

अभिशासक परिषद्  
की छियालीसवीं बैठक का कार्यवृत्त  
**MINUTES OF THE 46<sup>th</sup> MEETING  
OF THE BOARD OF GOVERNORS**

**20<sup>th</sup> JUNE 2015**



भारतीय प्रौद्योगिकी संस्थान रुड़की  
रुड़की – 247 667 (भारत)  
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE-247 667 (INDIA)**



भारतीय प्रौद्योगिकी संस्थान रुड़की  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
रुड़की-247 667 / ROORKEE - 247 667



दिनांक 20 जून 2015 को आयोजित अभिशासक परिषद की 46<sup>वीं</sup> बैठक का कार्यवृत्त  
**MINUTES OF THE 46<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 20<sup>th</sup> JUNE 2015**

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**भारतीय प्रौद्योगिकी संस्थान रुड़की**  
**रुड़की – 247667**  
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**ROORKEE – 247667**



भारतीय प्रौद्योगिकी संस्थान रुड़की की अभिशासक परिषद् की दिनांक 20 जून 2015 को भारतीय प्रौद्योगिकी संस्थान रुड़की के परिषद कक्ष में अपरान्ह 02.30 बजे आहूत 46<sup>वीं</sup> बैठक का कार्यवृत्त।

**MINUTES OF THE 46<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF INDIAN INSTITUTE OF TECHNOLOGY ROORKEE HELD ON 20<sup>th</sup> JUNE 2015 AT 02.30 P.M. IN THE BOARD ROOM OF INDIAN INSTITUTE OF TECHNOLOGY ROORKEE.**

**उपस्थित / PRESENT:**

1. Professor Ashok Misra	Chairman
2. Prof. Pradipta Banerji, Director, IIT Roorkee	Member
3. Mr. Sameer Dhingra, Dehradun	Member
4. Mr. K.P. Singh, Joint Director of Technical Education Govt. of Haryana	Member
5. Prof. B.N. Jain, BITS, Pilani	Member
6. Prof. (Mrs.) Rama Bhargava, IIT Roorkee	Member
7. Prof. Vinod Kumar, Dy. Director, IIT Roorkee	Permanent Invitee
8. Prof. U.P. Singh, IIT Roorkee	Special Invitee
9. Lt. Col. (Retd.) A.K. Srivastava	Registrar
10. Mr. Prashant Garg	Designated Registrar

Communication regarding inability to attend the meeting was received from Prof. S.S. Jain, Indian Institute of Technology Roorkee.

