful completion of the Programme. Any revision in the format of a Degree/Diploma shall also require approval of the Senate.
6. Conferment of an Honorary Degree of the Institute shall be in accordance with Statute.

### **a) The admission of the students to the Institute**

The Senate shall decide the criteria and policies for-admission in the various programmes of the Institute.

#### **a.1 Undergraduate Programmes (B.Tech./B.Des.)**

1. The Institute shall offer four-year
  - i. Bachelors of Technology (B.Tech.) programme in
    - a. Computer Science & Engineering (CSE),
    - b. Electronics & Communications Engineering (ECE), and
    - c. Mechanical Engineering (ME)
  - ii. Bachelor of Design (B.Des.) Programme
2. Admissions to the B.Tech. programmes of the Institute are made once a year in July through the Centralized Admission Examination (Joint Entrance Examination (JEE (Main))). Counseling of the students/ qualified candidates of the said examination is managed by Centralized Counseling Board (Joint Seat Allocation Authority (JoSAA)). The minimum academic qualification for admission is a pass in the final examination of 10+2 system or its equivalent with Physics and Mathematics as compulsory subjects.
3. Admission to the B.Des. Programme of the Institute is made once a year in July through the Undergraduate Combined Entrance Examination for Design (UCEED).
4. Reservations for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Physically Handicapped (PH) candidates shall be as per the Government of India rules. The reserved seats are filled on the basis of counseling done as per the specified qualifying norms by the JEE/UCEED.
5. Admission to an undergraduate programme of the Institute requires that the applicant
  - i. be eligible (i.e. passed XII standard public examination) as per the requirement mentioned in 2 or 3 above, and
  - ii. satisfies the requirements of the laid-down admission procedure, and
  - iii. pays the prescribed fees and other dues as applicable.

#### **a.2 Postgraduate Programmes (M.Tech./M.Des./Ph.D.)**

1. The Institute shall offer
  - i) *Four-Semesters Masters programme*, i.e. Master of Technology (M.Tech.) and Master of Design (M.Des.) programmes and
  - ii) *Doctoral of Philosophy (Ph.D.) programmes*
2. Postgraduate students shall be admitted under the following categories:  
**FULL TIME**
  - i) Institute Assistantship (IA)
  - ii) Govt./Semi Govt. Fellowship Award (FA) (QIP, Deity, CSIR, UGC, DAE, DST, DBT, NBHM, etc.)

- iii) Sponsored Candidates (SW)

#### **PART TIME**

- i) Institute Staff (IS), for Institute Staff of IIITDM Jabalpur
- ii) Project Staff (PS), for Project Staff of IIITDM Jabalpur
- iii) External candidates, sponsored by recognized R & D organizations / academic institution / industry (EX)

#### **2.1 Institute Assistantship (IA)**

The students under this category are entitled to financial support (Teaching Assistantship), as per the MHRD norms. Further, the student is required to assist 8 hours of work per week assigned by the Discipline.

#### **2.2 Fellowship Award (FA)**

These candidates are financially supported under various Govt. / Semi Govt. schemes (CSIR, UGC, DAE, DST, DBT, NBHM, etc.), Department of Electronics and Information Technology (Deity), Aeronautics Research & Development Board (ARDB), Department of Science and Technology (DST), Atomic Energy Regulatory Board (AERB), Department of Atomic Energy (DAE), etc. The candidates under this category may be assigned teaching assignment per week by the Discipline, as per the requirement of the concerned fellowship.

#### **2.3 Sponsored Candidate (SW)**

These candidates are sponsored by recognized R&D organizations/academic institution/industry for doing research work in the Institute. Candidates are expected to be relieved for full time research work at the Institute for a minimum period of three years. They will not receive any financial support from the Institute.

#### **2.4 Institute Staff (IS)**

This category is only for the persons employed as Institute Staff at IIITDM Jabalpur and the candidate should have worked in the Institute for at least 2 years on a regular position at the time of admission.

#### **2.5 Project Staff (PS)**

This category refers to the candidates employed at IIITDM Jabalpur and working on sponsored projects undertaken by the Institute and admitted to the Ph.D. programme. A candidate will be eligible to apply under this category if the remaining duration of the project at the time of admission is 2 years or more. The students under this category will receive their fellowships from the project in which they are employed and shall perform duty as per the requirements of the project.

#### **2.6 External (EX)**

This category refers to a student employed in an R&D organization/ academic institution/ industry having adequate research facilities. Such organizations shall be approved by the Chairperson Senate. The Institute does not provide any assistantship/ fellowship to such a

student. There shall be two sub-categories in this:

- a. Candidates who have been locally employed within the radius of 100 km from the institute as professionals in an establishment/ organization/ institute. Such candidates shall not be having any bounding of the residence requirement but shall be able to attend all the classes, labs, etc. on regular basis.
  - b. Candidates who have been employed beyond the radius of 100 km from the institute as professionals in an establishment/ organization/ institute approved by the Senate. The research work leading to the Ph.D. degree by such students may be carried out largely in the parent organization of the candidate under a local supervisor from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the Discipline in which she/he is registered. Such candidates are:
    - i. required to be resident of the institute till they complete the course work and pass the comprehensive examination and
    - ii. get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor(s)) outlining the work proposed to be done in his thesis.
3. In each postgraduate programme, seats shall be reserved as per prevalent Government of India norms. The number of seats is given below.

Regular (Institute Assistantship)	Sanctioned strength
Sponsored	10% of the sanctioned strength and over and above the sanctioned strength
Govt./Semi Govt. Fellowship Award (FA)	As approved by the fellowship authority or 20% of the sanctioned strength ( over and above the sanctioned strength)
Part Time	20% of the sanctioned strength and over and above the sanctioned strength

4. Eligibility for Admissions

Master's Programme

A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) or equivalent shall be required in the qualifying examination (B.Tech./B.Des. or equivalent) as the specified minimum for admission in a master's programme.

For admission to two years Masters Programme under regular category, qualifying marks/certificate in GATE/CEED/(CSIR/UGC-JRF/NET) or equivalent examination conducted at national level will be essential. The candidate should have valid GATE/CEED/ UGC-JRF score.



### Doctoral Programme

A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) shall be required at the master's level qualifying examination (M.Tech./ M.Des./ M.Sc./ M.A./ M.B.A., etc.) as the specified minimum for admission in a Ph.D. programme. Minimum duration for such masters' programme shall be two years.

For admission to Doctoral Programme, the candidate must have qualified GATE/ CEED/ (CSIR/ UGC-JRF/ NET) or equivalent examination conducted at national level at any time.

5. Relaxation for reserved category in the eligibility requirements shall be as per Govt. of India norms.
6. In case of *sponsored and part time categories*, candidates shall have a regular employment and shall be required to apply through proper channel (the employer or her/his authorized signatory). Such candidate shall have served for at least two years in a reputed R&D establishment/ organization/ academic institution/ company associated with design, development and/or manufacturing of engineering products as approved by the Chairperson, Senate, except for Ph.D. in English literature in which case, the candidate shall have served in a reputed academic institution.
7. In case of *Fellowship Award category*, eligibility criteria for the candidates shall be the same as laid down by the fellowship awarding agency. Such candidates will be exempted from requirement of qualified GATE/ CEED/ (CSIR/UGC-JRF/NET) or equivalent examination conducted at national level.
8. Students under Dual Degree
  - A) Towards the middle of fourth semester of the Masters' programme students of the institute having  $CPI \geq 8.5$  (for SC/ST  $CPI \geq 8.0$ ) can submit request for the conversion of their program to Dual Degree (M.Tech.+Ph.D.) along with research proposal. Research proposal should be comprehensive in nature.
  - B) PGPC will give its recommendation to Dean Academic for the conversion after evaluating and weighting the research proposal. The recommendation will go to the Chairperson Senate for final approval.
  - C) After the conversion, student will be considered as a regular Ph.D. student from the date of registration in the dual degree and must complete all requirements of Ph.D. Relaxation in course work/ modification in course work may be allowed on the recommendation of RPC and approved by Dean Academic.
9. Direct Admission to Ph.D after B.Tech
  - A) Students who are currently in their final year in any of the Centrally Funded Technical Institutions (CFTIs) will only be eligible for the admission under this category.
  - B) To be eligible for the admission under this category, a candidate is required to have a minimum CPI of at least 8.0 CPI or equivalent (on a scale of 10) at the end of the

seventh semester under OPEN and OBC categories. For SC/ST category students, the minimum CPI requirement will be relaxed to 7.0. Qualified and valid NET/GATE score is mandatory in this case.

- C) They shall be admitted through the same regular admission process as specified for the regular Ph.D. students.
10. The process of admission under the following categories shall be the same as per the guidelines approved by the Senate:
- i) Institute Assistantship (IA)
  - ii) Fellowship Award (FA),
  - iii) Sponsored Candidates (SW)
  - iv) Institute Staff (IS), for Institute Staff of IIITDM Jabalpur
  - v) Project Staff (PS), for Project Staff of IIITDM Jabalpur
  - vi) External candidates, sponsored by recognized R & D organizations / academic institutions / industry (EX)
11. Admissions to different Doctoral programmes may be recommended on the basis of the performance in the qualifying examination and performance in written test and/or interview for all categories recommended by the duly constituted Selection Committee of the Discipline and approved by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic.
12. A project staff working on the sponsored projects undertaken by the Institute shall be eligible for admission under the category of part time subject to following additional conditions:
- a. The project staff shall apply through the PI of the project along with a research proposal in line with the project on which he/she is working. Such application shall be forwarded by the head of the discipline under PS category and shall clearly mention in her/his application *“Financial Assistance for the Stipend or Fellowship shall strictly be borne by the project funds and not by MHRD/Institute Assistantship”*.
  - b. If the candidate is found suitable, she/he shall be given provisional admission up to the next selection process. The provisional admission will be confirmed, only if she/he is selected through the regular selection process. In case the project staff does not get selected, the provisional admission shall stand cancelled and he/she cannot continue the Ph.D. programme.
  - c. The PS shall not be paid any Institute assistantship (She/ He will be receiving his scholarship /assistantship from the project in which he/she is employed) and the institute shall have no liability whatsoever, in case the project tenure is over and the PI is unable to pay the assistantship to the student. The financial onus of the student strictly lies with the Principal Investigator (PI) and the Project. In case the project

- gets over at the end of 2 years, the candidate can apply for conversion to other category.
- d. The PS shall perform assignment assigned by the PI of the project under this category.
13. The credit requirements, minimum time period and other academic rules shall remain invariant as imposed on regular Ph.D. student of all categories.
  14. A student may apply for conversion of categories (IA, FA, SW to EX) through RPC, as per the guidelines framed by the Senate. Approval for such conversion may be given by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic.
  15. The offer of admission may also stand withdrawn if the candidate who has accepted the offer by paying her/ his fee but fails to register in the programme by the last date of registration.
  16. In exceptional cases, a student admitted in the programme, who has paid her/ his fees but is unable to register within the *registration dates* as mentioned in academic calendar due to valid reasons, may request for the *deferred admission*. On the recommendation of the Dean Academic, the Chairperson Senate may allow the deferment of admission for the duration not normally exceeding by one semester. However, all cases of *deferred admissions* shall be required to be ratified by the Senate and may stand cancelled otherwise.
  17. The admission of a student who fails to submit the prescribed documents by the specified date or fails to meet other stipulated requirement(s) may be cancelled by the Dean Academic. The Dean Academic may also cancel the admission of a student at a later time if it is found that the student was unfit at the time of admission or had supplied some false information/ certification or suppressed relevant information while seeking admission to the Institute.

### **RESIDENCE REQUIREMENTS**

1. The Institute's programmes are essentially residential ones and unless otherwise exempted/ permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which he/she is assigned.
2. A student registered under sponsored and fellowship award category shall be required to stay for required duration as specified by the Institute and the sponsoring organization must specifically undertake to relieve him/her for the said period.
3. Students registered in the EX category (working beyond 100 km radius from the

institute) will be required to stay in the campus at least as long it takes to

- complete the course work and pass the comprehensive examination and
  - get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor and co-supervisor) outlining the work proposed to be done in his thesis.
4. Students registered under the EX category (working within 100 km radius from the institute) will not be required to stay in the campus but they need to attend all the regular classes, labs, seminars and exams as per the need of their programme.

### **ACADEMIC SESSION**

1. The academic session of the Institute normally begins in the first week of August every year and ends at the end of July. It is divided into three parts: Two regular Semesters and a Summer Term. The summer term is defined only for undergraduate programme. For the PG programmes, there is no summer term.
2. Each of the two semesters consists of about Seventeen (17) weeks inclusive of two weeks of examinations, one week of mid-semester recess and about fourteen weeks of teaching. The summer term consists of about ten (10) working weeks including examinations.
3. The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I- grades, vacations, mid-semester recess, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute duly approved by the Senate. The academic calendar is normally brought out before the beginning of a calendar year.

### **REGISTRATION**

1. On the dates specified in the Academic Calendar of the Institute, all students shall register in each semester for the courses to be pursued by them as per their programme requirements. *The entire responsibility for the semester registration rests with the student concerned.*
2. The semester registration in the Institute involves:
  - (a) filling of the registration form mentioning the courses to be credited in the semester/summer term from among the courses offered by the Institute and the programme requirements specified in the curriculum, including the thesis work, if any.
  - (b) payment of fees and clearance of outstanding dues, if any, and
  - (c) physical reporting (signing of the registration roll) in the Academic Section of the Institute.

3. A new entrant in the postgraduate programme, who is awaiting the results of her/ his qualifying examination, shall be allowed to register *provisionally* on submission of a certificate from her/ his institution certifying that she/ he has appeared in the final qualifying examination including all papers in theory, practical, project, oral, etc.
4. Such a candidate shall submit documents of having passed the qualifying examination by the last date for document submission, as given in the Academic Calendar of the Institute, for getting her/his registration regularized.
5. If for any compelling reason like illness or any other valid reason, a student is unable to register on the day of registration as mentioned in academic calendar, she/ he can register on the late registration day specified in academic calendar on payment of the late registration fee. However, if a student seeks prior permission to register late on valid grounds, she/ he may be allowed by Dean Academic without paying the late registration fee.
6. A student needs to pre-register for the next semester on the dates specified in the academic calendar of the Institute.
7. It is mandatory for all students to physically report on the first day of reporting as laid in the academic calendar. If for some valid reason a student fails to report, she/ he needs to late register after paying late registration fees. However, if a student seeks prior permission to report late on valid grounds, she/he may be allowed by Dean Academic without paying the late registration fees only till the date of late registration as mentioned in the academic calendar.

### **Cancellation of Semester Registration**

1. Absence for a period of four or more weeks at a stretch or in total during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.
2. Absence for a period of three or more weeks at a stretch or in total during a summer term shall result in automatic cancellation of the registration of a student from all the courses in that summer term.

**b) The courses of study to be laid down for all degrees *and* diplomas of the Institute**

1. A list of courses to be offered during the semester shall be provided by the discipline to the Academic office.
2. Each course carries a weight in terms of credits depending upon the number of contact hours including lectures and tutorials and/or laboratory hours attached with the course. The academic load and the credit for a given course are decided by the following calculation:

$$\text{Academic Load: } \mathbf{AL} = 3.0 \times \mathbf{L} + 1.0 \times \mathbf{T} + 1.5 \times \mathbf{P} + 0.0 \times \mathbf{D} + 0 \times \mathbf{PR}$$

Academic Load <b>AL</b>	Course Weightage or <b>Credit Units</b>
≤06	2
07-08	3
09-12	4
13-15	5

where L, T, P, D and PR are number of lecture, tutorial, practical, discussion and project hours in a week respectively.

3. The courses of study shall focus on following philosophies.
  - Choice based credit systems
  - Project based learning.
  - Industrial experience
  - Inter-disciplinary approach
  - Focus on IT enabled Design, development and manufacturing projects for hands on experience

**Undergraduate (BTech/BDes)**

4. A student needs to earn minimum credits as per the curriculum approved by the Senate for completing the BTech/BDes programme in different natures of courses:

<b>Total Credit in BTech</b>	<b>160</b>	
	<b>81</b>	
<b>Professional courses</b>	Professional core: 33	courses from Engineering disciplines (EC,CS,ME)
	Professional Ele: 34 -38	courses from Engineering disciplines (EC,CS,ME)
	Project: up to 04-08	Project from all disciplines (EC,CS,ME, NS, DS)
	Professional Lab: 6	courses from Engineering disciplines (EC,CS,ME)
	<b>79</b>	
<b>Core courses (ES+NS+DS+MN+HS)</b>	Engineering Science (ES): 30	courses from different disciplines (core+elective)
	Natural Science(NS): 21	Courses from natural Science(core+elective)
	Humanities (HS): 12	Courses from English, Environmental Science and others (core+elective)
	Design (DS): 8	Courses of Design in nature (core)
	Manufacturing (MN):4	Courses of Manufacturing in nature (core)
	Management Science (MS):4	Courses of Management in nature (core)

5. The courses of study shall include projects:

<b>Optional Project (starting from Semester one)</b>	<ul style="list-style-type: none"> <li>A student can choose project starting from first semester and can register at any time in a year after discussing with faculty mentor.</li> <li>Credits for this project will be two credits in a year.</li> <li>A student can earn maximum of 6 credits within 3 years and he/she may get relaxation of 6 credits in the curriculum (Including PBI/Project) as per his/her choice.</li> <li>The final evaluation of this optional project will be carried out by a committee approved by the head of the discipline</li> <li>The weightage for grading will be: Faculty mentor-70%, committee-30%.</li> <li>The faculty mentor will be convener of the process of evaluation of his student.</li> </ul>
<b>External Project (Project Based Internship (PBI))</b>	<ul style="list-style-type: none"> <li>A student can register for PBI in 7<sup>th</sup> Semester for 12 credits (against 3 prof. Electives).</li> <li>Such students must earn remaining 8 credits from other semester out of which at least 4 credits should be before PBI.</li> <li>Such student will do the project in Industry/ Company/</li> </ul>

	<p>premier educational Institutes and requires approval of DUGC.</p> <ul style="list-style-type: none"> <li>• Coordination of PBI shall be done by the Discipline.</li> </ul>
<b>Design and Manufacturing Projects</b>	<ul style="list-style-type: none"> <li>• All students of B.Tech. programmes are required to register for Design and manufacturing project in their fourth semester</li> <li>• This project must contain interdisciplinary contains</li> <li>• The project shall focus on design and fabrication of prototype of a product</li> <li>• Final outcome of the project must be a prototype of a project.</li> </ul>

6. A student is required to ensure that she/he has completed the pre-requisite(s), if any, for each course to be registered. At any stage if it is found that she/he is not meeting the pre-requisites of a course then the registration of the student in that course shall be cancelled by the Dean Academic.
7. A student having her/his  $CPI \geq 8.0$  may however, be permitted by the Discipline Under Graduate Committee (DUGC) to take an overload of maximum of 4 credits (earned through one or more courses) for the purpose of :-
  - (i) Enriching her/his knowledge or
  - (ii) clear backlogs
8. Registration of deficient students is done as per the recommendations of the DUGC and she/he may be required to take a reduced load as per the provisions/ recommendations of the respective DUGC.
9. Summer Term under graduate courses are offered by the Institute generally to help deficient students in clearing their backlogs and a student is allowed to take maximum of 8 credits during the Summer Term.
10. For an elective course to be offered in a particular semester, a minimum of five students must be registered for that course.
11. A student may add or drop course(s) by the last date specified in the *Academic Calendar* of the Institute with the permission of the DUGC.
12. An undergraduate student may be allowed to register for the reduced load by the Dean academic on the recommendation of DUGC, if
  - (i) A student is unable to cope up with her/his semester load and is under academic probation/ academic break
  - (ii) In exceptional cases, due to some genuine reason, the student is not able to cope up with the academic load.



### Postgraduate Programme (MTech/MDes/PhD)

1. The courses of study of postgraduate programme shall comprise of
  - Professional Communication course
  - Core Courses
  - Electives or Electives in Modular Form (EMF)
  - Thesis Work
2. Minimum credits requirements for completing the postgraduate programme:

	<b>M.Tech.</b>	<b>M.Des.</b>	<b>Ph.D. [after Masters' programme]</b>	<b>Ph.D. [after B.Tech./ B.E./ M.Sc./MA]</b>
Minimum total number of credits	70	94	72	106
Minimum number of credits through the course work	28	60	16	40
Minimum number of credits through Graduate/Progress Seminar	04	04	06	06
Credits through Teaching Work*	—	—	02	02
Credits through Summer Internship	-	02	-	-
Minimum number of credits through thesis research	32	20	48	48
Professional Communication Skills course	02	02	02	02

3. It is mandatory for all PG students to credit a course on “*Professional Communication Skills*” of 2 credits. Students will be awarded either S or X grade in the course. Those Ph.D. students who have completed this course during their Masters’ programme at this Institute shall be exempted from the course.
4. PhD students will be permitted to register in courses on foreign language communication skills such as Japanese, German or French, as per the availability of foreign language teachers on audit basis.
5. Thesis work can be registered in a semester in multiples of 4 credits.
6. If a student clears the comprehensive examination before the last date of adding courses as specified in the Academic Calendar, she/he would be allowed to add progress seminar by dropping the research seminar in that particular semester.
7. *Graduate Seminar* and *Progress Seminar* carry 2 credits each and are required to be registered by all Master’s and Doctoral students respectively in different semesters of their programmes.
8. All Doctoral students shall be required to register against progress seminar in every semester of their programme after successful completion of the comprehensive

- examination and before the successful completion of open seminar.
9. The credits through teaching work will be evaluated by the faculty appointed by the head of the discipline for the purpose. The teaching credits will be evaluated by S or X grades.
  10. A postgraduate student (except M.Des.) shall register for 16-20 credits in a semester.
  11. Students registered under EX category shall be required to register for 10-14 credits in a semester.

#### **Electives in Modular Form (EMF) for undergraduate and postgraduate programmes**

1. Institute curriculum for the postgraduate program has the provision of Professional Electives and Open Electives. The Institute may offer these electives in the format of Electives in Modular Formats (EMFs) of one or two credits.
2. The duration of an EMF shall be of 10–11 lecture hours for one credit and 20-22 lecture hours for two credits. One elective course can be replaced by EMFs of equivalent credits. Postgraduate students may opt for EMFs against electives by registering for the EMFs of equivalent number of credits with the consent of the thesis supervisor(s)/ Convener DPGC.
3. Regular faculty members, Guest/Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required to propose, the lecture-wise schedule of the course. Course contents of all the EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor In-charge shall also be a part of the proposal for an EMF for its approval.
4. Running of EMFs shall be coordinated by respective disciplines who will announce EMFs running in a semester.
5. Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration.
6. Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quizzes, and a final examination. The Instructor will announce at the beginning of the course the break-up of marks for attendance (if any), assignments, quizzes, exam, etc.
7. Grading for the EMF shall be done by the Instructor and will be submitted to the academic office through Head of the concerned discipline.

- c) **The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the institute, and shall be eligible for degrees and diplomas;**

**c.1: Conditions under which students shall be admitted to the degree/ diploma**

1. All students enrolled in the undergraduate / master's programmes are admitted to the candidacy for the Bachelor's / Master's degree.
2. A student enrolled in the Doctoral programme is formally admitted to the candidacy for the Doctoral degree after he/she has completed :
  - a. the minimum credit requirements of the Course work with minimum CPI of 7.0.AND
  - b. has successfully completed the comprehensive examination.

**c.2: Conditions for Admission to the Examinations:**

1. The student may be allowed to appear in the examination if:
  - a) She/ he has formally registered in the course/ project/ lab/ thesis
  - b) She/ he fulfills the minimum requirement of the attendance, residence, and any other relevant requirement(s)
2. The evaluation of the UG and PG students in a course except EMF will be a continuous process and shall be based on their performance in end semester written examination, one mid semester written examination and a minimum of two assessments in the form of quizzes/ short test/ assignments/ seminars/ course projects.
3. Large deviation from recommended mode of evaluation as mentioned in section 2 above, needs prior approval from the Dean Academic.
4. Makeup for any absence from mid semester/ test/ quizzes will be at the discretion of the Instructor. Instructor needs to be convinced that the reasons for absence are genuine.
5. If a student, for some bonafide reasons such as illness, at home etc. fails to appear in the end-semester examination in one or more course(s), she/he may make a request on a prescribed form, personally or through someone to the Dean Academic through instructor-in-charge for make-up examination within two days of the date of the scheduled examination. Such a request must be substantiated by justified reasons and proper document (e.g. a certificate from the Institute's Medical Officer for failure to appear in the examination due to illness). The decision of Dean Academic will be final in this regard. The makeup examination will be conducted as per Academic Calendar.
6. The schedule for the mid-semester examination, end-semester examination and make-up examination (if any) is prepared and announced by Academic office in accordance with *Academic Calendar*.
7. If a Doctoral Student registers for more than 8 thesis credits in a semester prior to

Comprehensive examination, she/he has to register for research seminar in that semester. Research seminar will be evaluated by the RPC (Research Progress Committee) of the scholar and the scholar will be awarded 'S' or 'X' grade based on her/ his satisfactory or unsatisfactory performance respectively. Academic programme of a research scholar will be dropped in case she/he accumulates three or more X's towards research seminars.

8. After the comprehensive examination Doctoral Student needs to register for progress seminar in every semester till she/he appears for the open seminar.

### **c.3: Degree/ Diploma**

1. A student is deemed to have completed the requirements for award of degree/diploma, if she/he:
  - a) has completed successfully minimum academic requirements for the award of degree
  - b) completed the minimum requirement of residence
  - c) paid all dues to the Institute and the Halls of Residence, and
  - d) no case of indiscipline is pending against her/him.
2. A student who completes all the graduation/ post-graduation requirements specified in Section 1 above shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree/ diploma in the ensuing convocation. The degree/ diploma can be awarded only after the BOG accords its approval.
3. Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for withdrawal of a degree already awarded.

### **c.4: Minimum Academic Requirements for the award of degree**

#### **Undergraduate Students**

A student enrolled in the undergraduate programme (B.Tech./B.Des.) shall formally become eligible for the Bachelor's degree after she/he has completed:

- a) completing the minimum credit requirements of Course/ Project work as per the approved curriculum.

AND

- b) have at least the minimum required CPI of 5.0

AND

- c) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any,

AND

- d) Satisfied all the requirements specified in Institute Ordinances and by the Senate.

### **Master's Students**

A student enrolled in the Master's programme shall formally become eligible for the Master's degree after he/she has:

- a) completed the minimum credit requirements of each of the following
  - i. Coursework
  - ii. Graduate seminars and
  - iii. Thesis/ Project work,

AND

- b) have at least the minimum required CPI of 6.5

AND

- c) must have successfully defended her/his thesis and submitted her/ his final thesis

AND

- d) satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any,

AND

- e) satisfied all the requirements specified in Institute Ordinances and by the Senate.

### **Doctoral Students**

A student enrolled in the Doctoral programme shall formally become eligible for the Doctoral degree after he/she has:

- a) completed the minimum credit requirements of each of the following
  - i. Course work
  - ii. Teaching work
  - iii. Progress Seminars and
  - iv. Thesis work

AND

- b) have at least the minimum required CPI of 7.0 in course work

AND

- c) must have successfully defended her/his thesis and submitted her/ his final thesis

AND

- d) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any

AND

- e) Satisfied all the requirements specified in Institute Ordinances and by the Senate.

### **c.5: Minimum and Maximum Duration of a Programme**

1. The minimum duration for completion of undergraduate programmes shall be of eight regular semesters.
2. The minimum duration for completion of both Master's and Doctoral programmes shall be of 4 semesters and for Doctoral students directly admitted to Ph.D. programme after B.Tech. shall be of 6 semesters.
3. The minimum duration for completion of Doctoral programmes under part time category shall be of 6 semesters.
4. The maximum duration under which the undergraduate programme is to be completed,

irrespective of the category of the student, shall be 6 years.

5. The maximum duration under which the Masters programme is to be completed, irrespective of the category of the student, shall be 4 years.
6. The maximum duration under which the Doctoral programme is to be completed, irrespective of the category of the student, shall be 6 years. In exceptional cases, the Senate is empowered to give extension.

**d) The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;**

1. In order to financially assist (a) meritorious students coming from weaker economic background, (b) girl students and (c) Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute may award
  - (i) Scholarships,
  - (ii) Tuition Waivers (Freeships),
  - (iii) Book and other Grants,
  - (iv) Pocket Allowance,
  - (v) Free Basic Messing Facility and any other facilities from its own funds as per government policies and guidelines applicable at the time of the award.
2. Board of Governors of the Institute may instate such fellowship, scholarship, medals and prizes on the recommendation of the Senate.
3. In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation in students counselling, participation and constructive leadership in gymkhana involving all round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.
4. In order to promote the study at the postgraduate level, the Institute may award various scholarships/assistantships to its students either from its own funds or from funds obtained from other governmental or non-governmental sources.
5. In order to promote research and development in specified fields, the Institute may award various scholarships, prizes and medals to its undergraduate as well as postgraduate students either from its own funds or from funds obtained from other governmental or non-governmental sources.

**d.1: Financial Assistance From Institute Funds**

**Merit-cum-Means (MCM) Scholarships for Undergraduate Students**

1. In order to financially assist meritorious students coming from economically weaker background, the Institute may award Merit-cum-Means scholarships to needy students from its own funds made available by the Ministry of Human Resource & Development (MHRD) for this purpose.
2. The total number of MCM scholarships awarded in a given batch shall not exceed 25 % of the students enrolled in that batch of the B Tech program. 20 % of the total number of available MCM Scholarships for each batch shall be reserved for students belonging to the SC/ST categories.
3. MCM Scholarships, if unutilized by any particular batch, may be transferred to another



batch. Also, unutilized MCM Scholarships reserved for SC/ST students may be transferred for award to the general category students.

4. The amount of MCM Scholarship for both general as well as SC/ST category of students shall be as prescribed from time to time by the Ministry of Human Resource & Development (MHRD), and approved by the Board of Governors of the Institute.
5. The award of the MCM Scholarship would also imply granting of Tuition Waiver, i.e. the Freeship.
6. Depending on the number of assistantships available with each discipline, the Institute may award them to meritorious students of the M Tech/MDes programme for those receiving the Institute Assistantship and who have a valid qualifying Graduate Aptitude Test in Engineering (GATE) Score with them. However, those M Tech students who have done their B Tech from IITs and have secured a graduating CPI > 8.0 on a scale of 10.0, shall be eligible to receive Institute Assistantship without having a valid qualifying GATE Score.
7. Amount of the Institute Assistantship for M Tech students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time
8. All M Tech Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener DPGC or his/her nominee(s).
9. All regular PhD students of the Institute, except those who have been sponsored by their respective organizations, shall be awarded the Institute Assistantship.
10. Amount of the Institute Assistantship for PhD students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time
11. All Ph.D. Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener DPGC or his/her nominee(s).

#### **Tuition Waiver, i.e. Freeship**

1. All undergraduate MCM Scholarship holders shall be entitled to a tuition waiver. They shall, however, be required to pay all other fees such as gymkhana fees, hostel seat rent, etc. as per rules.
2. All undergraduate SC/ST students are awarded the Tuition Waiver. They may, however, be required to pay all other fees such as gymkhana fees, hostel seat rent, etc. as per rules.
3. An additional 10 % of students of each batch of the undergraduate programme, beyond those awarded the MCM Scholarships, may be awarded only Tuition Waiver. The following category of students may be considered eligible for such additional Tuition

Waivers:

- a. Applicants who were eligible for the award of the MCM Scholarship, but could not be awarded the same because of the non-availability of enough number of MCM Scholarships.
  - b. Under very special conditions, the SPACS considers suitable for the grant of a Tuition Waiver for a student.
4. Except SC/ST students of M Tech or PhD programmes, postgraduate students are not entitled for full Tuition Waiver. The Institute may, however, waive part of the tuition fee for its regular students in different postgraduate programmes.
  5. From the funds made available by the Ministry of Social Justice and Empowerment/ Ministry of Tribal Affairs, a selected number of SC/ST students of the B Tech programme, whose parent's total annual income from all sources is within the prescribed maximum limit shall be given an annual book grant and other grants
  6. Master's and Ph.D. students of the Institute may be provided an annual contingency grant as decided by the Institute administration. However, this will be governed by the guidelines as decided by the institute administration from time to time. Those SC/ST students of the B.Tech. programme, whose parents' total annual income from all sources is less than the prescribed upper limit, the Institute may give boarding and lodging charges to a maximum of (i) 10 Scheduled Castes students and (ii) 5 Scheduled Tribes students per batch awarded by the Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs, respectively.
  7. Those students who are not awarded the boarding and lodging facilities but have their parent's total annual income from all sources less than the prescribed upper limit as defined, may be awarded the Free Basic Messing facility through funds made available for this purpose either by the Harijan Samaj Kalyan Department of the State Government or by the Ministry of Human Resource & Development. Under this scheme, the bill for basic messing, as applicable for the individual hostel where the concerned students reside, shall be paid by the Institute.
  8. All SC/ST students desirous of availing the Free Boarding and Lodging facility, awarded by the Ministry of Social Justice and Empowerment/Ministry of Tribal Affairs, or Free Basic Messing Facility and the Pocket Allowance awarded by the Harijan Samaj Kalyan Department of the State Government or by the Ministry of Human Resource & Development shall be required to submit applications, with the requirements specified to the Convener SPACS in the beginning of each academic year.

**d.2: Institute Medals And Prizes**

1. **Chairman's Gold Medal:** The Chairman's Gold Medal (CGM), to be presented at the Institute Convocation every year, shall be awarded to the student with the best academic performance in the entire graduating B Tech batch. However, a reporting CPI of 9.0 shall be the minimum requirement for the award of the Chairman's Gold Medal.

2. **Director's Gold Medals** Director's Gold Medals (DGMs), to be presented at the Institute Convocation every year, shall be awarded for the best all round performance from among the graduating Undergraduate students. Students of all disciplines/programme shall be eligible for the award of DGM.
3. **D&M Proficiency Gold Medals:** Design and Manufacturing Proficiency Gold Medals are awarded at the time of Institute's Convocation for the best cross-disciplinary project from among the graduating B.Tech. students and the best cross-disciplinary thesis from among the graduating M.Tech. / M.Des. / Ph.D. students. Award of design and manufacturing proficiency gold medal (DMPGM) is applicable for BTP/PBI or Design and Fabrication projects.
4. **Academic Performance Proficiency Silver Medals:** Academic Performance Proficiency Silver Medals shall be awarded at the time of Institute's Convocation for the outstanding academic performance to the best graduating student of each discipline of the B Tech program.
5. **IIITDM Proficiency Prizes:** IIITDM Proficiency Prizes is normally awarded for (i) the best B Tech project in the graduating B.Tech. batch and (ii) the best thesis from among the graduating M.Tech./ M.Des./ Ph.D. students in each of the discipline. The recipient(s) of the D&M Proficiency Gold Medals shall be eligible for the award of the IIITDM Proficiency Prizes
6. **Director's Silver Medals:** Director's Silver Medals (DSMs) shall be presented at the time of Institute's Convocation for the outstanding performance in (i) Games & Sports activities and (ii) Cultural activities from among the graduating undergraduate and postgraduate students.
7. **Notional Prizes and Certificates of Merit:** Notional Prizes and Certificates of Merit shall be awarded to 7 percent of the students of each undergraduate and postgraduate batch for excellent academic performance in an academic year. In the first two years, the 7 percent shall be calculated for the entire B.Tech. batch, whereas for the third year the award shall be made for each discipline taking into account their respective strengths. For PG student, the 7 percent shall be calculated based on the academic performance of the first two semester of PG program for each discipline taking into account their respective strengths.

#### **INSTITUTION OF OTHER SCHOLARSHIPS, PRIZES AND MEDALS**

The Institute welcomes starting of new scholarships, prizes and medals for its undergraduate as well as postgraduate students from other Governmental and non-Governmental sources. However, the purpose of instituting new scholarships, prizes and medals should fulfil the goals for the same as described above. Institution of any new award at the Institute shall require the approval by its Senate. In order to do the same, the proposal from an outside source shall be examined by the Scholarships, Prizes and Awards Committee of the Senate (SPACS). If found suitable, the SPACS

shall recommend the same to the Senate by ensuring that the proposal necessarily contains the following information: (a) the title of the award, (b) the nature of the award, (c) the time of presentation, and (d) the criteria for selection/eligibility (e) Amount of endowment to be deposited with the Institute.



**e) The conditions and mode of appointment and duties of examining bodies, examiners and moderators;**

1. Instructor in charge of a course shall be empowered to evaluate and submit the grades at the end of the semester in that course as per the academic calendar.
2. The instructor will announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course in his class and through its web page.
3. Instructor-in-Charge will maintain academic record for a period of one year after the end of the semester. In case, the Instructor-in-Charge is changed/ transferred or leaves the organization the same needs to be handed over to the next Instructor-in-Charge or Head of the discipline.
4. Conduction of all the examination in fair manner is the responsibility of the instructors in that course. Academic office and concerned discipline will help in the proper conduct of the exam.
5. Dean Academic or her/ his nominee can assign duty of any faculty as invigilator during the mid/end semester exams.
6. Invigilators will be responsible for the fair conduct of the exams and is authorized to take appropriate action for the fair conduct of exams.

**Moderations**

1. Grades submitted by the instructor will not be changed. In exceptional case, grades may be changed based on the proper justification by the instructor incharge on recommendation of APCS and approved by the Chairperson Senate.
2. In cases where grades are having large deviation from the normal curve, Head of discipline shall constitute a committee of three faculty members (including the instructor incharge) for moderation of the grades submitted by an instructor.
3. If further deviations are observed, Dean Academic is authorized to propose a committee of three faculty members (including the Head of the concerned Discipline or nominee) for moderation of the grades. As per the recommendation of committee, the Instructor shall change the grade and submit to academic office. The changed grades will require authentication of the Chairperson, Senate.

**Advisory and Progress Committees for the Undergraduate Students**

1. There will be a Discipline Undergraduate Committee (DUGC) for each discipline. DUGC will consist of Head of the discipline or his/her nominee as the convener and

- two to three more members based on different specializations of the specific discipline. DUGC will be constituted by the Head of the concerned discipline.
2. DUGC will be guiding undergraduate students in deciding the courses and project supervisor(s), if any, after she/he takes admission in the Institute. DUGC will also monitor the progress of a student.

#### **Advisory and Progress Committees for Postgraduate Students**

1. There will be a Discipline Post Graduate Committee (DPGC) for each discipline. DPGC will consist of Head of the discipline or his/her nominee as the convener and two to three more members based on different specializations of the specific discipline. DPGC will be constituted by the Head of the concerned discipline.
2. DPGC will be guiding a student (Masters/Ph.D.) in deciding the courses and supervisor(s), after she/he takes admission in the Institute. DPGC will also monitor the progress of a student until she/ he decides a supervisor.
3. A Masters' student is required to decide her/his supervisor at the end of the first semester
4. A Ph.D. student is required to decide her/his supervisor in the beginning of first semester.
5. Once a student makes a decision about his supervisor(s), she/he will register for the thesis credits on the recommendation of the supervisor.
6. In the case of Master students DPGC will constitute a PGPC (Post Graduate Progress Committee) for a group of students, based on their common research areas. Each student will be assigned to one of the PGPCs formed by the DPGC, based on her/his research topic. Supervisor(s) of the student will be members of the PGPC. The PGPC will constitute of Supervisor(s) and two faculty member from the discipline.
7. In case of doctoral students, Supervisor(s) will propose members of the RPC (Research Progress Committee). Application for the registration of supervisor(s) and RPC/ PGPC will be forwarded by the Convener DPGC to the Dean Academic, who will be the approving authority for the same. DPGC/ Dean Academic may also add one or two members in the RPC if required. The RPC will consist of Supervisor(s), two faculty members from the discipline and one faculty member from other discipline.
8. During the period in which student has not decided the supervisor, Head of the concerned Discipline or his nominee will be forwarding all applications of the student related to leave, assistantship or other such matters.
9. If a student wishes to add another supervisor (as a co-supervisor) during her/his academic programme, she/he will submit a request to the Dean academic through her/his supervisor. Such applications will be recommended by the DPGC to the Dean Academic for final approval.
10. A student shall not normally have more than two supervisors at any given time. At least

one supervisor of the student must be from the concerned discipline except for the degree programmes which do not fall under a specific discipline.

11. On the recommendation of DPGC and approval of Dean Academic, a student may have a co-supervisor from outside the Institute in exceptional cases.
12. If a student's supervisor proceeds on long leave, resigns/retires or otherwise ceases to be a faculty member of the institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to get approval from the Dean Academic. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be.
13. In exceptional cases, a postgraduate student may be permitted to change supervisor/co-supervisor on recommendation of PGPC/RPC after obtaining the consent of
  - i. the present supervisor/co-supervisor and
  - ii. the proposed supervisor/co-supervisor.

**f) The conduct of examinations;**

1. There will be continuous assessment of a student's performance throughout the semester and grades shall be awarded by the Instructor concerned or the appropriate committee appointed for this purpose on the following basis:
  - a) In case of
    - i. Theoretical subjects, the evaluation will be based on instructors assessment based on the performance in quizzes, mid semester examination, end semester examination, and any other component decided by the instructor(s).
    - ii. Laboratory/Design/Drawing/Studio/Workshop etc., the evaluation will be on the basis of attendance, assessment of the tasks assigned, end semester test/viva and any other component decided by the instructor(s).
    - iii. The evaluation of the project courses will be based on work carried out, seminar, project report, project evaluation committees' assessment and any other component decided by the instructor(s).
  - b) The mid-semester and end-semester examination shall be conducted for regular courses by the Academic Section/ Respective Discipline of the Institute. The class-tests or quizzes will be organized by the instructor concerned.
  - c) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
  - d) The final letter grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) within the date stipulated in the academic calendar.
  - e) End-semester examination answer scripts and the sheet containing details of marks converted to grades shall be preserved by the instructor(s) concerned for a period of one year.
2. Changes in Grades awarded shall be made as per the procedures laid down by the Senate.
3. The evaluation of performance in extra academic activities, if any shall be done by the authorities conducting them and they will communicate grades to the Academic Section.
4. A student may be debarred from appearing in the end semester examination due to the following reasons:
  - a) If any disciplinary action is taken against him/her.



- b) On recommendation of a course instructor, if his/her attendance in the Lecture/ Tutorial/ Practical classes has not been satisfactory during the semester.
- 5. Students who fail to appear in end semester examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination as per the procedures laid down by the Senate.
- 6. No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely upto the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.
- 7. Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.
- 8. Comprehensive Examination of Doctoral Students
  - i. Students registered in the Doctoral programme must pass a Comprehensive Examination designed to test the overall comprehension of the student in various subjects relevant for his/her field of specialization. A student can appear in the Comprehensive Examination only after he/she has completed the minimum course requirements and satisfied the minimum specified CPI requirement i.e. 7.0.
  - ii. Students may appear in the Comprehensive Examination at the earliest at the end of the first semester but latest by the end of fourth semester from the admission and registration in the Doctoral programme. The above time limits are exclusive of the period of sanctioned leave, if any.
  - iii. The Comprehensive Examination shall be conducted as written and oral as per policy of the discipline approved by the APCS.
  - iv. The Comprehensive Examination Board of a Doctoral student shall be same as his/her RPC and thesis supervisor shall be the convener.
  - v. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Convener, DPGC within eight weeks of the date of *approval* of the Board.
  - vi. If a student fails in the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted by the same Board that was constituted earlier unless otherwise changed by Dean Academic on the recommendation of the DPGC. A student shall be recommended for termination if he/she fails to pass the Comprehensive Examination even after two attempts. All such cases shall be brought to the notice of the Senate.
- 9. Thesis submission for evaluation by postgraduate students:

- i. A Doctoral candidate shall be allowed to submit the thesis within the stipulated time after successfully completion of the open seminar.
  - ii. It will be duty of the student submitting the thesis to check the thesis against possible plagiarism.
  - iii. Master's thesis for evaluation shall be submitted to the Convener DPGC or nominee through supervisor. Date of thesis submission will be considered as the date on which thesis is received by the Convener DPGC.
  - iv. Doctoral thesis for evaluation shall be submitted to the Dean Academic or nominee through supervisor. The thesis should be forwarded by the Convener DPGC. Date of thesis submission will be considered as the date on which thesis is received by the Dean Academic.
10. Open Seminar by Doctoral Students
- a. Before proceeding to finalize the thesis, each Doctoral student shall be required to deliver an Open Seminar.
  - b. A student shall become eligible to give open seminar after completion of all academic requirements for the Doctoral Programme including thesis work.
  - c. The seminar, which will be delivered to the faculty and students of the concerned discipline(s), shall deal with research work done by the Doctoral candidate with the objective of obtaining comments and criticism, if any, which may be incorporated in his/her thesis before its submission.
  - d. The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of
    - i. RPC members of the student
    - ii. One nominee of the Dean Academic.

The thesis supervisor/programme coordinator shall act as the Convener of the committee. The committee shall be approved by the Dean Academic.
11. Thesis evaluation for the Master's students shall be coordinated by the Convener DPGC or her/his nominee. Thesis evaluation for the Doctoral students shall be coordinated by the Dean Academic or her/his nominee.
12. Defense of the Master's student shall be carried out by a defense board constituted by the Convener DPGC or her/his nominee. The defense board normally consists of PGPC of the student, one external examiner and a member other than the discipline, and shall be approved by the Dean Academic.
13. Defense of the Doctoral students shall be carried out by a defense board proposed by the supervisor of the student and consisting of RPC of the student and one external examiner, and shall be approved by the Dean Academic. Along with the thesis, the student shall submit a synopsis of 6-7 pages. A pannel of experts (six from India and six from abroad) shall proposed by the supervisor to the Dean

academic through the convener, DPGC. The panel will go to chairperson Senate for approval. The thesis will be sent to three experts (atleast one from India) for evaluation.

14. Reports of Doctoral thesis evaluation from the examiners, received in the Academic Section of the Institute, shall be placed before Dean Academic who shall categorize them in one of the following three categories:

**Category I:**

If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the report shall be considered of Category I. In such a case, thesis supervisor(s) may use his/her/their discretion regarding incorporation of such suggestions.

**Category II:**

If an examiner points out minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the report shall be considered Category II. In such a case, the supervisor shall send the student's response to the queries raised to the Dean, Academic and the same shall be incorporated in the thesis to the satisfaction of the Thesis Defense Board. The examiner(s) concerned shall be informed by Dean Academic of the changes made on the basis of his/her/ their suggestions.

**Category III:**

If an examiner raises technical points or suggests modifications which must be answered/ carried out to the examiner's satisfaction before the thesis is accepted the report shall be considered of Category III. In such a case, the supervisor shall send the student's response to the queries raised to the Dean, Academic and, along with the examiner's comments which will be sent to the examiner with a request to respond within six weeks. If the examiner's response is not received within this period, a reminder shall be sent and if no reply is received within six weeks, further action will be initiated.

15. The defense of a thesis shall be required to be necessarily conducted within six months from the date of receiving of all the examiners' report. If the concerned student fails to appear for the defense within this period, her/ his programme would be deemed to have been terminated.
16. If a thesis is rejected along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Thesis Defense Board, defense of the re-submitted thesis shall be conducted by the originally constituted Board, unless a different Board is approved by the Chairperson Senate. If the re-submitted thesis is also rejected, the matter shall be reported to the Senate for an appropriate action.

## 17. Final thesis submission:

After successful defense, the student will submit an abstract, a hard bound copy and a soft copy of the final thesis to the library after incorporating changes suggested by the committee, if any and approval of the Dean Academic. The thesis supervisor shall authenticate that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

### Grades and Performance Indices

1. For the purpose of indicating the relative performance of a Bachelor's and Master's student in a given course, the Instructor shall awards letter grades. These letter grades, along with their *correspondence points* on 10 points-scale are given below:

O = 10,	A+ = 10,	A = 9.0,	B+ = 8.0,	B = 7.0,
C+ = 6.0,	C = 5.0,	D+ = 4.0,	D = 3.0,	F = 2

However, for Doctoral students in a given credit course, the Instructor shall award the following letter grades:

**A = 10,      B = 8.0,      C = 6.0,      D = 4.0,      F = 2**

where the letter grade F indicates that the students has failed in a given course and he has to repeat the course. If performance of some of the students in a course is exceptionally good, they will be awarded letter grade 'O'. The letter grade 'O' shall carry 10 points. Letter grade 'O' can be awarded to maximum 2% students out of total students registered in that course.

2. If, due to genuine reasons, a student does not complete all the requirements of a credit course within the specified time period, the Instructor may award I grade (incomplete). However, the instructor shall be required to convert an I grade to the proper letter grade on or before the last date for such a conversion, as specified in the *Academic Calendar*, failing which it shall automatically be converted to F grade.
3. The grade S implies *satisfactory performance* and the grade X implies *unsatisfactory performance*. Both S and X grades have no correspondence points. Similarly, grade W implies waiver in a given course.
4. The course mentioned as Thesis and Teaching Work is not awarded any letter grade but is given as *satisfactory* (S) or *unsatisfactory* (X).
5. At the end of each semester, thesis supervisor(s) of a student registered with him/her/them shall assess the progress made towards the thesis work and shall



award either S (*satisfactory*) or X (*unsatisfactory*) for every 4 credits of thesis registered for. A student registered for 16 credits of thesis in a semester can get one of the following five combinations: SSSS, SSSX, SSXX, SXXX, XXXX.

6. In case a PG students is allowed to visit premier Institutes of India and abroad for their research work, the grades submitted by their external mentors through internal supervisor may be considered as thesis grades in the running semester in which student was under supervision of external mentor.
7. At the end of each semester, faculty member(s) with whom a student is associated as Teaching Assistant shall assess his/her performance towards the teaching work and shall award either S (*satisfactory*) or X (*unsatisfactory*) grade. A student associated with “n” number of courses as Teaching Assistant in the entire tenure of his/her programme should secure a minimum of 0.75n S grades (i.e. 75% of the grades secured for teaching work should at least be S) in his/her entire programme to earn 2 credits of teaching work in order to fulfil minimum requirement for his/her degree.
8. If a student is on leave for a part of the semester OR submits his/her thesis in the middle of a semester, his/her thesis credits shall be reduced appropriately in a proportionate manner.
9. The courses *Graduate Seminar* and *Progress Seminar* carry 2 credits and shall be awarded letter grades.
10. The Semester Performance Index (SPI) of a student is an indicator of his/her overall academic performance in all the courses he/she registers for during the semester, is computed as follows:
$$SPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where  $G_1, G_2$  are the letter grades in courses of credits  $C_1, C_2$  .. respectively.
11. While calculating the SPI, courses (i) with S and X grades and (ii) registered as audit courses are not counted.
12. The Cumulative Performance Index (CPI) indicates the cumulative academic performance of a student in all the courses taken including those taken in the last semester.

### **Inadequate Academic Performance:**

#### **1. Undergraduate**

The academic performance of each undergraduate student is reviewed by the Senate or APCS at the end of a regular semester (not summer semester) and is considered

inadequate if her/his  $SPI \leq 4.5$  or  $CPI \leq 5.0$ . Such a student is termed academically deficient. Depending on the degree of inadequacy, a deficient student may be placed on Warning or Academic Improvement or Academic Break or Academic Drop.

- i. Warning: A student is placed on Warning if her/his SPI and CPI at the end of a regular semester are as follows:

(a)  $0.0 < SPI \leq 4.5$  and  $CPI \geq 5.0$  OR

(b)  $SPI \geq 4.5$  with  $CPI < 5.0$  and in the previous regular semester  $CPI \geq 5.0$

Such a student is issued a letter of warning with a copy to her/his parents/guardian.

- ii. Academic Improvement: A student is put on academic improvement if her/his SPI and/or CPI at the end of a regular semester are/is as follows:

(a)  $SPI < 4.5$  and  $CPI < 5.0$  OR

(b)  $SPI < 3.0$  OR

(c)  $CPI < 5.0$  in two consecutive regular semesters

Such a student is required to sign an undertaking incorporating the following terms and conditions:

- She/ he shall attend at least 75 per cent of all lecture, tutorial and laboratory classes of each course, 14
- Her/ his academic load shall be reduced by at least one course,
- She/ he shall register for all courses (if available) in which the letter grade F is obtained,
- She/ he shall, in addition, repeat those courses (if available) in which the letter grade D / D+ secured if he/she accumulates two or more F grades.
- She/ he shall pass at least three courses,
- She/ he shall obtain a minimum SPI of 4.5.
- She/ he shall not hold any elected or nominated position/ office in the Hall of Residence, Students Gymkhana or any other organization/body during academic probation.
- Any other terms/ conditions laid down by the UGCS/ Senate.
- Institute has the right to terminate her/ his term failing any of the above conditions.

- iii. Academic Break and Academic Drop: If the academic performance of a student under “academic improvement” in a semester does not improve (either has not passed at least three courses or has not secured a minimum SPI of 4.5) at the end of the semester, the student will have the following two options and will be allowed to choose only one in consultation with his parents/ guardian:

a. Academic Drop:

The student drops his programme and leaves the Institute with immediate effect without getting any degree.

b. Academic Break:

The student will be put on academic break for one year (including one summer term) and will be allowed to improve his performance in courses in which he scored a grade less than C (i.e. D+ or D or F). It is expected that student will improve his academic performance to get a CPI of 5.0 at the end of academic break. Registration for a student on academic break will be done as per following guidelines

- A student can register with a reduced load (two courses with maximum of 8 credits less than the credits to be register in a semester)
- A student is required to first register for backlog courses offered in that semester.

## 2. Postgraduate

- i. A deficient student may be allowed to continue in the programme, by issuing a warning, if
  - Her/his SPI in the first semester she/he registers for  $\geq 6.0$  but  $< 6.5$  for Master programme OR
  - Her/his SPI in the first semester she/he registers for  $\geq 6.5$  but  $< 7.0$  for Doctoral programme, OR
  - Her/his SPI is below 6.5 and  $CPI \geq 6.5$  in semester two and above of her/his master programme OR
  - Her/his SPI is below 7.0 and  $CPI \geq 7.0$  in semester two and above of her/his doctoral programme
  - She/ he accumulates one or more “X” grade against the thesis credits
- ii. The programme of a Master student is likely to be Academically Dropped, if
  - Her/his SPI is below 6.0 in first semester OR
  - Her/his SPI is below 6.0 and CPI is below 6.5 in subsequent semesters, OR
  - Her/his CPI is below 6.5 in two consecutive semester OR
  - She/he obtains two Fs OR one F and one D in the same or different courses OR
  - SHe/he accumulates 3 or more Xs towards thesis credits.
- iii. The programme of a Doctoral student is likely to be Academically Dropped, if
  - Her/his SPI is below 6.5 in first semester OR
  - Her/his SPI is below 6.5 and CPI is below 7.0 in subsequent semesters, OR
  - Her/his CPI is below 7.0 in two consecutive semester OR
  - She/he obtains two Fs OR one F and one D in the same or different courses OR
  - She/he accumulates 5 or more Xs towards thesis credits.

3. Appeal: A student whose programme has been terminated on academic grounds may appeal to the Chairman Senate requesting the continuation of his/her programme. In exceptional cases, the Senate may allow continuation of such a student provided that (i) the reasons for adverse performance are genuine and are well supported by the documentary evidence AND (ii) he/she has a fair chance to successfully meet the minimum graduation requirements of the Institute.



**g) The maintenance of discipline among the students of the Institute,**

The maintenance of the discipline among the students of the Institute shall be divided in two categories:

- Academic Discipline: In all the matters related to the academic dishonesty and academic discipline shall be dealt by the Dean Academic.
- Non-academic Discipline: All the matters related to other than academic dishonesty shall be dealt by the Dean Students.

**g.1: Academic Discipline:**

**Academic Dishonesty:**

A student is assessed in various ways for the award of degree. It is fundamentally important that students are assessed fairly. Any attempt to use unfair means to gain advantage over another student in the completion of an assessment, or to assist someone else to gain an unfair advantage, is considered as academic dishonesty. All incidents of the use of unfair means must therefore be investigated promptly, thoroughly and fairly. The basic principle underlying the preparation of any piece of academic work is that the work submitted must be the student's own work. Following are considered as unfair means:

**1. Plagiarism (either intentional or unintentional)**

It is using of ideas or work of another person (including experts and fellow or former students or copied from internet) and claiming them as your own. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. Any form of plagiarism shall be considered dishonest, unprofessional, unethical and therefore unacceptable.

**Possible Actions:**

The case will be referred to Dean (Academic). Dean (Academic) will refer this case to APCS for investigation. APCS will submit its recommendations to senate through Dean (Academic) and further course of action will be based on Senate decision.

**2. Collusion**

It is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not

occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

3. Fabrication

It is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

4. Unfair means in examination

It is gathering information from any kind of sources (such as mobile phone or bringing duplicates, etc.) or any such attempts, exchange or helping in exchange of information with others or any such attempts during the examination (quiz, mid semester or end semester examination or any other examination), either inside the examination hall or outside the examination hall. Bringing a source (such as mobile phone or duplicate, etc.) will also be considered under unfair means.

5. Facilitating the use of unfair means.

It is a kind of unfair means that a student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work or showing answer to other fellow student during examination, etc.

**Possible Actions**

- The Instructor-in-Charge/ Invigilator of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means.
- Following procedure to be adopted:
  - i) Concern Instructor-in-charge will investigate the case at his level. If it is in examination hall, invigilator will submit his report to Instructor-in-charge.
  - ii) Instructor-in-charge of the course will call for the written explanation from the student and subsequently will decide the level of unfair means and takes a decision out of:

**Level I:** Making assessment of that part of the exam zero or Imposing a penalty of decrease in final grade or Marking “F” in that particular course

**Level II:** Instructor may refer a more serious case to Dean (Academic), *provided there is sufficient and clear evidence of use of unfair means*. Claims by the student not to have understood the nature of unfair means, to have included the material unintentionally, or to have personal mitigating circumstances, should not be accepted as good reason for the case to go unreported. These may be significant issues for the student not the facts of the case.

- iii) In case, the case is referred to Dean Academic, either investigation will be done by himself/ herself or case may be referred to SACS. The Dean Academic/

SACS will forward/submit its recommendation to the Senate. Final decision will be taken by Senate.

- iv) A "Warning" letter should be sent to the student and her/his parent/ guardian and the case is recorded on the file of the student.
- v) A student found to be involved in the use of unfair means will not be eligible to receive any scholarship/prizes/award from the Institute during the entire period of her/ his programme.
- vi) Student(s) shall have the right to appeal against the decision to the Chairperson Senate.

## **g.2: Non-academic Discipline:**

1. Non-academic Disciplines: Following shall be the Academic Discipline

### **Ragging:**

- (a) Any action which raises fear or apprehension thereof in a fresher or a junior student and (b) asking a fresher or a junior student to do any act or perform something which she/he will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect her/his physique or psyche shall be considered by the Institute as acts of ragging and therefore treated as an act of gross indiscipline by Students Advisory Committee of the Senate (SACS).

- i. If the individuals directly committing ragging are not clearly identified by the available prima-facie evidence, collective punishment could be restored to act as a deterrent.

2. Objectionable Behaviour with other Members of the Campus Community:

Followings shall be considered as acts of gross indiscipline by SACS:

- a. Harassment of a student or the Institute staff on the basis of caste, sex, religion, etc.,
- b. a disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other campus resident,
- c. indulging in rowdy activities which causes or is likely to cause annoyance, hardship or psychological harm to campus resident,
- d. threatening with the intent to place the persons in reasonable fear for his/her safety or for the safety of his/her family

- i. **Unauthorized Conduct in the Campus:**

- (a) Forgery, alteration, or misuse of any Institute document, record, key, electronic device etc., (b) theft of, conversion of, destruction of, or damage to any property of the Institute, (c) providing false

information in deliberate, systematic and planned manner with the purpose of misguiding Institute authorities and personnel shall be considered as acts of indiscipline by SACS.

ii. Unauthorized Conduct in Halls of Residence:

Disrespecting the circulars of wardens and other Institute authorities regarding Hall regulations, (b) disrespecting rights, privileges, and sensibilities of other Hall residents, (c) inducement of other students including self-consumption of alcohol and other drugs in the Hall, (d) organizing unlawful activities and meetings, (e) screening of unlawful films, (f) keeping unauthorized guests in the rooms and (g) damaging Hall property shall be considered serious offences either by Students Advisory Committee of the Hall of Residence (SACHR) or SACS for appropriate advice.

3. Indiscipline in Gymkhana, its Various Activities/Events and other Organizational Matters:

Followings shall be considered as serious offences by SACS.

- a. Disrespect to student bodies such as Students Senate, coordination committees, etc,
- b. misconduct in various clubs and general events,
- c. misbehaviour with participants coming from other colleges in events organized by Gymkhana or its clubs,
- d. damage of Gymkhana equipments and facilities

4. Participation in events that Cause Disturbance of Peace in the Campus:

Holding of unlawful demonstrations or assembly of students, without trying to settle down issues through discussions in meetings and taking out procession shall be considered as acts of gross indiscipline by SACS.

5. Any other acts which are not mentioned above but are viewed as serious offences by SACS or SACHRs.

**Procedures for Advising Defaulting Students**

1. Committees and their purview

- Bodies of the Institute that are authorized to advise and recommend disciplinary action(s) against defaulting student(s) shall be (i) Students Advisory Committee of the Senate (SACS) and (ii) Students Advisory Committee of the Hall of Residence (SACHR) for each Hall of Residence of students.
- While the SACS shall be responsible for considering cases of indiscipline among students pertaining to (i) their overall and general activities, (ii) hostel level issues involving more than one Hall of Residence and (iii) major issues of indiscipline pertaining to a given Hall of Residence, SACHRs shall be responsible for

considering cases of minor indiscipline pertaining to their own Hall of Residence. Thus SACHRs shall, more or less, act as sub-committees of the SACS.

- In case of the complaint lodged to SACS regarding indiscipline during the conduct of an examination, SACS shall have no discretion in advising and making recommendation regarding the grade(s) to be awarded in the course(s) registered by the concerned student(s). The ultimate authority for awarding a suitable grade to students registered in a given course shall rest solely with the instructor in-charge(s) of the concerned course(s).
- Students Advisory Committee of the Senate (SACS) shall comprise of Convener who shall be appointed by the Senate or the Chairman Senate, Head Counseling Service, Two Wardens, A faculty member who is not a warden of any Hall of Residence, Two nominees of Students Senate, UG Coordinator of the Counseling Service, PG Coordinator of the Counseling Service.
- SACHR for each Hall of Residence shall comprise of Warden In-charge of the concerned Hall of Residence (Convener) A member from the Council of Wardens, A student nominee of the Counseling Service who shall be a resident of the concerned Hall of Residence.

## 2. Filing and Admitting a Complaint

- When an act of indiscipline has been committed by a student or a set of students, any member of the faculty, staff, and students body may file a complaint in writing with the Convener, SACS or the Convener, SACHR of the concerned Hall of Residence, as the case may be, within a reasonable time, stating the nature and circumstances of the alleged act of indiscipline.
- After a complaint has been received, the Convener, SACS or the Convener, SACHR, as the case may be, shall make the preliminary examination of the case by collecting as many prima-facie details of the case as possible. Depending on the nature of the complaint and the prima-facie evidence collected by the Convener, she/he may call the concerned student(s) and may dispose off the case by issuing simple warning to concerned student(s) without calling the meeting of the concerned advisory body.
- In case the lodged complaint is of serious nature and warrants discussion among the members of the concerned advisory committee, the Convener, SACS or the Convener, SACHR, as the case may be, shall convene the meeting, share the information collected with the members of the concerned committee and decide to admit the complaint for the necessary action.

## 3. Procedures Adopted by SACS/SACHR after Admitting a Complaint

- All efforts shall be made to hear the witnesses of the case/complaint directly before the Committee for the purpose of verifying the details of the incident.
- If so required, the Committee may also solicit help from professional experts for determining the veracity of facts brought to its notice.



- Student(s) against whom the complaint has been lodged shall be given a fair chance to defend her/his/their case before the Committee by giving her/him/them an advance notice, and if the need be, to present evidence and witnesses in her/his/their own defense. In doing so, the Committee members shall be required to take utmost care in ensuring that the student(s) concerned are not psychologically harassed or threatened with undesirable consequences to her/his/their academic programme.
- During the course of hearing, i.e. till it is completed, members of the committee may ask questions at any point, seek additional materials or testimony, visit any relevant location, recall or review evidence or testimony provided earlier, and in general seek to obtain information relevant to the case from any source.
- During the course of investigation and hearing of the complaint, the Committee and its members shall be required to maintain utmost confidentiality about the deliberations made in its meetings.
- At the completion of the hearing, the Convener shall make summary remarks on behalf of the committee and shall close the hearing.

### **ADVICE: ITS NATURE AND MODES**

#### **1. Method of Arriving at the Recommendation**

- By keeping the seriousness of the violation committed by the student(s) in mind, the SACS or the SACHR, after completing the enquiry of the case, shall recommend the appropriate advice for student(s) concerned for its implementation.
- At least 2/3<sup>rd</sup> of the members of the Committee shall be required to be present in the meeting of the Committee in which the final view of the incident is to be taken.
- All efforts shall be made by the Convener of the Committee to reach a consensus regarding the nature of advice to be given to concerned student(s). However, if the same is not possible, the decision shall be taken by the simple majority of those who are present in the meeting.
- If there is a split in the opinion regarding the nature of advice to be given to concerned student(s), any member from the minority shall be entitled to give a *note of dissent* in writing. A note of dissent, if given, shall be required to be annexed with the recommendations made by the Committee.

#### **2. Possible Modes of Advice by SACS**

- In making its recommendation, the SACS shall give specific thoughts to consider the following aspects pertaining to the advice to be given to concerned student(s):  
(a) How does the advice given to the student(s) help an introspection by her/him/them regarding her/his/their action in the alleged incident? (b) What is

likely to be the effect of the action taken by the Institute on other students? Will it force them to refrain themselves from indulging in such or similar incident(s)/action(s)? and (c) Does the advice given to the student merely affect the parents without causing any serious influence on the defaulting student(s)?

- As recommendation regarding a given case, the SACS may advise the following or any other or a combination thereof:

i. Warning:

Warning, the mildest form of the advice, shall be a formal admonition issued in writing to the concerned student(s) with the expectation that the concerned student(s) shall be able to refrain herself/himself/ themselves from any future violation.

ii. Community Service

For incidents involving vandalism, ragging, etc, in which a student often indulges and is not able to understand on her/his own the impact of her/his action on other students/system, she/he may be advised to undergo a Community Service for a specified duration of time. However, the advice regarding the Community Service shall be so designed that the student is forced to introspect into her/his behaviour with the objective of refraining herself/himself from objectionable actions in future. The advice shall not involve heavy physical exertion during its implementation.

iii. Restitution

In order to compensate partly or fully for the damages, loss of properties belonging to the Institute or the Hall of Residence, a student may be advised to pay a charge towards restitution. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

iv. Fine

The Committee may advise imposition of a refundable or a non-refundable fine of an appropriate amount. In such a case, the Committee shall also fix a time limit within which the amount is to be paid by the defaulting student(s).

v. Disciplinary Probation (DP)

- Disciplinary Probation (DP) shall be a status imposed on student(s) for a specified period of time during which she/he/they shall be required to demonstrate a conduct conforming to Institute norms and value system.
- Conditions restricting privileges or eligibility for participating in otherwise normal student activities, such as contesting an election for a post of Students Gymkhana or Hall of Residence, holding the coordinatorship of a club, membership of a committee of the Institute, etc, may also be imposed during the period of the Disciplinary

Probation (DP). In case, the concerned student is holding an elected or nominated post and is to be placed on the Disciplinary Probation, she/he shall be required to resign from the post immediately.

- Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary advice.

vi. Debarring from the Students Placement Cell of the Institute

The SACS may advise the non-registration of a defaulting student from the Students Placement Cell of the Institute. In such a case, the student shall not be eligible for applying for her/his placement in companies organized by the Institute.

vii. Suspension from the Programme

- The SACS may advise the suspension of student status of a defaulter for the specified period of time. The specified period of time shall be the remaining duration of the semester in which the advice is given and may include subsequent semester(s).
- The student(s) put on suspension shall be required to vacate the hall within the specified time limit. She/he shall also be debarred from using Institute facilities such as the Library, Computer Center, laboratories, etc during the period of her/his suspension.
- The fee paid by the student for the semester in which student status for her/him has been suspended shall not be refunded / adjusted with the fee to be paid in the next semester in which she/he will be required to register.

viii. Withholding of Degree

The SACS may advise withholding of the degree of a defaulting student for a specified period of time. No *provisional certificate*, stating that all academic requirements of the programme have been completed by the student, shall be issued to the concerned student(s) during such a period.

ix. Expulsion

The SACS may advise the permanent termination of student status from the Institute.

## **IMPLEMENTATION OF ADVICE**

### **Advice Given by SACHRs**

- Convener of SACHR shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Convener SACS who may either

herself/himself approve the same or may send them to the Chairman Senate for approval.

- If the Chairman Senate or the Convener SACS are of the opinion that all the facts relating to a complaint have not been fully taken into account, they shall have the right to send the recommendations back for reconsideration to the Convener SACHR of the concerned Hall of Residence. In such a case, the Convener SACHR will reconvene the meeting. The SACHR shall review the case in light of fresh evidence provided and may make fresh recommendations.
- Till the recommendations of the SACHR are approved, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- After recommendations on a given case are approved, Convener SACHR shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

#### **Advice Given by SACS**

- Convener of SACS shall submit its committee's recommendation for approval, along with the note of dissent, if any, to the Chairman Senate for approval.
- If the Chairman Senate is of the opinion that all the facts relating to a complaint have not been fully taken into account, she/he shall have the right to send the recommendations back for reconsideration to the Convener SACS. In such a case, the Convener SACS shall reconvene the meeting. The SACS shall review the case in light of fresh evidence provided and may make fresh recommendations for the approval.
- Till the recommendations of the SACS are approved by the Chairman Senate, all members of the Committee shall maintain an utmost confidentiality regarding the recommendations made.
- After recommendations on a given case are approved, Convener SACS shall call the concerned student(s) within ten days after the approval has been received and advise them on their future course of action.

#### **APPEALING AGAINST THE ADVICE**

- Student(s) shall have the right to appeal against an advice.

- All appeals for reconsideration of the case shall be addressed to the Chairman Senate. The appeal may be for reconsidering the entire advice or for reducing the punishment envisaged in the advice.
- The Chairman Senate, after examining the appeal, shall have the right to dispose it off or mark the same to the Convener SACS or the Convener SACHR, as the case may be, for reconsidering the advice. The entire case may be reopened if new set of evidences pertaining to the case have been given with the appeal.
- The mere fact that an appeal has been filed against the advice shall not be the reason to hold the implementation of the advice.
- The Senate or the Chairman Senate may constitute a separate committee to look into a specific incident causing concern in the Institute. In such a case the matter shall not be referred to SACS and recommendations shall be made directly to the Chairman Senate.
- Provisions of this manual may be amended, changed, added at any time by the Senate.



- h) Any other matter which by this Act or the Statute is to be or may be provided for by the ordinances.**

#### **h1. Change of Branch/ Discipline for BTech Programme**

1. A student may be allowed change of branch/ discipline on the basis of her/his academic performance, subject to strength constraints of the disciplines. Change of branch/ discipline is a privilege and not a right and is awarded normally to meritorious students only. Reservation policy will be applicable as per GOI rules for vacant seats.
2. Application for the change of branch/ discipline should be made at the end of second semester of BTech programme to the Dean Academic.
3. Change of Branch/ discipline will be done against the vacant seats and will be based purely on merit basis (CPI of the student towards the end of the second semester).
4. The strength of the students in a discipline shall not exceed the larger of its existing and sanctioned strengths or fall below 60% of its sanctioned strength as a result of branch/ discipline change.
5. Final approval for Change of Discipline will be given by Dean (Academic).
6. Top 5 students of the entire B.Tech. batch shall be eligible to change their branch of their choice above the sanctioned strength.

#### **h1. Academic Leaves**

##### **1. Short Leave**

Applications for any kind of short leave should be addressed to the Head of the respective discipline for approval. Leave usually must not be availed without prior approval of the Head of the respective discipline. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/concerned authorities. Following leaves are allowed to student

- a. **Causal Leave:** A student can avail maximum of 7 days causal leave on valid reason
  - b. **Medical Leave:** A student can avail maximum 15 days leave on medical ground in a semester. Permission to grant leave on medical grounds exceeding 15 days in a semester is to be submitted to the Dean, Academic through Head of the respective discipline.
  - c. **Vacational Leave:** Maximum 15 day in a semester are allowed to PG students during mid-semester recess or Institute vacations. The vocational leave shall be carried over to the next semester if not availed and the entire duration of vacation leave shall not exceed 30 days at a time in any case
2. **Temporary Withdrawal / Semester Leave**  
 A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete her/his studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence or semester leave at the discretion of Dean (Academic) on the recommendation of Head Discipline for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.  
 A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner (verified by Institute's Medical Officer) to the effect that she/he is sufficiently cured and is fit to resume her/his studies.
  3. **Duty Leave**  
 A student shall be permitted to proceed outside the Institute on Duty Leave for maximum of 15 days in a year to carry out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the Dean academic on the recommendation of Supervisor and Discipline Head. In exceptional cases if the period of Duty Leave is required to exceed 15 days, permission would require a prior approval from the Chairperson Senate. Duty leave cannot be combined with vacation leave.
  4. **Maternity/Paternity Leave**  
 A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student

against miscarriage including medical termination of pregnancy.

An absence against maternity/paternity leave beyond the permissible period shall normally entail financial loss.

5. Leave to Proceed to other Institutions

In order to encourage a student to broaden her/her horizon and gain course/work experience, she/he may be permitted to proceed to other academic institutions in India or abroad as a non-degree student.

- a. An student who has (a) completed first four semesters (UG)/two semester (PG) of course work, (b) obtained a  $CPI \geq 8.0$  and (c) accumulated no backlog of courses may be allowed to spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of the Senate.
- b. Such a student shall make an application to the Dean (Academic) through Head Discipline giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where she/he has chosen to spend time as a non-degree student along with possible credit transfer. Dean (Academic) shall take recommendations of APCS for credit transfer. Dean (Academic) will place the application to the Senate for approval.
- c. Against each course or requirement for which a waiver is granted, the letter 'W' would appear on the Grade Report and all such courses will be deemed to carry zero credits for SPI/CPI calculations.
- d. Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by above mentioned criteria.

**NOTE**

- i) The Chairperson, Senate, may give exemption on the above rules in special cases on the recommendations of Dean Academic or any Committee constituted by the Chairperson, Senate as and when required.
- ii) The Senate of the Institute is empowered to make rules and regulations to execute the rules mentioned in the ordinances.

The Board is requested to consider the recommendations of the Senate for approval

(ii) **Award of Degrees during the 8<sup>th</sup> Convocation of the Institute**

The names of graduating students who have completed the requirement for award of degrees during the 8<sup>th</sup> Convocation of the Institute was placed before the Senate in its 38<sup>th</sup> meeting held on August 12, 2016. The Senate recommended the names of students for award of degrees, to the Board for approval. The Board is requested to approve the same. A summary is appended below and a list of graduating students recommended by the Senate is **BOG/33/Annexure- V (Page 83 to 100)**.

Programme/Discipline	B.Tech.	M.Tech.	M.Des.	Ph.D.
Computer Science & Engineering	83	09	-	04
Electronics and Communication Engineering	83	07	-	05
Electronics and Communication Engineering (Microwave & Communication)	-	04	-	-
Electronics and Communication Engineering Power and Control)	-	04	-	-
Mechanical Engineering	81	08	-	01
Mechanical Engineering (CAD-CAM)	-	06	-	-
Mechanical Engineering (Design)	-	01	-	-
Mechanical Engineering (Manufacturing)	-	01	-	-
Design	-	-	08	-
Mechatronics	-	10	-	-
Total	247	58	11	10

**NAMES OF STUDENTS RECOMMENDED FOR AWARD OF DEGREE IN 8TH CONVOCATION**

<b>List of B.Tech 2010 Batch</b>				
<b>S.No</b>	<b>Roll No</b>	<b>Name Of Student</b>	<b>Branch</b>	<b>Name in Hindi</b>
1	2010217	VIVEK SHAKYA	CSE	विवेक शाक्य
2	2010151	RAVI KUMAR MEENA	ECE	रवि कुमार मीणा
3	2010176	SAURABH SAIN	ECE	सौरभ सैन
4	2010186	SHUBHAM SOHIYA	ECE	शुभम सोहिया
5	2010198	SUSHANT GAURAV	ME	सुशांत गौरव
<b>List of students who have passed after Summer Term</b>				
1	2010200	SUSHEEL KUMAR MEENA	CSE	सुशील कुमार मीणा



List of B.Tech 2011 Batch				
S.No	Roll No	Name of Student	Branch	Name In Hindi
1	2011014	AMBREESH KUMAR ARYA	CSE	अम्बरीश कुमार आर्य
2	2011030	ASHISH MEENA	ECE	आशीष मीना
3	2011133	SANJAY KUMAR SINGH	ECE	संजय कुमार सिंह
4	2011106	PRASHANT KUMAR	ME	प्रशांत कुमार
5	2011175	VINOD MEENA	ME	विनोद मीणा
6	2011245	ARUN KHANDELWAL	ME	अरुण खण्डेलवाल
7	2011256	NISHANK SRIVASTAVA	ME	निशांक श्रीवास्तव
List of students who have passed after Summer Term				
1	2011060	JETTI RAHUL	ECE	जेट्टि राहुल
2	2011134	SANJEEV KUMAR MEENA	ME	संजीव कुमार मीना
3	2011235	VIKRAM DHAWAN	ME	विक्रम धवन

List of B.Tech CSE Discipline for Batch-2012				
S.No	Roll No	Name of Student	Branch	Name In Hindi
1	2012001	AADITYA SUJERIA	CSE	आदित्य सुजेड़िया
2	2012006	ABHIJEET DUBEY	CSE	अभिजीत दुबे
3	2012010	ABHISHEK SRIVASTAVA	CSE	अभिषेक श्रीवास्तव
4	2012013	ADITI GOYAL	CSE	अदिती गोयल
5	2012014	ADITYA RAJ	CSE	आदित्य राज
6	2012016	AKASH MANU	CSE	आकाश मनु
7	2012020	AMIT GIRI	CSE	अमित गिरी
8	2012026	ANISH AGARWAL	CSE	अनीष अग्रवाल
9	2012028	ANKIT KUMAR SAHU	CSE	अंकित कुमार साहु
10	2012030	ANKIT MITTAL	CSE	अंकित मित्तल
11	2012033	ANMOL KUMAR	CSE	अनमोल कुमार
12	2012037	ANURAG PRAKASH	CSE	अनुराग प्रकाश
13	2012040	APOORVA GUPTA	CSE	अपूर्वा गुप्ता
14	2012042	ARPIT GUPTA	CSE	अर्पित गुप्ता
15	2012047	ARUNIMA SINGH	CSE	अरुणिमा सिंह
16	2012055	AYUSH PAL	CSE	आयुष पाल
17	2012056	AYUSHI KASHYAP	CSE	आयुषी कश्यप
18	2012062	BUSI PHANINDRA	CSE	बुसि.फणिद्रं
19	2012063	CHANDAN MITTAL	CSE	चन्दन मित्तल
20	2012064	CHITTEM REDDY NILESH REDDY	CSE	चित्तेमरेड्डी नीलेश रेड्डी
21	2012068	DAREKAR OMKAR JAIWANT	CSE	दरेकर ओमकार जयवंत
22	2012072	DEEPANSHU AGARWAL	CSE	दीपांशु अग्रवाल
23	2012080	DHEERAJ YADAV	CSE	धीरज यादव
24	2012084	DIVYADYUTI GANGWAR	CSE	दिव्या द्युति गंगवार
25	2012086	DOLLY GARG	CSE	डोली गर्ग
26	2012087	DURGESH KUMAR	CSE	दुर्गेश कुमार
27	2012091	G SAI PRANEETH REDDY	CSE	जी साइ प्रनीत् रेड्डी
28	2012097	GUGULOTHU AKSHAY	CSE	गुगुलोतू अक्षय
29	2012102	HEMANG DEWAN	CSE	हेमांग दीवान
30	2012103	HEMANT MEENA	CSE	हेमंत मीणा
31	2012104	HEMANT	CSE	हेमंत
32	2012106	ISHAN TIWARI	CSE	ईशान तिवारी

33	2012108	JAMILI KRISHNA MANI SANKAR	CSE	जमिलि कृष्ण मणि शंकर
34	2012115	KARTIKEYA MISHRA	CSE	कार्तिकेय मिश्रा
35	2012121	KONDA ANUDEEP	CSE	कोंडा अनुदीप्
36	2012125	KUMAR SHUBHAM	CSE	कुमार शुभम
37	2012127	LOKENDRA SHARMA	CSE	लोकेन्द्र शर्मा
38	2012131	MANDAVA SATYA KRISHNA SAI	CSE	मँडव सत्य कृष्ण साई
39	2012137	MAYANK ATULKAR	CSE	मयंक अतुलकर
40	2012138	MAYANK SINGH	CSE	मयंक सिंह
41	2012147	MURLI MANOHAR	CSE	मुरली मनोहर
42	2012150	NAVEEN CHOUDHARY	CSE	नवीन चौधरी
43	2012162	PAWAN KUMAR	CSE	पवन कुमार
44	2012163	PERUMALLA VENU MADHAV	CSE	पेरुमल्ला वेणु माधव
45	2012165	PIYUSHKUMAR ASUTKAR	CSE	पियुषकुमार आसुटकर
46	2012173	PRASHANT KUMAR JHA	CSE	प्रशांत कुमार झा
47	2012174	PRASHANT SHRIVASTAVA	CSE	प्रशांत श्रीवास्तव
48	2012182	RACHIT TAYAL	CSE	रचित तायल
49	2012186	RAJENDRA PRASAD	CSE	राजेन्द्र प्रसाद
50	2012187	RAJPRIYA	CSE	राजप्रिया
51	2012188	RAKESH KUMAR BAIRWA	CSE	राकेश कुमार बैरवा
52	2012195	RISHABH DABRAL	CSE	ऋषभ डबराल
53	2012197	ROHAN BARVE	CSE	रोहन बर्वे
54	2012199	ROHIT ROY	CSE	रोहित रॉय
55	2012203	SACHIN KHANDELWAL	CSE	सचिन खण्डेलवाल
56	2012207	SARVAJEET SUMAN	CSE	सर्वजीत सुमन
57	2012210	SATISH KUMAR SAINI	CSE	सतीश कुमार सैनी
58	2012211	SATISH KUMAR	CSE	सतीश कुमार
59	2012217	SHIVAM MISHRA	CSE	शिवम मिश्रा
60	2012218	SHIVARAJU SAI SRIKANTH	CSE	शिवराजु साई श्रीकान्त
61	2012225	SHWETA GUPTA	CSE	श्वेता गुप्ता
62	2012226	SIDDHARTH GAUTAM	CSE	सिद्धार्थ गौतम
63	2012228	SINGH DEEPENDRA INDRABAHADUR	CSE	सिंह दीपेंद्र इंद्रबहादुर
64	2012237	TANISHA MISHRA	CSE	तनिषा मिश्रा
65	2012239	TARUN BHATIA	CSE	तरुण भाटिया
66	2012244	UPENDRA CHAURASIA	CSE	उपेन्द्र चौरसिया

67	2012249	VAIBHAV JAISWAL	CSE	वैभव जायसवाल
68	2012254	VIBHOR SHUKLA	CSE	विभोर शुक्ला
69	2012256	VIKAS KUMAR	CSE	विकास कुमार
70	2012258	VIVEK KUMAR	CSE	विवेक कुमार
71	2012261	YOGESH KUMAR JANGID	CSE	योगेश कुमार जाँगिड़
72	2012266	AKASH JAISWAL	CSE	आकाश जायसवाल
73	2012273	MUKESH KUMAR	CSE	मुकेश कुमार

List of students who have passed after Summer Term				
1	2012007	ABHINAV KUMAR	CSE	अभिनव कुमार
2	2012009	ABHISHEK RANJAN	CSE	अभिषेक रंजन
3	2012025	ANIMESH GAUTAM	CSE	अनिमेष गौतम
4	2012094	GAUTAM KUMAR	CSE	गौतम कुमार
5	2012120	SHALU SINGH	CSE	शालू सिंह
6	2012146	MUKESH KUMAR RAJ	CSE	मुकेश कुमार राज
7	2012264	ABHISHEK KUMAR JAISWAL	CSE	अभिषेक कुमार जायसवाल

## List of B.Tech ECE Discipline for Batch-2012

S.No	Roll No	Name of Student	Branch	Name In Hindi
1	2012002	AAQUIB JAWED	ECE	आकिब जावेद
2	2012004	AAYUSH UPADHYAY	ECE	आयुष उपाध्याय
3	2012005	ABBADASARI PRATHEESH	ECE	ए. प्रतीष
4	2012011	ABHISHEK SINGH	ECE	अभिषेक सिंह
5	2012019	AMAN KHARE	ECE	अमन खरे
6	2012022	AMIT KUMAR BEHERA	ECE	अमित कुमार बेहेरा
7	2012024	AMRIT KUMAR OJHA	ECE	अमृत कुमार ओझा
8	2012034	ANSHUL RATHORE	ECE	अंशुल राठौर
9	2012041	APOORVE JAIN	ECE	अपूर्व जैन
10	2012046	ARUN PRATAP SINGH	ECE	अरुण प्रताप सिंह
11	2012050	ASHUTOSH RANJAN DWIVEDI	ECE	आशुतोष रंजन द्विवेदी
12	2012053	AYUSH KOCHHAR	ECE	आयुष कोक्षड़
13	2012054	AYUSH KUMAR GAUD	ECE	आयुष कुमार गौड
14	2012058	BANOTH JAGANNAIK	ECE	बानोत् जगन नायक
15	2012059	BATHULA SHARANYA	ECE	बतुला शरण्या
16	2012069	DEEKONDA SAI KRISHNA	ECE	डीकोंडा साई कृष्णा
17	2012070	DEEPAK KUMAR	ECE	दीपक कुमार
18	2012073	DESHAL DAN	ECE	देशल दान
19	2012076	DEVSHRI SHAKYAWAR	ECE	देवश्री शाक्यवार
20	2012079	DHEERAJ KUMAR	ECE	धीरज कुमार
21	2012081	DHUNA RAM SAINI	ECE	धुणा राम सैनी
22	2012085	DIVYA LALWANI	ECE	दिव्या लालवानी
23	2012088	DUVVA VAISHNAVI AISHWARYA	ECE	दुव्वा वैष्णवी एश्वर्या
24	2012092	GANDAMALLA MADHU	ECE	गन्डमल्ला मधु
25	2012095	GOKUL PRASAD NAGAR	ECE	गोकुल प्रसाद नागर
26	2012098	GULLIPALLI PRAMOD YASHWANT GAGAN	ECE	गुल्लीपल्ली प्रमोद यशवंत गगन
27	2012099	GUUVADA RAMPRASAD	ECE	गुव्वाडा. रामप्रसाद
28	2012105	HIMANSHU BARI	ECE	हिमांशु बरी
29	2012109	JATIN LALA	ECE	जतिन लाला
30	2012113	KARAN MAHESHWARI	ECE	करन माहेश्वरी
31	2012116	KENAM VERMA	ECE	केनम वर्मा
32	2012124	KUMAR SHISHIR	ECE	कुमार शिशिर
33	2012133	MANISH KUMAR MEENA	ECE	मनीष कुमार मीना
34	2012139	MEDHAVI GOYAL	ECE	मेधावी गोयल
35	2012141	MEGHANA GANGARAPU	ECE	मेघना गंगारपु



36	2012153	NEELAM MEGHWAL	ECE	नीलम मेघवाल
37	2012155	NIKHIL PARIHAR	ECE	निखिल परिहार
38	2012156	NIKHIL SURESH	ECE	निखिल सुरेश
39	2012157	NIMISH GARG	ECE	निमिष गर्ग
40	2012159	NISHANT	ECE	निशांत
41	2012160	NUNSAWATH RAVI NAYAK	ECE	नुनसावत् रवि नायक्
42	2012161	PATHAPADU MADHU SAI ROHITH	ECE	पातपादु मधु साई रोहित्
43	2012166	POKALA CHETAN KRISHNA	ECE	पोकला चेतन कृष्णा
44	2012168	PRADEEP MEENA	ECE	प्रदीप मीणा
45	2012171	PRAMOD KUMAR GUPTA	ECE	प्रमोद कुमार गुप्ता
46	2012181	PUTTA MASTHANAIAH	ECE	पुट्टा मस्तानय्य
47	2012189	RAM KRISHNA CHAUDHARY	ECE	राम कृष्ण चौधरी
48	2012192	RAVINDRA KANNOUJIYA	ECE	रविन्द्र कन्नौजिया
49	2012198	ROHIT KUMAR SINGH	ECE	रोहित कुमार सिंह
50	2012200	ROHIT VERMA	ECE	रोहित वर्मा
51	2012205	SANJEEV KUMAR SONI	ECE	संजीव कुमार सोनी
52	2012209	SATENDRA NATH	ECE	सतेन्द्र नाथ
53	2012213	SATYAVEER MEENA	ECE	सत्यवीर मीना
54	2012221	SHUBHAM CHAUHAN	ECE	शुभम चौहान
55	2012230	SITARAM YADAV	ECE	सीताराम यादव
56	2012231	SREERAM CHANDRA TEJA	ECE	श्रीराम चन्द्र तेजा
57	2012247	V DIVYAKALA	ECE	वी दिव्यकला
58	2012257	VIKRANT CHAUDHARY	ECE	विक्रान्त चौधरी
59	2012259	YASH VARDHAN RAI	ECE	यश वर्धन राय
60	2012265	AKASH BANSAL	ECE	आकाश बंसल
61	2012267	ANIL KUMAR SHARMA	ECE	अनिल कुमार शर्मा
62	2012269	BHAGWAN RAM RAAD	ECE	भगवान राम राड़
63	2012270	GAURAV GUPTA	ECE	गौरव गुप्ता
64	2012272	KULDEEP MEENA	ECE	कुलदीप मीना
65	2012277	RAHUL SINGHAL	ECE	राहुल सिंहल
66	2012278	RAVI KUMAR SINGH	ECE	रवि कुमार सिंह
67	2012279	RUCHIR	ECE	रुचिर
68	2012281	SAGAR BARONIA	ECE	सागर बरोनियाँ
69	2012284	SWARAJ GUPTA	ECE	स्वराज गुप्ता
70	2012285	UJJAWAL AGARWAL	ECE	उज्जवल अग्रवाल
71	2012286	UTPREKSH PATBHAJE	ECE	उत्प्रेक्ष पाटभाजे

List of students who have passed after Summer Term				
1	2012130	MANAV NANDWANI	ECE	मानव नंदवानी
2	2012144	MOHIT YADAV	ECE	मोहित यादव
3	2012175	PRASHANT SINGH	ECE	प्रशांत सिंह
4	2012190	RAMAKANT TYAGI	ECE	रमाकान्त त्यागी
5	2012215	SHEFALI KHARE	ECE	शेफाली खरे
6	2012282	SARVJEET SINGH	ECE	सर्वजीत सिंह

## List of B.Tech ME Discipline for Batch-2012

S.No	Roll No	Name of Student	Branch	Name In Hindi
1	2012003	AASHISH KUMAR PATWARI	ME	आशीष कुमार पटवारी
2	2012008	ABHINAV SHEKHAR VASHISTHA	ME	अभिनव शेखर वशिष्ठ
3	2012012	ABHISHEK UPADHYAY	ME	अभिषेक उपाध्याय
4	2012015	AKASH AGGARWAL	ME	आकाश अग्रवाल
5	2012017	AKHILESH CHAUDHARI	ME	अखिलेश चौधरी
6	2012018	ALOK SAHOO	ME	आलोक साहू
7	2012021	AMIT GUPTA	ME	अमित गुप्ता
8	2012023	AMIT KUMAR	ME	अमित कुमार
9	2012029	ANKIT KUMAR	ME	अंकित कुमार
10	2012031	ANKIT PATHAK	ME	अंकित पाठक
11	2012038	ANURAG SINHA	ME	अनुराग सिन्हा
12	2012039	APOORV KUMAR AGARWAL	ME	अपूर्व कुमार अग्रवाल
13	2012043	ARPIT GUPTA	ME	अर्पित गुप्ता
14	2012044	ARUN KUMAR GOYAL	ME	अरुण कुमार गोयल
15	2012045	ARUN KUMAR SINGH	ME	अरुण कुमार सिंह
16	2012048	ARUSHI DEV	ME	अरुषि देव
17	2012066	DAMERA JAGAN SAI RAJ	ME	दामेरा जगन साइ राज
18	2012067	DANDAVOLU BHANUPRAKASH REDDY	ME	दन्दवोलु भानुप्रकाश रेड्डी
19	2012071	DEEPAK KUMAR	ME	दीपक कुमार
20	2012074	DEVESH KUMAR	ME	देवेश कुमार
21	2012075	DEVESH SINGH	ME	देवेश सिंह
22	2012078	DHARMA RAJ MEENA	ME	धर्म राज मीना
23	2012083	DINESH CHOUDHARY	ME	दिनेश चौधरी
24	2012089	FARAZ NADEEM	ME	फराज़ नदीम
25	2012100	HARENDRA KUMAR	ME	हरेन्द्र कुमार
26	2012107	JAIRAM RAIGAR	ME	जयराम रैगर
27	2012114	KARAN MOHAL	ME	करण मोहल
28	2012117	KESARAJU SUDHEER CHANDRA	ME	केशराजु सुधीर चन्द्रा
29	2012122	KRISHAN KHALDANIA	ME	कृष्ण खलदानियाँ
30	2012128	LOKESH MEENA	ME	लोकेश मीना
31	2012129	MAHENDRA PRATAP	ME	महेन्द्र प्रताप
32	2012143	MISHRA ABHILASH RAJENDRA	ME	अभिलाष राजेन्द्र मिश्रा
33	2012148	NARENDRA KUMAR	ME	नरेन्द्र कुमार
34	2012151	NAVEEN KANNOJIA	ME	नवीन कन्नोजीया
35	2012152	NAVEEN	ME	नवीन

36	2012154	NEERAJ SONI	ME	नीरज सोनी
37	2012164	PIYUSH SHARMA	ME	पियूष शर्मा
38	2012167	PRABHAT RANJAN	ME	प्रभात रंजन
39	2012169	PRAFULL TRIPATHI	ME	प्रफुल्ल त्रिपाठी
40	2012177	PRATYUSH SINGH	ME	प्रत्यूष सिंह
41	2012178	PRAVEEN KUMAR	ME	प्रवीण कुमार
42	2012180	PULKIT RANA	ME	पुलकित राणा
43	2012183	RAHUL KUMAR	ME	राहुल कुमार
44	2012184	RAHUL KUMAR	ME	राहुल कुमार
45	2012185	RAJAT JAIN	ME	रजत जैन
46	2012191	RAUNAK ARORA	ME	रौनक अरोरा
47	2012193	REWATI RAMAN	ME	रेवती रमन
48	2012201	RONAK JAIN	ME	रौनक जैन
49	2012202	RUPA RAM	ME	रूपा राम
50	2012208	SATENDRA KUMAR	ME	सतेन्द्र कुमार
51	2012212	SATYAM KUMAR JAYASHAWAL	ME	सत्यम् कुमार जायसवाल
52	2012220	SHREYANS GARG	ME	श्रेयांस गर्ग
53	2012222	SHUBHAM JAIN	ME	शुभम जैन
54	2012223	SHUBHAM MEENA	ME	शुभम मीणा
55	2012227	SIDDHARTHA KUMAR	ME	सिद्धार्थ कुमार
56	2012229	SIRIPURAPU DINESH RAM	ME	सिरिपुरपु दिनेश राम
57	2012233	SUNIL KUMAR	ME	सुनिल कुमार
58	2012234	SURENDRA KUMAR JANGID	ME	सुरेन्द्र कुमार जाँगिड़
59	2012240	TODAKAR PRATHMESH ANKUSH	ME	तोडकर प्रथमेश अंकुश
60	2012241	TUSHAR TRIPATHI	ME	तुषार त्रिपाठी
61	2012242	UDAY KUMAR	ME	उदय कुमार
62	2012251	VARUN	ME	वरुण
63	2012253	VENNAM THIRUMAL REDDY	ME	वेन्नं तिरुमल रेड्डी
64	2012255	VIJAY SONGARA	ME	विजय सोनगरा
65	2012260	YASHASVI GIRIDHAR	ME	यशस्वी गिरिधर
66	2012263	ABHISHEK GUPTA	ME	अभिषेक गुप्ता
67	2012268	ANKUR SHARMA	ME	अंकुर शर्मा
68	2012271	JEETESH SHARMA	ME	जीतेश शर्मा
69	2012274	NAV GOYAL	ME	नव गोयल
70	2012275	PARAG NAWANI	ME	पराग नवानी
71	2012276	PRATIK SAHU	ME	प्रतीक साहू
72	2012283	SHUKLA PRANAV DEVENDRAKUMAR	ME	शुक्ला प्रणव देवेंद्रकुमार

List of Students who have Passed after Summer Term				
1	2012149	NAVDEEP	ME	नवदीप
2	2012206	SAPTARSHI DAS	ME	सप्तर्षि दास

**NAMES OF STUDENTS RECOMMENDED FOR Ph.D.,M.TECH. & M.DES. AWARD OF DEGREE IN 8TH CONVOCATION**

<b>List of Ph.D.,M.Tech. &amp; M.Des. Students</b>						
<b>Ph.D.</b>						
<b>S.No.</b>	<b>Roll No.</b>	<b>Name</b>	<b>Program</b>	<b>Branch</b>	<b>Name In Hindi</b>	<b>Thesis Topic</b>
1	1110161	DEEPTI TAMRAKAR	Ph.D.	CSE	दीप्ति ताम्रकार	ROBUST PALMPRINT RECOGNITION TECHNIQUES
2	1120162	SAURABH TIWARI	Ph.D.	CSE	सौरभ तिवारी	EVALUATING USABILITY ASPECTS OF USE CASES FOR SOFTWARE SPECIFICATION PROBLEM
3	1120163	SHREELEKHA PANDEY	Ph.D.	CSE	श्रीलेखा पाण्डे	RETRIEVAL OF IMAGE SEMANTICS FROM HIERARCHICAL IMAGE DATABASES
4	1220161	KOUSHLENDRA KUMAR SINGH	Ph.D.	CSE	कौशलेन्द्र कुमार सिंह	CHEBYSHEV POLYNOMIAL BASED APPROXIMATION OF AN EFFICIENT FRACTIONAL ORDER MASK FOR DIFFERENT IMAGE PROCESSING APPLICATIONS
5	1110261	ALOK NAUGARHIYA	Ph.D.	ECE	आलोक नौगरहिया	ANALYSIS OF SUPERJUNCTION VDMOS: LIMITATIONS AND SOLUTIONS
6	1110264	KULDEEP BADERIA	Ph.D.	ECE	कुलदीप बड़ेरिया	DESIGN OF DIGITAL FIR FILTER AND FILTER BANK USING FRACTIONAL DERIVATIVE CONSTRAINTS
7	1210265	SANGEETA SINGH	Ph.D.	ECE	संगीता सिंह	INVESTIGATION AND PERFORMANCE ESTIMATION OF NOVEL STEEP SUBTHRESHOLD SLOPE DEVICES: A COMPREHENSIVE STUDY
8	1210268	SUDEEP BAUDHA	Ph.D.	ECE	सुदीप बौध्द	DESIGN AND INVESTIGATION OF HIGH EFFICIENCY BROADBAND PRINTED ANTENNA



9	1310261	RAHUL UPADHYAY	Ph.D.	ECE	राहुल उपाध्याय	FEATURE EXTRACTION AND CLASSIFICATION OF ELECTROENCEPHALOGRAPHIC SIGNALS FOR BRAIN COMPUTER INTERFACE
10	1110361	MURALIDHARAN B	Ph.D.	ME	मुरलीधरन बी	EXPERIMENTAL INVESTIGATION, MODELLING AND ANALYSIS OF ELECTRODISCHARGE DEPOSITION PROCESS
<b>M.Tech CSE</b>						
<b>S.No.</b>	<b>Roll No.</b>	<b>Name</b>	<b>Program</b>	<b>Branch</b>	<b>Name In Hindi</b>	
1	1210101	INDRANIL GUHA	M.Tech	CSE	इन्द्रनील गुहा	
2	1220108	SACHIN SINGH THAKUR	M.Tech	CSE	सचिन सिंह ठाकुर	
3	1310105	PRIYANKA SAINI	M.Tech	CSE	प्रियंका सैनी	
4	1310109	SHRUTI SAXENA	M.Tech	CSE	श्रुति सक्सेना	
5	1410101	ANOOB KUMAR MEHTA	M.Tech	CSE	अनूप कुमार मेहता	
6	1410102	BHASKAR PRATIM MUKHOTY	M.Tech	CSE	भास्कर प्रतिम मुखोटी	
7	1410103	BIRENDER KUMAR RAWAL	M.Tech	CSE	वीरेन्द्र कुमार रावल	
8	1410107	MANASI DHEKANE	M.Tech	CSE	मानसी धेकणे	
9	1410108	NAZMA NAUSHEEN	M.Tech	CSE	नाज़मा नौशीन	

10	1410112	SANASAM CHANU INUNGANBI	M.Tech	CSE	सनसम चानू इनुगन्बि	
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M.Tech ECE						
S.No.	Roll No.	Name	Program	Branch	Name In Hindi	Specialization
1	1220231	VINAY KUMAR TIWARI	M.Tech	ECE	विनय कुमार तिवारी	
2	1310201	ABHISHEK SAHU	M.Tech	ECE	अभिषेक साहू	
3	1310202	ASHA VERMA	M.Tech	ECE	आशा वर्मा	
4	1310207	MANISH SINGH	M.Tech	ECE	मनीष सिंह	
5	1310210	RAI NARENDRA SURESH	M.Tech	ECE	राय नरेंद्र सुरेश	
6	1310211	SANDIP KUMAR	M.Tech	ECE	संदीप कुमार	
7	1310213	SAVITA BARASKAR	M.Tech	ECE	सविता बारस्कर	
8	1410201	DILEEP. S	M.Tech	ECE	दिलीप. एस	(Microwave & Communication)
9	1410202	DUGGIRALA VENKATAKIRAN	M.Tech	ECE	डुग्गीराला वेंकट किरण	(Microwave & Communication)
10	1410205	SATYA PRAKASH VISHWAKARMA	M.Tech	ECE	सत्य प्रकाश विश्वकर्मा	(Microwave & Communication)
11	1410209	VIVEK SINGH	M.Tech	ECE	विवेक सिंह	(Microwave & Communication)

12	1410211	ATUL KUMAR TIWARI	M.Tech	ECE	अतुल कुमार तिवारी	(Power & Control)
13	1410213	OM PRAKASH YADAV	M.Tech	ECE	ओम प्रकाश यादव	(Power & Control)
14	1410214	SUJIT MOHAPATRA	M.Tech	ECE	सुजीत मोहापात्रा	(Power & Control)
15	1410217	VIPIN KUMAR MISHRA	M.Tech	ECE	विपिन कुमार मिश्र	(Power & Control)
<b>M.Tech ME</b>						
S.No.	Roll No.	Name	Program	Branch	Name In Hindi	Specialization
1	1210303	GOURAV KUMAR SHARMA	M.Tech	ME	गौरव कुमार शर्मा	
2	1220304	ASHISH KUMAR SHUKLA	M.Tech	ME	आशीष कुमार शुक्ला	
3	1310301	ADHIL ABOOBACKER	M.Tech	ME	आदिल अबूबकर	
4	1310304	DEEPESH PANJWANI	M.Tech	ME	दीपेश पंजवानी	
5	1310307	JODAVE SANKET HARIDAS	M.Tech	ME	जोडवे संकेत हरिदास	
6	1310308	NAVNEET SINGH CHAHAR	M.Tech	ME	नवनीत सिंह चाहर	
7	1310310	PRIYANKA PATEL	M.Tech	ME	प्रियंका पटेल	
8	1310311	SHAIKH SAQUIB NAIM	M.Tech	ME	शेख साकिब नईम	

9	1410301	ABHISHEK KUMAR	M.Tech	ME	अभिषेक कुमार	CAD-CAM
10	1410303	DIVYANSH DWIVEDI	M.Tech	ME	दिव्यांश द्विवेदी	CAD-CAM
11	1410304	MANISH KUMAR PANDEY	M.Tech	ME	मनीष कुमार पाण्डेय	CAD-CAM
12	1410305	PIYUSH DHANANJAY UKEY	M.Tech	ME	पियुष धनंजय ऊके	CAD-CAM
13	1410306	PRABAL PRATAP SINGH	M.Tech	ME	प्रबल प्रताप सिंह	CAD-CAM
14	1410307	RANJEET SINGH RAJPUT	M.Tech	ME	रंजीत सिंह राजपूत	CAD-CAM
15	1410311	ANKUR RAMAN GOLDKAR	M.Tech	ME	अंकुर रमन गोलदार	Design
16	1410313	KAVATHEKAR SOHAM SHAMSUNDER	M.Tech	ME	कवठेकर सोहम् शामसुंदर	Design
17	1410314	MUDAVATH BALAJI NAIK	M.Tech	ME	मुड़ावत बालाजी नायक	Design
18	1410316	ROHIT SINGHAL	M.Tech	ME	रोहित सिंघल	Design
19	1410318	SUNIL KUMAR PRAJAPATI	M.Tech	ME	सुनील कुमार प्रजापति	Design
20	1410319	VINAY KUMAR	M.Tech	ME	विनय कुमार	Design

21	1410321	BIKASH KUMAR	M.Tech	ME	विकाश कुमार	(Manufacturing)
22	1410326	SHOBHIT MISHRA	M.Tech	ME	शोभित मिश्र	(Manufacturing)
<b>M.Des Design</b>						
S.No.	Roll No.	Name	Program	Branch	Name In Hindi	
1	1210401	AMAN BHADOURIA	M.DES	DESIGN	अमन भदौरिया	
2	1310402	BEVIN HECTOR D'CRUZ	M.DES	DESIGN	बेविन हेक्टर डी'क्रूज	
3	1310404	VIKRANT CHAUDHARY	M.DES	DESIGN	विक्रान्त चौधरी	
4	1310407	VIPIN YADAV	M.DES	DESIGN	विपिन यादव	
5	1410407	CHIRDE ABHUIT LAXMAN	M.DES	DESIGN	चिरडे अभिजित लक्ष्मण	
6	1410408	DEEPSHIKHA	M.DES	DESIGN	दीपशिखा	
7	1410409	GANESH S	M.DES	DESIGN	गणेश एस	
8	1410411	MADHURA SHRIDHAR PHADKE	M.DES	DESIGN	मधुरा श्रीधर फडके	
9	1410414	NEHA KARMAKAR	M.DES	DESIGN	नेहा करमाकर	
10	1410405	ANUJA ARUN AUTI	M.DES	DESIGN	अनुजा अरुण औटी	

11	1410406	AZIF ISMAIL	M.DES	DESIGN	अज़िफ़ इसमाइल	
M.Tech MT						
S.No.	Roll No.	Name	Program	Branch	Name In Hindi	
1	1310505	KUNBI BHAVESHKUMAR BABUBHAI	M.Tech	MT	कुन्बी भावेशकुमार बाबुभाइ	
2	1310508	SHASHANK KUMAR	M.Tech	MT	शशांक कुमार	
3	1310509	UDIT NARAYAN BERA	M.Tech	MT	उदित नारायन बेरा	
4	1320501	ANKUR BARUAH	M.Tech	MT	अंकुर बरुवा	
5	1320503	RISHIKA TRIVEDI	M.Tech	MT	ऋषिका त्रिवेदी	
6	1320504	SHIKHA TRIPATHI	M.Tech	MT	शिखा त्रिपाठी	
7	1410502	BRIJESH KORI	M.Tech	MT	बृजेश कोरी	
8	1410504	MAHAK BISEN	M.Tech	MT	महक बिसेन	
9	1410506	RAKESHA CHANDRA DASH	M.Tech	MT	राकेश चन्द्र दास	
10	1410507	SHIVENDRA KUMAR AGRAHARI	M.Tech	MT	शिवेन्द्र कुमार अग्रहरि	
11	1410510	T LAKSHMI SAINAG	M.Tech	MT	टी लक्ष्मी साईनाग	



**The Board is requested to consider the recommendations of the Senate for approval**

**(iii) Award of Medals/Prizes during the 8<sup>th</sup> Convocation of the Institute**

The recommendations of various committees for deciding the medals and prizes to be awarded to graduating students during the 8<sup>th</sup> Convocation of the Institute were placed before the Senate in its 38<sup>th</sup> meeting held on August 12, 2016. The Senate recommended the names as mentioned in the list for approval of Board of Governors. The list is placed as **BOG/33/Annexure- VI.**

Sr. No.	Name of Prize	Programme	Name of Candidate	Roll No.
1.	Chairman's Gold Medal (CGM)	UG	VAIBHAV JAISWAL	2012249
2.	Director's Gold Medal (DGM)	UG/ME	YASHASVI GIRIDHAR	2012260
		PG/ECE	SANGEETA SINGH	1210265
3.	D&M Proficiency Gold Medal	UG	RISHABH DABRAL (CSE)	2012195
			AYUSH KUMAR GAUD (ECE)	2012054
			ANSHUL RATHORE (ECE)	2012034
4.	Academic Performance Proficiency Silver Medal	CSE (UG)	VAIBHAV JAISWAL	2012249
		ECE(UG)	DIVYA LALWANI	2012085
		ME(UG)	PRABHAT RANJAN	2012167
5.	IIITDM Proficiency Prize	CSE (PG)	SHREELEKHA PANDEY	1120163
		ECE(PG)	SANGEETA SINGH	1210265
		ME(PG)	DEEPESH PANJWANI	1310304
		Design (PG)	VIPIN YADAV	1310407
		CSE(UG)	RISHABH DABRAL	2012195
		ECE(UG)	DEEPAK KUMAR	2012070
		ME (UG)	SIDDHARTHA KUMAR	2012227
6.	Director's Silver Medals	Cultural Activities	KARTIKEYA MISHRA (CSE)	2012115
		Games & Sports	FARAZ NADEEM (ME)	2012089

The Board is requested to consider the recommendations of the Senate for approval.

The contract of following faculty is going to be over on the dates as mentioned against their name. The feedback about their performance was taken from the Heads of respective disciplines and found satisfactory. It is proposed to consider their cases of extension of contract for one year from date as mentioned against their names on the existing terms and conditions.

S. No.	Name	Date of joining	Date of completion of contract period	Performance report/feedback
1.	Dr. Manoj Kumar Panda, Assistant Professor (NS)	09-09-2013	08-09-2016	Satisfactory
2.	Dr. Neeraj Kumar Jaiswal, Assistant Professor (NS)	07-11-2013	06-11-2016	Satisfactory

<b>BOG/33/6</b>	<b>Placing of recommendations of Selection Committees for approval</b>
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On the basis of the Advt. No. 1/2016 (Regular) and 2/2016 (Rolling Advt.), the eligible candidates for the post of Assistant Professor in Grade Pay 6000/7000/8000 were called for interview. The Selection Committees for Computer Science and Engineering (CSE), Mechanical Engineering (ME) disciplines has already been held. The selection committees for Electronics and Communication Engineering (ECE) and Design disciplines are scheduled on 26 August 2016 and 27<sup>th</sup> August respectively. The recommendations of the selection committees in sealed covers will be placed before the Board for perusal and approval.

<b>BOG/33/7</b>	<b>Legal/Financial assistance to Government Servant in case of litigation while serving in official capacity.</b>
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The agenda was placed in the 32<sup>nd</sup> meeting of the Board. The Board instructed to place the proposal based on Govt of India rules. The proposal has been prepared based on CCS (CCA) Rules Govt. of India and placed as **BOG/33/Annexure-VII (Page no. 106 to 107)**

## **Assistance to PDPM-IIITDM Jabalpur employees in legal Cases/ Proceedings**

- 1. Matters unconnected with official duties.** - Government will not give any financial assistance to a Government servant in the conduct of any legal proceedings on matters not connected with his official position or duties.
- 2. Matters connected with official duties.-** Government's assistance will, however, be admissible in the conduct of legal proceedings instituted against him, or by him regarding matters connected with his official position or duties, to the following extent:-

- (i) *Cases filed by government against the Government servant.* - No assistance is admissible in such proceedings – civil or criminal. In case the proceedings conclude in the employee's favour, reimbursement of the whole or any reasonable proportion of the expenses will be considered by the Government, if it is satisfied that he was subjected to the strain of the proceedings without proper justification.
- (ii) *Cases filed by private parties against the government servant.* - If it is considered in public interest that Government itself should arrange for the conduct of the proceedings, it may do so, on the Government servant agreeing to it. Otherwise, reimbursement to the government servant of reasonable cost incurred by him in conducting his defence will be considered by the Government, not merely if the proceedings conclude in his favour but on consideration how far the Court has vindicated the acts of the government servant. An interest-free advance equal to his substantive pay for three months.
- (iii) *Cases filed by a government servant on his being required to vindicate his official conduct.* - Interest-free advance will be sanctioned to him for the purpose. The extent of reimbursement by the government will be decided considering to what extent the Court has vindicated the acts of the Government servant in the proceedings.
- (iv) *Cases filed by a government servant to vindicate his conduct requiring prior sanction of government.-* In deserving cases, Government will sanction interest-free advance for the conduct of the proceedings; but no part of the expenses will be reimbursed by the government even if the government servant succeeds in the proceedings.

If permission sought for is not refused within 3 months, the government servant is free to assume that the permission sought for, has been granted.

- (v) *In a civil suit where both the government servant and the government are impleaded.* - The Government servant for his liability to damages for negligence in discharge of official duties of civil nature and the government for its vicarious liability- if the defence is substantially the same for both- Government will arrange for its employee's defence also.
- (vi) *Cases filed against the Government servant by another Government servant in respect of matters connected with the former's official position/duties.* - Same as at Item (ii) above.



This will not apply if he is impleaded as co-respondent in suits against the Government in regard to conditions of service, seniority, etc.- Rule 19, GIDs (1), (2) and Appendix-I.

- (vii) The Government will bear the legal and other ancillary charges if a Govt Servant has left the organisation/stationed at some other place.
- (viii) Board will be the competent authority to give approval.

**Note –**

(1) Government Servant means, the Institute employees.

(2) He/Him wherever ever used to be read as He/She Him/Her as the case may be.

<b>BOG/33/8</b>	<b>Proposal for approval of administrative hierarchy and financial budget for EL &amp; ICT Academy.</b>
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This agenda was placed before the Board in its 31<sup>st</sup> meeting held on December 7, 2015 but was deferred with the direction to place it in the next Board meeting. A proposed manual on Administrative Structure, Procedures, Guidelines and Budget for FY (2015-16 and 2016-17) of EL & ICT Academy is placed before the Board for its perusal please. The proposed manual is placed as **BOG/33/Annexure-VIII (Page no. 109 to 131).**

The Board is requested to consider the manual, administrative structure, procedure, guidelines and budget for F.Y. 2015-16 and 2016-17 for approval please.

**Electronics and ICT Academy  
PDPM IIITDM Jabalpur**

**Draft Manual  
of  
Administrative Structure, Procedures, Guidelines  
and  
Budget FY( 2015-56, 2016-17)**

**A Regional Academy  
for  
Madhya Pradesh, Chhattisgarh, Maharashtra**

**At  
PDPM IIITDM Jabalpur**



**Established by Department of Electronics and Information Technology,  
Govt. of India**

**Draft Manual  
of  
Administrative Structure, Procedures, Guidelines  
and  
Budget FY( 2015-56, 2016-17)**

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## **Draft Manual of Administrative Structure, Procedures and Guidelines**

### **Preamble**

In order to facilitate the growth of IT/ITeS, Electronics Manufacturing industry the growth of entire spectrum of ICTE Industry as a whole is essential so that a sustainable global market share could be carved out for India. For sustaining the growth of the IT-BPO industry, IT Hardware and Electronics Manufacturing industry, availability of properly trained, skilled and qualified manpower is essential. The requirements in the areas of ICTE sector are unique as it has a very high degree of obsolescence of existing technologies and faster emergence of newer technologies that would require a shorter cycle of updation of curricula and launching of new courses, etc. Further, the quality of R&D is the weakest link for the IT and Electronics manufacturing Sector. Quality PhDs generated in IT / Computer Science is very low. This emphasises on the need for a focused faculty training/updation programme for IT, Electronics and related sectors. At present the initiatives taken by the Government through the UGC, AICTE, etc. for faculty updation are generic and holistic in nature and do not specifically focus on the emerging requirement of ICTE sector.

Keeping the above mentioned aspects in view, a scheme for setting up of Electronics and ICT Academy at IITs, IIITs, NITs in select seven(07) States / UT's has been launched by the Department of Electronics and Information Technology, Govt. of India in the financial year 2015-16. The aim is to ensure a wider spreading up of quality faculty development and continuous updation of faculty in an all-inclusive manner leading to an overall improved employability of the graduates at various levels in the academic institutions. These academies are situated at IIT Roorkee, IIT Guwahati, IIT Kanpur, IIITDM Jabalpur, MNIT Jaipur, NIT Patna and NIT Warangal.

Activities envisaged under the Academies are as follows –

- (i) Develop a state-of-the-art facility for training faculty and providing trained manpower to the ICTE industry.
- (ii) Develop and maintain a world class curriculum related to the ICTE industry, with inputs from both industry and academia.
- (iii) Provide specialized training to the faculty in the Engineering, Arts, Commerce & Science Colleges and Polytechnics across the State/UT.
- (iv) Provide research orientation to faculty.
- (v) Carry out research and consultancy support for industry for capacity building and courses in ICTE areas.
- (vi) Function as a Resource Centre for curriculum and faculty development for mass based HR programmes in the respective State/UT.
- (vii) Apart from the above, the Academy shall provide training to faculty and students in other emerging areas in ICTE. A close association with industry shall be maintained by the Academy so as to capture the new emerging requirements and ensure timely interventions.
- (viii) Each Academy would launch a set of training programmes and other activities to become self-sustainable. The activities could include Instruction Enhancement Programme (IEP) for faculty, Continuing Engineering Education Programme for working professionals, joint Industry attachment Programme for students, enhancing the quality of institutions by guiding them to obtain ISO standards, etc.

E&ICT Academies will be financially supported by the Department of Electronics and ICT Academy for a period of four years with reduced funding every year. After the fourth year, it is envisaged that the Academy will be self-sustained.

In the first Academic Council Meeting of the Academy, it has been decided to concentrate on faculty development programmes only. It has also been decided to evolve a model for joint programmes with the involvement of all the academies.

## 1. Objectives

The Academy is instituted with the following objectives –

Producing quality and employable human resource for manufacturing, ICT and BPO industry by way of

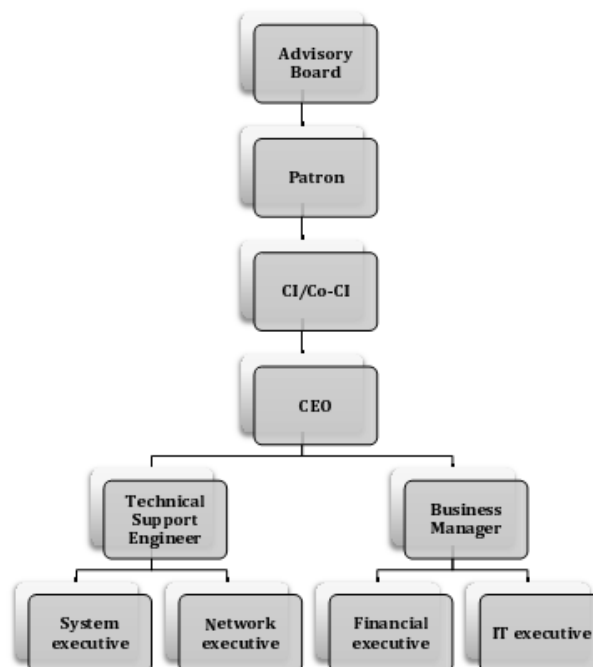
- (i) Improving the quality of teaching in institutions of higher learning with specific focus on electronics and ICT education and training.
- (ii) Empowering faculty of higher education institutions through development of their skills, knowledge and expertise in emerging areas of different fields in Electronics, ICT, Product Design and relevant fields.
- (iii) Providing research exposure and orientation to college faculty.
- (iv) Building strength through collaborative work and networking with academies, colleges and other institutions.

## 2. Organizational Structure

The Academy's governance and administrative structures are as follows.

**Advisory Board:** The Advisory Board will be providing policy directions in making the Academy a successful and self-sustained model.

**The administrative structure of the Academy is proposed as follows –**





### 3. Authorities, Their Responsibilities and Powers

Responsibilities and powers of approval of different activities from the funds of E&ICT Academy shall be as follows.

S. No.	Item	Recommending authority /person	Approving Authority	Financial Limit /Other limits
1	Course proposal approval	Co-Chief Investigator: (Co- CI) Dr. Atul Gupta and Dr. Prashant K. Jain	Chief Investigator (CI)	-
2	Course budget	Co-CI: Dr. Atul Gupta and Dr. Prashant K. Jain	CI	Within the approved budget
3	Travel approval of experts under a course	Course coordinator	CI	Within the approved budget
4	Proposals for identification of partner institutions, industrial training partners by the CEO /CI/CoCI	CI	Patron	-
5	Travel proposals of CI, Co-CI and CEO ( within India)	CEO/ CI/Co-CI	Patron	All powers
6	Purchase	Co-CI: Prof. P.N. Kondekar	Patron CI	All powers Upto Rs. 1 lakh
7	Proposals for fund management, advertisement, publicity, audit etc.	Co-CI: Prof. Vijay K. Gupta	Patron	All powers
8	Appointment of Staff	CI on the recommendation of the selection committee constituted by the Patron	Patron	All positions

The Director of PDPM IIITDM Jabalpur, and the patron of the Academy is empowered to approve any amendments in the above said limits on the recommendation of the Core team of the Academy.

### 4. Manpower

**4.1 Full Time Manpower Requirement:** The Academy requires following manpower for its smooth functions. It is proposed to create positions and approve appointments against each of the post. For the Chairperson, for the next two years, it is proposed to nominate the Institute Director as the

S. No.	Position	Number	Emolument rate in Rs. per month
1	Chief Executive Officer	01	1,50,000-2,00,000 with yearly increment of 10%
2	Technical Support Engineer	01	70,000 with yearly increment of 10%
3	Business Manager	01	70,000 with yearly increment of 10%
4	System Executive	01	35,000 with yearly increment of 10%
5	Network Executive	01	35,000 with yearly increment of 10%
6	System Executive	01	35,000 with yearly increment of 10%
7	IT Executive	01	35,000 with yearly increment of 10%
8	Office assistant	02	10,000 with yearly increment of 10%

**4.2 Core Team Honorarium:** The core team works for building the framework of the Academy, courses, programmes, their conduct starting from programme design to its implementation. The core team works continuous, during programmes and to promote its programme, starting from design and planning level. It is therefore proposed to give following honorarium to the Core team.

S. No.	Position	Number	Emolument rate in Rs. per month	Total Annual Emoluments
1	Patron	01	20,000	2,40,000
2	Chief Investigator	01	15,000	1,80,000
3	Co-Investigator	04	10,000	4,80,000

#### 4.3 Responsibilities:

**Chief Investigator and Co-Investigators:** In addition to primary responsibilities of each of the investigators as per the mandate of running faculty development programmes, resource generation, mentoring and coordinating with course-coordinators, they will also be responsible for the following routine works.

Prof. Aparajita Ojha: Overall responsibility of facilitating the course-coordinators, communication with the experts, training partners, authorities and people for promotion of faculty development programmes. She will be also responsible for managing the resources of the Academy.

Prof. Vijay Kumar Gupta: Advertisement, publicity, fund management, preparation for audit etc.

Prof. PN Kondekar: Academy's infrastructure development, purchase and stores.

Dr. Atul Gupta and Dr. Prashant Kumar Jain: Scrutiny of course proposals, their audit and recommendation. Mentoring and facilitating the faculty in preparation of course proposals. Helping the faculty in preparation of statement of accounts. Scrutiny of statement of accounts submitted by course coordinators, forwarding the same for audit and approval.

This is not the exhaustive list of works assigned to CI/Co-Is. They will also work together in promoting, publicizing and running the programmes and building partnership with institutions in MP, CG and Maharashtra.

**Chief Executive Officer:** The person will be the key manager and administrator for smooth functioning of the academy, building partnership with industry, other institutions and with industrial training partners, liaising with government and other sectors for the success of the faculty

development programmes, advertisement and publicity of programmes and activities under the Academy, management of its resources etc. He/she will be reporting to the CI/Co-CI and will take directions and suggestions from them from time to time for smooth functioning of the Academy.

**Technical Support Engineer:** The person will be mainly responsible for managing and optimizing the usage of IT/ICT resources and equipment purchased from the Academy's funds. He will also be responsible for security of IT resources and mailing system. He will also be assigned related jobs from time to time by the CEO.

**Business Manager:** The person will be mainly responsible for maintaining the finance and accounts of the Academy's funds, human resource management, correspondence and communication with the partner institutions, course coordinators, advertisement and publicity of programmes and events under the Academy. He will also be responsible for maintaining records related to the Academy, except the records related to IT resources and equipment.

**System Executive:** The person will be taking directions from Technical Support Engineer /Business Manager or higher authorities in managing databases and its maintenance, security and related issues. He/she will also be responsible for proper functioning of all the lab sessions in different courses.

**Financial Executive:** The person will be taking directions from CEO/Business manager or higher authorities in managing funds and account maintenance, preparation for audit, utilization of funds and related matters. He/she will also be responsible for record keeping of all transactions related to Academy's funds (income, expenditure).

**Network Executive:** The person will be taking directions from Technical Support Engineer or higher authorities in maintaining the computer networks, its security, leased line connections, IT/ICT resources and equipment. He/she will also be responsible for proper functioning of all the lab sessions in different courses.

**IT Executive:** The person will be taking directions from Business Manager, course coordinators or higher authorities for works related to communication and publicity for courses, correspondence with partner institutions, IT assistance to course coordinators, CI, Co-CI. He will also be assisting the coordinators in smooth conduction of courses/programmes.

**Office Assistant:** The person will be assisting the CI, Co-CI/ CEO and his/her staff in smooth functioning of office matters.

**Part Time Support from IITDMJ:** In addition, support is needed from the Institute staff for accounting, adjustment of advances, assistance in purchase related matters and audit of the Academy's account. A lump-sum amount on yearly payment basis is proposed for the Institute staff, who will be involved in the Academy's function. It is proposed to make a payment of Rs. 60,000/- in the first year with an increase of 10% in each successive year.

## **5. Meetings of the Advisory Board and Other Committees of the Academy**

Advisory board meetings will be held atleast twice in a year. Research committee and academic committee meetings will be held once in a year. Core team members will be ex-officio members in each of the committees and the Advisory Board. External members of the Advisory Board and other committees will be paid TA, honorarium of Rs. 5000/- per meeting, and will also be provided local hospitality by the Academy.

## 6. Course Budget

In line with the draft template provided by the E&ICT Academy for conducting the faculty development programmes, following budget for the courses is proposed. Compensation to faculty members for running each course is mentioned in the budget.

Budget for 80 hours course duration					
	Item	Rate in Rs.	Duration/hours	No. of participants	Total
1	Course Coordination	30,000	80 hours		30,000
2	Honoraria	2000/- per hour	80 hours		1,60,000
3	Course material	500 /- per participant		40	20,000
4	Contingency and miscellaneous	1000/- per participant		40	40,000
5	Travel: TA, DA and related expenditure	80,000			80,000
6	Examination + certification	500/- per participant		40	20,000
7	Other miscellaneous expenses including logistic support				20,000
8	Compensation to coordinators for outstation courses in which they are also resource persons	2000 per day	14 days		28,000
Total budget					3,98,000

Courses will be of 40 hours and 80 hours duration. For 40 hours duration, the expenditure will be reduced pro-rata.

## 7. Process Flow for Course Coordination and Accounting

### 7.1 Procedures and guidelines for course approval and conduction

#### 7.1.1 Proposal Submission and Approval

- a) Proposal to be submitted by the concerned faculty at least two months before the commencement date of the course:
  - a. Faculty from IIITDM Jabalpur can submit the proposal to the office of Electronics and ICT Academy.
  - b. Faculty from other than IIITDM Jabalpur can submit the proposal through the Director/Dean (R&D) of the concerned Institute.
- b) Proposal should contain the following information (format given in Annexure A).
  - a. Objective of the course
  - b. Course content and tentative breakdown of the lectures
  - c. Possible outcome in terms of learning
  - d. Tentative dates and venue
  - e. Target audience
  - f. Information related to logistic support to participants
  - g. CV of the course coordinator (in case of other than IIITDM Jabalpur faculty)

- c) Proposal will be discussed in the meeting of core team and decision will be communicated within one week of receipt of the proposal. Based on the area of proposal one of the Co-CI will be assigned the responsibility to look after all the proceedings related to the course.

#### **7.1.2 Preparation for conduction of course**

- a) Once approved, brochure and poster of the course will be prepared by the coordinator of the course and will be approved by concerned Co-CI.
- b) Course information will be uploaded on the website of Electronics and ICT Academy, PDPM IITDM Jabalpur ([ict.iitdmj.ac.in](http://ict.iitdmj.ac.in)) and on the website of the concerned institute immediately.
- c) Applications will be invited online and for the purpose, an online form will be provided on the Electronics and ICT Academy website. The data related to submitted application forms will be shared with the coordinator(s) on the weekly basis.
- d) After the last date, coordinator(s) of the course will shortlist the candidates and send the information related to selection/non-selection to all the candidates applied for the course through email. Same will also be displayed on the Electronics and ICT Academy website.
- e) Maximum number of participants in a course should not exceed 50 with a variation of atmost 10% in case of popular courses.
- f) It will be the responsibility of the coordinator(s) of the course and the host institute to arrange for the infrastructure support for conduction of the course. Proper arrangement has to be made before the commencement of the course.
- g) Lecture-wise course schedule will be prepared/ compiled by the course coordinator(s) and will be distributed to all the candidates attending the course at the start of the course.

#### **7.1.3 Conduction of course**

- a) Course will be run by the competent instructors in the domain.
- b) During the course, participants will be evaluated and the coordinator(s) will also take the feedback of the participants.
- c) Wherever possible, lecture sessions will be recorded.
- d) Towards the end of the course, a certificate will be issued to the successful participants.
- e) The same course may be conducted by the coordinator(s) identified by the Core Team in different locations. In the same location, the course may be repeated after three months.

#### **Sample wordings of the certificate**

*This is to certify that Dr./Shri/Smt./Km. (Name of the participant) of (College Institute) has participated in the faculty development programme on (Name of the course), organized by Electronics and ICT Academy Jabalpur held at (Locality) from (Date) to (Date). The candidate has successfully completed the course.*

The certificate should be inscribed with the place and date and should bear the signature of the Course Coordinator, and signature of the Director/ Dean (R&D)/ Chief Investigator/ Co-CIs or any other competent authority.

Each certificate should contain a number provided by the Electronics and ICT academy.

#### **7.2 Procedures and guidelines for expenditure against a course advance**

- a) To meet out the expenditure an advance (50% of the total amount) will be sanctioned in the name of the coordinator, on request, one month prior to commencement of the programme.
- b) It will be responsibility of the Coordinator to ensure that all the payments are made as per Govt. of India rules/ guidelines with proper deduction of VAT/ service tax, etc. if applicable

- c) Honorarium for the experts will be released after deduction of income tax as per rules
- d) Service tax and income tax deducted will be immediately deposited (not later than 15 days after the deduction)
- e) For the purpose, an account/ audit person may be hired and payment for the same may be paid to him from within the sanctioned budget. For the courses held at IIITDM Jabalpur, account person of the Electronics and ICT academy will perform this job
- f) At the end of the course UC will be submitted to the academy (within one month)
- g) All the expenses should be made within the allocated budget heads
- h) Registration fees collected from the participants will be shown as income
- i) Any sponsorship received will be separately handled and should not be mixed with the grant received from the Electronics and ICT Academy. Following guidelines may be followed about sponsorship.
  - (1) The logo /mention of sponsoring company/individual/institution has to be strictly in the place allocated in the template for brochure /poster.
  - (2) The amount received as sponsorship will be used only in stay arrangement, and their logistic support, workshop bags, memento to the guest resource persons and for no other use.
  - (3) The sponsorship can be both in the form of cash and in the form of any service/distribution item.
  - (4) Balance amount of the sponsorship has to be deposited in the account of E&ICT Academy, IIITDM Jabalpur.

### **7.3 Procedures and guidelines for preparation and submission of a course completion report**

- (i) After the completion of course, a feedback will be filled by the candidates online on the website of Electronics and ICT academy at Jabalpur. The candidates will also be asked about their interest in attending related courses, possibility of running this or similar course in their city/institutions apart from routine feedback on the course as given in Annexure C.
- (ii) A comprehensive report will be submitted by the coordinator. The report will include:
  - a. Identification number of the course on the cover page as provided by Electronics and ICT Academy
  - b. Location of the Course
  - c. Coordinator's name, academic title and address
  - d. Names and academic title of the faculty/ staff involved in the course
  - e. Names, positions and address of three outstanding participants to whom the Academy will send a letter of appreciation
  - f. Names, positions, mobile number, email id and academic address of participants who have completed the programme
  - g. Names, positions and address of drop-outs, if any, with reasons for dropping out
  - h. Two copies of the lecture material, tutorial sheet, exercise provided to the participants
  - i. Lecture wise Schedule of the course
  - j. Coordinator's Summary of participant's evaluations.
  - k. Other relevant matters which should be brought to the attention of the Electronics and ICT Academy.

*This report will be published on the website of the Electronics and ICT academy. Electronics and ICT Academy may take feedback from the participants after three months of the course to know the enhancement in the knowledge through the course.*

## 8. Budget for the Academy: Financial Year 2015-16 and 2016-17

		FY 2015-16	FY 2016-17
<b>Income</b>			
Grant from DEITY		92500000	0
Income from course fee		343000	2400000
<b>Expenditure</b>			
Capital			
	Computer		2500000
	Furniture		1000000
	Lab equip		5000000
	Software		5000000
	network infra		1000000
	miscellaneous		1000000
total capital exp.			15500000
Recurring	Course running	1890000	11340000
	Manpower		2104000
	honoraria	560000	900000
	outsourced manpower	48000	50000
	Institute overhead	700000	1200000
	AMC	0	2325000
	Leased line rental	0	0
	Consumables	30000	300000
	Travel+ Contingency + expenses on the meetings of the Advisory Board and other Committees etc.	500000	1500000
	Advt. + Publ.	1000000	1000000
		4728000	20719000
		0	300000
<b>Year wise Expenditure</b>		<b>4728000</b>	<b>36219000</b>

**Note:** Amount collected from the participants on account of registration fee and logistic support will be considered as the income of the Academy and shall be accordingly accounted for. Each year, the registration fee + charges against shall be decided by the Core Team and shall be announced on the website of the Academy for each course.



## **9. Annexures**

- A. Course Proposal Form
- B. Course Registration Form
- C. Participant's Feedback Form
- D. Course Completion Report

**A. FORMAT FOR Course Proposal by the TRAINING PARTNER**  
**Electronics and ICT Academy, IITDM Jabalpur**

**A.1 General Details of Training Partner**

<b>Name of the Training Partner (TP) Institute</b>	
<b>Name of the State</b>	
<b>Name of the Course</b>	
<b>Objective of the course</b>	
<b>Course Contents</b>	
<b>Name(s) of the Course Coordinator(s)</b>	
<b>Target Audience</b>	
<b>Course Fee/Registration Fee (to be charged from the participants)</b>	
<b>Batch ID (Leave blank)</b>	
<b>Course Start Date</b>	
<b>Course End Date</b>	
<b># of Hours of the Course (40/80)</b>	
<b>Last date of Registration</b>	
<b>Estimated Batch Size</b>	
<b>Bank Details of TP</b>	a) Name of Bank: b) Branch Name: c) Account number: d) IFSC Code: e) MICR Code:

**A.2 General Details of Resource Persons**

No.	Name of the resource person	Organization/Institute	Area of Expertise and Experience
1			
2			
3			

### A.3 Other Logistic Support

	Arrangement to be made by the coordinators / availability of the resource	Remarks /inputs
<b>Accommodation to participants</b>		
<b>Lodging (Meals and breakfast)</b>		
<b>Any specific requirements of the course (example: software/hardware/other equipment/etc.)</b>		

### A.4 Certificate from the Head of the Institution / Authorised Signatory (Dean)

This is to certify that the above furnished information for running the EL & ICT, IIITDM Jabalpur sponsored course is correct to the best of my knowledge. I have no objection in running the proposed course by the coordinator(s) in our campus. The Institute takes the responsibility of sending duly audited statement of account giving details of expenditure against the amount sanctioned and released by the E&ICT Academy, PDPM IIITDMJ.

Date

Signature

Name and seal of the  
Head of the institution

**A.5 Course Schedule (Tentative)**

Name of the Course \_\_\_\_\_ Duration \_\_\_\_\_

Date	9.00-10.00	10.00 – 11.30 AM	11.45- 1.15 PM	1.15 - 2.30 PM	4.15 – 5.45 PM		5.45-6.45 PM
	Topic and Instructor name			Lunch Break			

Note –This is a template. Schedule may be changed in the proposal. The schedule should ensure sufficient hands-on sessions for the participants, in order them to grasp and learn the problem solving skills.

**B. Registration Form**  
**Faculty Development Programme on**  
Insert here – Programme Code and Title  
**At**  
Insert here – Name of the Host Institution  
Insert duration here  
**Under**  
**Electronics and ICT Academy, IIIT Jabalpur**  
**PDPM IIITDM Jabalpur, Jabalpur, MP 482005, India**

Name : ..... Gender: Male/Female/ Trans Gender

Date of Birth : ..... Qualification : .....

Discipline/ Department..... Designation : .....

Name and postal address of the Organization/Institute/College

.....

.....

.....

E- mail: ..... Phone: .....

Experience : .....

Name and designation of the authority who forwarded the application:

.....

.....

Do you require accommodation in Institute: Yes/No .....

If yes please mention the dates: From.....To.....

**Registration Fee Details**

Amount: ..... DD Number: ..... Date: .....

Bank Name:..... Place: .....Payable at: Jabalpur

Date: .....

Signature

Place: .....

Name: .....

---

Fee can also be deposited to the account A/C Name: IIITDMJ-E&ICT ACADEMY; A/C No. 50302042708; Allahabad Bank, Mehgawan, IIITDM Branch, IFSC Code: ALLA0212433 by CASH/NET BANKING/ NEFT.

### C. Participant Feedback Form Template

Name: \_\_\_\_\_(Optional)

Please take a moment to provide your feedback. Your responses are anonymous and will be used to improve future training methods.

*On a scale of 1-5 where 1,2,3,4 and 5 are Poor, Satisfactory, Good, Very Good and Excellent respectively, please encircle the most appropriate choice as your input.*

1. The programme **content** was:
  - a) Relevant 1 2 3 4 5
  - b) Comprehensive 1 2 3 4 5
  - c) Easy to understand 1 2 3 4 5
2. The **programme** was:
  - a) Well-paced 1 2 3 4 5
  - b) Breaks were sufficient 1 2 3 4 5
  - c) A good mix between lectures and tutorials 1 2 3 4 5
3. The presentation material:
  - a) Provided useful additional information 1 2 3 4 5
  - c) Were clear and well-organized 1 2 3 4 5
4. What did you **like the best** about this programme?
5. What did you **like the least** about this programme?
6. Which were the **most useful** sessions in this programme?
7. Please mention which topics needed more detail?
8. Whether the duration of the programme was adequate?
9. Would you **recommend** this programme to a colleague? Yes/No. Please also state the reason. \_\_\_\_\_
10. Would you like to attend the similar programme again? Yes/No  
\_\_\_\_\_

11. Would you like to **promote/organize** similar programme at your institute? Yes/No

---

12. What further **training or support** do you expect in the direction of the programme?

---

---

13. How did you come to know about the programme? Programme Web  
Page/Brochure/Email/Colleague/your college/institution authorities.

14. Your suggestion for improvement in this programme to run it in future.

15. Your suggestion on any other training/faculty development programme that you would like  
to attend at E&ICT Academy at PDPM IITDM Jabalpur.



#### D. Course (Programme) Completion Report

1. Title:
2. Duration:
3. Coordinators:
4. Resource persons with affiliation, contact details and area of expertise (attach separate sheet if required)

S. No.	Name of the resource persons with Affiliation	Areas of Expertise	Address	Contact No.
1.				

#### 5. Summary of participants

S. No.	Name of Course	Start Date	End Date	No. of Participants						Distribution of participants		
1.				Male			Female			student	faculty	industry
				SC/ST	OBC	GEN	SC/ST	OBC	GEN			

#### Enclosures:

1. Poster (if printed)
2. Brochure (if printed)
3. Course Schedule
4. Details of participants (C.4)
5. Registration forms (C.1)
6. Copy of the Certificate
7. Copy of the tutorial sheets /course material distributed to the participants
8. Feedback forms
9. Statement of Expenditure (D.1)
10. One Page report of FDP with photograph

### D.1 Statement of Expenditure

<Course Title>

<Course duration>

Item	Amount
<b>Part A: Expenditure related to course conduction, honoraria, course material, publicity, advertisement etc.</b>	
<b>1. Honorarium of Coordinators</b>	
Coordinator name 1	
Coordinator name 2 ...	
<b>Total Honorarium for Coordinators</b>	
<b>2. Honorarium for training (Lectures &amp; Labs)</b>	
Sessions (Faculty) @Rs. 2000/- per hour for ..... Lecture hours and @Rs. 1000/- per hour for ..... Lab hours	
Sessions (PhD /M Tech Student Volunteers) @Rs. 250/- per hour : Total number of hours and total volunteer ( not more than 2 per hour for 50 participants)	
<b>Total Honorarium for ... ( 40/80) Hrs</b>	
<b>3. Course Material</b>	
Pens, Pads and Folders etc., tutorial sheets	
<b>Total Expenditure for Stationary/Study Material</b>	
<b>4. Contingency, consumables, Misc. expenditure</b>	
Poster	
Brochure	
Other expenditure	
<b>Total Expenditure against Contingency, consumables</b>	
<b>5. Travel, Transport, TA/DA</b>	
TA/DA of Guest Faculty	
Boarding and lodging of Guest resource persons	
Taxi/Local Conveyance	
<b>Total Expenditure for Travel, Transport, TA/DA</b>	
<b>6. Examination and Certification</b>	
Evaluation and Certificates	
<b>Total Expenditure: Part A</b>	
<b>Part B: Logistic support and other expenditure</b>	
<b>7. Food Arrangement</b>	
Lunch and dinner	
Tea / snacks	
<b>Total Expenditure for Food</b>	
<b>8. Boarding and lodging</b>	
VH IIITDM Jabalpur	
Any other arrangement	
<b>Total Expenditure for boarding and lodging</b>	
<b>Total Expenditure(1+2+3+4+5+6+7)</b>	

<b><u>Resource generated</u></b>	
<b>Registration Fee Collection</b>	
<b>Boarding and lodging Fee Collection</b>	
<b>Sponsorship</b>	
<b>Total revenue generated</b>	
<b>Balance / Total earning - Total expenditure</b>	

**Sample Doc -2**

**Details of Lectures/Lab sessions conducted by faculty/Students/Lab Staff**

	No. of <u>Lecture@2000</u>	No. of <u>Lab@1000</u>	<b>Amount</b>
Prof./ Dr. ....			
Prof./ Dr. ....			
Prof./ Dr. ....			
		<b>Total</b>	
		<u>Lab@250</u>	
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
Mr./Ms.....			
		<b>Total</b>	

## D.2 Details of the Course (Sample)

### Preamble

### Teaching Methodology

This course is designed for anyone wishing to develop skills in basic programming and GUI development .....

### *Day wise plan:*

Day-1:

Day-2:

Day-3:

Day-4:

Day-5:

Day-6:

### **Brief Description of the Course**

Sl. No.	Name of the Programme	Start Date	End Date	No. of Participants	Representation From
1.					Faculty: Students: Industry:
Please also mention division in terms of no. of participants in the category SC/ ST / OBC/ GEN					

### **D.3 List of Resource Persons with Area of Expertise**

Note: Please attach a brief CV of External Expert(s).

### **D.4 Details of Participants**

<b>S.No.</b>	<b>Name of the Participant</b>	<b>Address</b>	<b>Contact Details Cell/ Phone no.</b>	<b>Email</b>	<b>Registration Fee</b>	<b>Accommodation Fee ( if any)</b>	<b>Total</b>
1.							

BOG/33/9	<p><b>Ratifications</b></p> <p>The Chairperson, BOG has given the approval on the following. The Board is requested to ratify the approvals given by him <b>(Copies of approvals are attached)</b>.</p> <p>(i) Payment of leave salary and pension contribution of Prof. P. K. Jain, Director to IIT Roorkee. (Page no. 133 to 134)</p> <p>(ii) Grant of Sabbatical Leave to Dr. Anil Kumar and Dr. Jawar Singh (Page no.135 to 138)</p> <p>(iii) Grant of study leave to Mr. D. S. Ramteke for pursuing Ph.D. programme in IIT Indore (Page no.139 to 140).</p> <p>(iv) Acceptance of Technical Resignation of Dr. Ravibabu M. Associate Professor who was on lien at IIT Ropar w.e.f. January 1, 2012 (Page 141 to 145).</p> <p>(v) Extension of service contract of Dr Nihar Kumar Mahato, Assistant Professor (Contract) for one year w.e.f. 30<sup>th</sup> August 2016 (Page No 146 to 148)</p> <p>(vi) Design of degree certificate (Page149 to 150) [<b>CONFIDENTIAL</b>]</p>
BOG/33/10	<b>Any other agenda with the permission of chair</b>

Forwarded for approval please.

(R.P. Dwivedi)  
Registrar & Secretary  
August 24, 2016

**Director**

**Chairman, BOG**



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

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

Ref No. IIITDMJ/RO/2016/06/  
Dated 02/06/2016

To,  
Dr Kota Harinarayana  
(Chairman, BOG, IIITDMJ)  
NEBS/401, Sriram Spandana,  
Challaghatta,  
Off Wind Tunnel Road  
Bangalore- 560037

Sub:- Regarding administrative approval for payment of leave salary and pension contribution of Prof PK Jain to IIT Roorkee.

Ref:- MHRD F. No 27-6/2014-Ts.I Dated 07/10/2015

Respected Sir,

As per above referred order Prof PK Jain has joined as the Director of the Institute w.e.f 14/12/2015 for a period of 05 years. As he is on leave from IIT Roorkee for a period of 05 years his leave salary and pension contribution are to be paid to his parent organization. Prof PK Jain has requested that his leave salary and pension contribution be paid by the Institute during his leave period. It is submitted for according administrative approval for making payment. Once approved same will be reported to the BOG

Thanking you

Your's Sincerely

*(Signature of R P Dwivedi)*

(R P Dwivedi)  
Registrar

*Approved*  
*(Signature)* 3/6

1163  
8/7/16

For n/a.

*(Signature)*





# भारतीय प्रौद्योगिकी संस्थान रुड़की

रुड़की-247 667, उत्तराखण्ड, भारत

Indian Institute of Technology Roorkee

ROORKEE - 247 667, (UTTARAKHAND), INDIA

TELFAX : +91-1332-285637

FAX : +91-1332-273560

e-mail : dregiseb@iitr.ac.in

IIT Roorkee

AR (Estt) Shi Pantaji put upon file 11/11/2016  
for imm. action 1st  
21/5/2016  
No. Estt (A)/ 20309E-4265(ii)  
Dated: 13 May, 2016

The Registrar

Pandit Dwarka Prasad Mishra-Indian Institute of Information Technology,  
Design & Manufacturing (PDPM-IIITD&M)  
Jabalpur (Madhya Pradesh)

Subject :- Payment of Pension Contribution and Leave Salary Contribution in respect of  
Dr. P K Jain, Director of IIITD&M, Jabalpur(M.P.)

Reference:- MHRD letter F.No.27-6/2014-TS.I dated 7<sup>th</sup> Oct.2015.

Sir,

1. This is in continuation to this Institute Office Order No.Estt(A)/19395/E-4265 dated 20<sup>th</sup> November,2015(copy enclosed).
2. Enclosed herewith are the calculation sheets (Annexure-I & II) towards pension contribution and leave salary contribution amounting to Rs.10,64,578/- (Rupees Ten lacs sixty four thousand five hundred seventy eight only) and Rs.5,21,690/-(Rupees Five lacs twenty one thousand six hundred ninety only) respectively, in respect of Dr. Pramod Kumar Jain, who is on lien for five years w.e.f. 14.12.2015 to 13.12.2020, to hold the post of Director, PDPM-IIITD&M, Jabalpur (M.P)
3. It is, therefore, requested that the amount of Pension Contribution and Leave Salary Contribution as mentioned above, may be remitted to this Institute by a Demand Draft in favour of the Registrar, Indian Institute of Technology Roorkee, payable at State Bank of India, IIT Roorkee.

Yours faithfully

Encl: Above.

Copy to:

1. Dean, Finance & Planning
2. Prof. & Head, Department of Mechanical & Industrial Engg. IITR
3. Prof. P.K. Jain, Director, Pandit Dwarka Prasad Mishra- Indian Institute of Information Technology, Design & Manufacturing (PDPM-IIITD&M), Jabalpur(Madhya Pradesh).

  
(Pradeep Kumar Sharma)  
Assistant Registrar(Services)  
प्रदीप कुमार/Pradeep Kumar  
सहायक कुलसचिव/Asstt. Registrar  
भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

467  
15/16

N-4

Kindly ref note 3 ante, approval for leave of Dr Anil Kumar and Dr Jawar Singh has been given as per rules. In this connection it is submitted that the leave applied by both the faculties i.e. long leave on foreign service terms and short leave on foreign service terms are for remunerative assignments as per the Institute rules. Dr Anil Kumar and Dr Jawar Singh are not taking up any work which is having pay. Dr Anil Kumar is going for Post-doc and Dr Jawar is on BHAVAN fellowship. These assignments are covered under sabbatical leave as per Institute rules (F/#) and UGC norms (F/@).

As per institute rule for grant of sabbatical leave an employee should have rendered services for 06 years after joining (F/#). The services details of Dr Anil Kumar and Dr Jawar Singh is as under:-

Sl.No	Name	Designation	Date of joining
1.	Dr. Anil Kumar	Assistant Professor	30/09/09
2.	Dr Jawar Singh	Associate Professor	19/12/11

For perusal and orders please.

Ant/NH 13/6/16  
AR (E.H.)

Registrar

Forwarded for Approval

Bech  
13/6/16

Director

Recommended for kind perusal & approval  
P.P.

Chairman, BOG  
13/6/16

Approved  
13/6/16

for m.a.

AR (E.H.)

04/7/2016

From: "energy. fellowship" <energy.fellowship@indousstf.org>  
Subject: BHAVAN Fellowship Program 2016  
Date: Wed, May 4, 2016 4:57 pm  
To: "jawar@iiitdmj.ac.in" <jawar@iiitdmj.ac.in>,"Jawar Singh (dr.jawar@gmail.com)"  
<dr.jawar@gmail.com>  
Cc: "Nishritha Bopana" <NBopana@indousstf.org>,"jbvreddy@nic.in" <jbvreddy@nic.in>,"energy.fellowship" <energy.fellowship@indousstf.org>

---

Dear Dr. Jawar Singh,

I am pleased to inform you that you have been selected for the prestigious **Building Energy Efficiency Higher & Advanced Network (BHAVAN) Fellowship Program** supported by the *Department of Science and Technology*, Govt. of India, and the *Indo-U.S. Science and Technology Forum (IUSSTF)*.  
Congratulations!

For the Fellowship, you would be travelling to **University of North Texas** for a period of **six months**.

If you agree to accept this Fellowship, please send in your confirmation to me and **Ms. Pushpa Iyer** ([energy.fellowship@indousstf.org](mailto:energy.fellowship@indousstf.org)) by e-mail as soon as possible.

We look forward to hearing from you!

Best wishes,

Nishritha

\*\*\*\*\*

**Dr. Nishritha Bopana**

Principal Science Officer

Indo-U.S. Science and Technology Forum

Fulbright House

12, Hailey Road

New Delhi – 110001

Phone: 91-11- 42691700

Fax: 91-11-23321552



Regards

Jung Min Lee  
Staff

School of Electrical Engineering and Computer Science (EECS)  
Gwangju Institute of Science and Technology (GIST)  
Tel.: +82-62-715-2202  
C.P.: +82-10-9214-2430  
E-mail: jungmin@gist.ac.kr

---

**From:** Jung Min Lee [mailto:jungmin@gist.ac.kr]  
**Sent:** Friday, May 13, 2016 9:30 AM  
**To:** 'Anil Kumar'  
**Cc:** 'heungno'; '김미연'  
**Subject:** RE: [GIST] VISA application documents for Post-Doc. position (Dr.Anil Kumar)  
**Importance:** High

Dear Anil Kumar,

I will submit the documents to immigration office today. The process usually finishes within two weeks or earlier. I will let you know upon getting the Visa insurance number.

Regards,

Jung Min Lee

Jung Min Lee

Staff

School of Electrical Engineering and Computer Science (EECS)  
Gwangju Institute of Science and Technology (GIST)  
Tel.: +82-62-715-2202  
C.P.: +82-10-9214-2430  
E-mail: jungmin@gist.ac.kr

---

**From:** Anil Kumar [mailto:anilkdee@gmail.com]  
**Sent:** Thursday, May 12, 2016 6:25 PM  
**To:** Jung Min Lee  
**Cc:** heungno; 김민영; 김미연  
**Subject:** Re: [GIST] VISA application documents for Post-Doc. position (Dr.Anil Kumar)

Dear Jung Min Lee

## Letter of Invitation

Dear Dr. Anil Kumar,

Prof. Heung-No Lee, the director of the INFONET Lab, is pleased to invite you for a research collaboration in his Lab under the following terms:

### 피초청인 Invitee

성명 Name	Anil Kumar	국적 Nationality	Indian
생년월일 Birth Date	11. 01. 1980	성별 Gender	Male

### 초청 세부사항 Terms of Invitation

초청목적 Purpose	Research collaboration	초청학과 Host Dept.	INFONET Laboratory School of Electrical Engineering and Computer Science (EECS)
초청기간 Duration	Jun. 1, 2016 ~ May. 31, 2017	지원 내역 Financial Support	Fellowship : 3,200,000 KRW per month. Total : 45,000,000 KRW / year

### 초청인 Host

성명 Name	이 흥 노 Heung -No Lee	소속 Department	School of Electrical Engineering and Computer Science (EECS)
직책 Position	교 수 Professor	연락처 Phone	+82-62-715-2237

I am pleased to invite you to the INFONET laboratory at Gwangju Institute of Science and Technology (GIST), for research collaboration, for a period of 1 year from Jun. 1, 2016 to May. 31, 2017.

This letter serves as a formal invitation to visit INFONET Laboratory.

May. 19, 2016

Host: Heung-No Lee

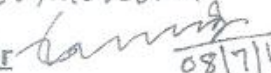


PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING  
JABALPUR

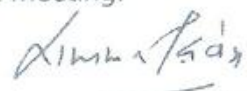
Note for Approval

July 08, 2016

1. Mr. Dada Saheb Ramteke is working as Research Engineer, in Mechanical Engineering Discipline of the Institute.
2. He had applied for Ph.D programme in IIT Indore under sponsored category candidate (Without Scholarship). He has been offered the admission by IIT Indore (Without scholarship) (copy of letter is placed as **Annexure-'A'**).
3. To pursue Ph.D, Mr. Ramteke has requested 2 years Study Leave from 23<sup>rd</sup> July 2016 to 22<sup>nd</sup> July 2018 (**Annexure-'B'**).
4. The study leave to Mr. Ramteke is in order and may be sanctioned as per the rules of the Institute.
5. After the sanction of leave he will have to prosecute a bond with the Institute that he will serve the Institute for 5 years on completion of his study, failing which he would be required to deposit the entire Salary paid to him/her during study leave with 6% interest calculates annually (**Annexure-'C'**).
6. The sanctioning authority for study leave is the Board of Governors. As the meeting of Board of Governors is likely to be held in the last week of August 2016 and his Ph.D programme is commencing from 23<sup>rd</sup> July 2016, therefore the request of Mr. Ramteke is placed for the approval of Chairperson, BOG and the same would be placed for ratification in the next meeting.

Recommended  
Director   
08/7/16

Chairperson, BOG   
18/7/16

  
(R.P. Dwivedi)-08/7/2016  
Registrar

# INDIAN INSTITUTE OF TECHNOLOGY INDORE

(List of Candidates Selected for PhD Program)

## Discipline of Mechanical Engineering

AY 2016 -17 (Autumn Semester)

PhD selection process held on May 4 & 5, 2016

S. NO.	Name of Candidates	Admission Category
1	Mr. M. Murlidharan	Teaching Assistantship ( TA)
2	Mr. Dada Saheb Ramteke	Sponsored WITHOUT Institute Scholarship (SW)
3	Mr. Rohit Kothari	Teaching Assistantship ( TA)
4	Mr. Jaydeep Pastor	Teaching Assistantship ( TA)
5	Mr. Jyotirmoy Barman	Sponsored WITHOUT Institute Scholarship (SW)

Please confirm your acceptance to the admission offer by sending an e-mail to **Head, Discipline of Mechanical Engineering** at [hodme@iiti.ac.in](mailto:hodme@iiti.ac.in) and [phdadmission@iiti.ac.in](mailto:phdadmission@iiti.ac.in) no later than **June 17, 2015** along with the scanned copy of a Demand Draft of **Rs. 5,000/-** drawn in favour of **Registrar, IIT Indore** payable at Indore (non-refundable amount to be adjusted towards the registration fee at the time of admission). Please ensure that the Demand Draft is received on or before **June 17, 2015** at:

PhD Admission Cell  
INDIAN INSTITUTE OF TECHNOLOGY INDORE  
SB 207, First Floor, School Building,  
Khandwa Road, P.O. Simrol,  
Indore 453552, India

PhD Admission Cell



Sub: Technical resignation of Dr. Ravibabu Mulaveesala.

May please see a technical resignation received from Dr. Ravibabu Mulaveesala, Associate Professor, Placed opposite.

Dr. Ravibabu Mulaveesala was relieved from this Institute on lien w.e.f. 29.01.2012 to IIT Ropar.

Submitted for your acceptance the request of Dr. Ravibabu Mulaveesala as technical resignation w.e.f. 29.01.2012 (A/N).

*Technical*  
21/7/2016

A.R. (Estt)

① Dr. Ravibabu has requested to be relieved technical resignation w.e.f. 29/01/12 (A/N)

② Requested for transfer of records to IIT Ropar, including accumulated leaves etc.

For perusal & orders pls

*For perusal*  
06/07/16

*4/66*  
08/07/16  
12/07/16

*For perusal*

*Forwarded to*

*OK*  
08/07/2016

Director

Submitted for your kind perusal and approval please.

*For perusal*  
25/7/16

Chairman, BOG - Approved

*25/07/16*  
*Min*



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001 / Nangal Road, Rupnagar, Punjab-140001

दूरभाष/Tele: +91-1881-242118, फ़ैक्स/Fax: +91-1881-223395

29 June 2016,  
IIT Ropar.

The Director,  
IIITDM Jabalpur.

**Sub: Post-facto approval of the technical resignation from PDPM-IIITDM Jabalpur as Associate Professor.**

Dear Sir,

This is in continuation of my earlier letter dated 15 January 2016 seeking extension for rejoining the PDPM-IIITDM, Jabalpur upto 30.6.2016. I am very grateful for the Institute authorities for having considered my request and given extension of time upto 30.6.2016 for my rejoining.

In this connection I would like to mention that the IIT Ropar authorities **have not accepted** my resignation owing to my academic commitments in the department and IIT Ropar absorbed me.

Under the above circumstances I **hereby tender my technical resignation with effect from 29 January 2012 (Afternoon).**

Further I hereby request you to settle my service benefits by transferring to IIT Ropar including leave accumulated in my account.

Thanking you,

Yours sincerely,

*M. Ravibabu*  
(Dr Ravibabu Mulaveesala) 29/06/2016

*Relevant portion of the Minutes of the BGS Meeting held on January 9, 2012.*

02 12 THU 16:30 FAX 01123022116

PRN.SA.S.OFFICE

007

BOG/2012:01:06	To discuss the Minutes of the meeting held on Sep 15, 2011 at New Delhi to examine the scope of responsibilities of architects of the Institute.
----------------	--

The recommendations of the committee were approved by the BOG. Accordingly, 10% of the total fee of an empaneled architect, as per the schedule of payment stage 4 in the agreement, will not be payable as CPWD has been entrusted with the responsibility of construction projects and work of stage 4 is carried out by CPWD only. This means the architects will be paid 4.5% of the total project cost for which they would be hired for all works in which CPWD has been given/ would be given the task of execution.

BOG/2012:01:07	To consider the request of Mr. Sachin Kumar Jain to extend his study leave for one more semester.
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The request of Mr. Sachin Kumar Jain to extend his study leave for one more semester was approved by the BOG.

BOG/2012:01:08	To consider the request of Mr. Biswajeet Mukherjee for pursuing his Ph.D. from IIT Bombay.
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The request of Mr. Biswajeet Mukherjee for pursuing his Ph.D. from IIT Bombay was approved initially for two years with a provision for only one time extension of one year of leave based on his performance.

BOG/2012:01:09	To consider the request of Dr. M. Ravi Babu, Assistant Professor in Electronics & Communication Engineering for grant of 24 months leave to join IIT Ropar on being selected for the post of Assistant Professor in the Department of Electrical Engineering while maintaining lien at the Institute.
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The Board considered the request of Dr. M. Ravibabu for grant of 24 months leave to join IIT Ropar as Assistant professor in the Dept. of Electrical Engineering. After deliberations the Board approved leave of 12 months to Dr. M. Ravibabu while maintaining lien at the Institute for the said period.

BOG/2012:01:10	Submission of Annual Report/Annual Accounts of the Institute.
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The approvals accorded by the Chairman were ratified.

BOG/2012:01:11	Proposal to create positions of Dean and Associate Dean – Academic, Students, Faculty, R&D and Resource Planning and Generation
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*[Handwritten signature]*

7



Relevant portion of the Minutes of BGS meeting held on December 5, 2012.

**BOG/2012:04:05 Adoption of Annual Report of the Institute for the year 2011-12.**

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

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

**BOG/2012:04:06 Grant of leave for a period of two years by retaining lien of Dr. Rajib Kumar Jha, Assistant Professor (ECE discipline) to join IIT Ropar as Assistant Professor.**

The Board accorded its approval to grant leave to Dr. Rajib Kumar Jha initially for a period of one year by retaining the lien at IIITDM Jabalpur and permitted him to join IIT Ropar as assistant professor in January 2013.

**BOG/2012:04:07 Extension of lien of Dr. M. Ravibabu, Assistant Professor for one more year.**

The Board approved the leave by retaining the lien for one more year to Dr. M. Ravibabu w.e.f. 29<sup>th</sup> January, 2013.

**BOG/2012:04:08 Grant of long leave to Dr. N. R. Jena, Assistant Professor, for Indo-Australia Early Career S&T Visiting Fellowship from 1<sup>st</sup> Jan 2012 to 31<sup>st</sup> Dec 2013.**

The Board considered the request of Dr. N. R. Jena for granting him long leave for a period of 12 months to visit Australia for Indo-Australia Early Career S&T Visiting Fellowship of Indian National Science Academy. The Board approved the proposal of the Institute and granted him leave for a period of 10 months.

**BOG/2012:04:09 Proposal for grant of Deputation Allowance, Leave Salary Contribution, Pension Contribution to Shri Vijay Kumar Dubey (EE-Civil) on deputation from CPWD.**

After deliberation on the minutes of the meeting of Selection Committee which were approved by the Chairman, BOG, it was resolved by the members that the consent of the members of the Selection Committee held for the purpose be taken, for the proposed change to protect the salary of Mr. Vijay Dubey and other perks/benefits as per rules of the Central Govt. The matter was decided to be placed in a subsequent meeting of the Board after the consent/comments of the selection committee members are received.

**BOG/2012:04:10 Proposal for inclusion of SC/ST Category and Minority Community members in the Selection Boards/Committees.**

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

Relevant portion of the Minutes of BGS Meeting held on January 30, 2015.

BOG/28/11	Request of two faculty members for grant of extension of lien.
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- (i) **Dr. Rajib Kumar Jha, Assistant Professor (ECE)** - The Board accorded its approval on the proposal of extension of leave to Dr. Rajib Kumar Jha for 18 days while maintaining lien on his post at the Institute wef May 14, 2014 to June 02, 2014 to enable regularization of his services at IIT Patna as a permanent employee wef June 03, 2014.
- (ii) **Dr. M. Ravibabu, Associate Professor** - The Director mentioned that Dr. M. Ravibabu would like to come back from IIT Ropar to rejoin the IIITDMJ and recommended that BOG may give clearance for Dr. Ravibabu to come back to IIITDMJ. After discussion the BOG approved extension of long leave by maintaining his lien on his present post upto May 25, 2015, to enable him rejoin the Institute.

BOG/28/12	Request of Dr. Rajib Kumar Jha, Assistant Professor for accepting his technical resignation on joining and absorption in IIT Patna on permanent basis as Assistant Professor.
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The Board accepted the technical resignation of Dr. Rajib Kumar Jha from his post of Assistant Professor at the Institute wef June 02, 2014(A/N).

BOG/28/13	Request of Dr. Atul Gupta for 60 days leave to join back to his parent organization to apply for VRS from the services of 'Rajiv Gandhi Proudhyogiki Vishwavidyalaya (RGPV), Directorate of Technical Education, Govt of M.P.
-----------	---

Dr. Atul Gupta was appointed as Associate Professor in CSE discipline and joined on March 25, 2010 by taking lien from Department of Technical Education, Govt of Madhya Pradesh. The Board accorded its approval to grant extraordinary leave of sixty days to him in order to enable him apply for voluntary retirement after the completion of twenty years of his services at Rajiv Gandhi Proudhyogiki Vishwavidyalaya (RGPV), Directorate of Technical Education, Govt of M.P. and to get pensionary benefits.



8/20/2016

Extension of contract of Dr. Mahto - regarding - pkjain123@gmail.com - Gmail

Extension of contract of Dr. Mahto - regarding

Inbox x

Pramod Kumar Jain <pkjain123@gmail.com>  
to Harinarayana

5:16 PM (17 hours ago)

Respected Sir

Please find attached herewith the recommendation for the extension of contract period of Dr. N.K.Mahto. His performance report is also appended.

Submitted for your kind perusal and approval please.

Best Regards

Reg extension of ...

Kota Harinarayana  
to me

9:42 AM (1 hour ago)

Dear Prof. Jain,

I approve the extension of the contract period of Dr N K Mahto for 1 year as recommended by Director.

From: Pramod Kumar Jain <pkjain123@gmail.com>  
To: Harinarayana Kota <hnrkota@yahoo.com>  
Sent: Friday, 19 August 2016 5:16 PM  
Subject: Extension of contract of Dr. Mahto - regarding

Pramod Kumar Jain <pkjain123@gmail.com>  
to Harinarayana

9:59 AM (1 hour ago)

Respected Sir

Thanks a lot.

Best regards

✓ सहायक कुलसचिव (स्थापना)

1) सक्षम अधिकारी द्वारा स्वीकृत।  
2) आवश्यक कार्यवाही हेतु अग्रगणित।

सुनील 20-08-16

(सहायक कुलसचिव)  
निदेशालय2/49  
20/8/16<https://mail.google.com/mail/ca/u/0/#inbox/156a298f1496a10>

1/1

Subject: Regarding completion of contract period as Assistant Professor in case of Dr. Nihar Kumar Mahato.

Dr. Nihar Kumar Mahato was appointed on the post of Assistant Professor on contract basis for a period of 03 (three) years, vide letter no. IITDMJ/Dir/2013/07/949 dated 27-07-2013 and he was joined the Institute w.e.f. 30.08.2013 (F/N).

The term of appointment of Dr. Nihar Kumar Mahato, Assistant Professor will be completed on 29.08.2016.

He has requested for extend contract of service in placed opposite.

Put up for perusal and order, please.

Tankar  
21/7/16

A.R. (Exd.)

Adit 21/7/16

550  
21/07/16

Registrar

Forwarded to

22/7/16

Director

1234  
22/7/16

As per the directives of competent authority a draft letter addressed to HOD, NS is placed opposite to get the feedback/performance report of Dr. Nihar Kumar Mahato.

Pant  
25-7-16  
(A. R. Dir.)

Director

Appd.  
27/7/16

Letter issued to HOD NS (letter No. IITDMJ/Dir/2016/07-16/25/7)

Pant  
25-7-16  
(A. R. Dir.)





**Prof. Aparajita Ojha**  
Director

IIITDMJ/Dir/2013/07-34  
July 27, 2013

Dr. Nihar Kumar Mahato  
Department of Mathematics  
IIT Kharagpur  
C/o C. Nahak  
Kharagpur-721302

**Sub: Offer of appointment to the post of Assistant Professor (On contract).**

Dear Dr. Mahato,

With reference to your application for a faculty position at the Institute against our advertisement No. 3/2013 (Special Recruitment Drive) and subsequent interview held on July 13, 2013 (Saturday), I am pleased to inform you that on the basis of recommendations made by the Selection Committee, the Chairman, Board of Governors has approved your appointment to the post of Assistant Professor (on contract) for a period of three years with effect from the date of joining in the discipline of Mathematics of the Institute.

You will be governed by the general terms and conditions, to be regulated by the rules and bye-laws of the Institute in force from time to time and specific terms and conditions stated below:

01	Nature of Post & Appointment	The appointment is on contract for a period of three years.
02	Pay Band & Academic Grade Pay	Rs. 15600-39100 (PB-3) with Academic Grade Pay of Rs. 6000/-
03	Initial Salary Admissible	Rs. 15600 + Rs. 6000/- (AGP) + One increment + Seven non compounded increments will be given as per rules on producing Ph.D degree certificate. You will also be entitled for usual allowances as admissible under the Institute Rules which are at present the same as admissible to the Central Government employees stationed at Jabalpur.
04	Termination of Service	During the tenure, your service shall be liable to be terminated at any time by giving one month's notice in writing either by you to the appointing authority or by the appointing authority to you, OR paying one month salary without notice.
05	Leave	You will be governed by the leave rules of the Institute.
06	Duties	As prescribed for the post and as may be assigned by the authorities of the Institute from time to time.
07	Travelling Allowance on Joining	TA on joining the Institute on initial appointment is admissible as per Institute rules in vogue.
08	Medical Examination	The appointment is subject to the production of a certificate of physical fitness from the Medical Authority prescribed by the Institute. You are required to comply with this requirement within one month from the date of your joining this post.
09	Character Certificate	The appointment is subject to verification of your character and antecedents. Meanwhile, you will have to produce a character certificate at the time of joining the duty from a 1 <sup>st</sup> class Magistrate or a Gazetted Officer of Central/State Government.
10	Property Declaration	You will be required to submit a return on the prescribed form of all immovable property, owned, acquired or inherited or held on lease or mortgage either in your name or any dependent member of your family.
11	General	All other terms and conditions of service, rules of discipline and conduct rules as laid down in the Memorandum of Association of the Institute and as amended from time to time or such rules applicable to the Central Government employees shall be applicable. If any declaration given or information furnished by you proves to be false or if you are found to have wilfully suppressed any material information, you shall be liable to removal from services, be that at any stage.

You are required to submit the following documents at the time of joining the Institute:

- Original certificates of your educational/technical/professional qualifications, date of birth and experience along with a photo copy each thereof for verification by the Institute Authorities.
- A declaration form in respect of Immovable property (in the enclosed form)
- A fresh and original certificate of SC/ST/OBC along with a copy thereof, if applicable in the prescribed format.
- A relieving certificate in original from parent organization is required to be submitted at the time of joining.
- Attestation Form, in triplicate, duly completed ( a copy of Attestation Form enclosed)

I hope that this offer of appointment is acceptable to you, please send your acceptance within 15 days from the date of receipt of this offer of appointment. This offer is valid for three months from the date of issue of this appointment letter and only if you are a citizen of India.

With best wishes,

*Aparajita Ojha*  
27-7-2013  
(Aparajita Ojha)

**PDPM**

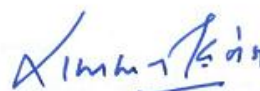
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING,  
JABALPUR**

**NOTE FOR APPROVAL**

**Dated : July 08, 2016**

1. An agenda was placed in 29<sup>th</sup> meeting of Board of Governors for redesigning the Degree certificate. The Board directed the Institute to get it re-designed from the Design department of the Institute (copy of relevant portion of minutes is enclosed as **Annexure-'A'**).
2. The Institute contacted India Security Press, Nashik (A Central Govt. undertaking) and having expertise in designing and printing of security papers. The ISP has also designed and supplied the degree certificates to many Central/State Govt. Universities/ Institutions.
3. The experts of ISP visited Jabalpur and gave a presentation. After discussion the requirements and inputs were given to them and they have prepared a sample design having inserted the security features. An MOU has also been ready for signing after the approval of sample degree certificate (**Copy of MOU attached at Annexure-'B'**).
4. The Sample copy finalised after inserting the features as per MOU is placed as **Annexure 'C'** for perusal and approval please.

  
**Director**

  
(R.P. Dwivedi) 08/7/2016  
**Registrar**

**Chairperson, BOG**





<b>BOG/33/10</b>	<b>Any other agenda with the permission of chair</b>
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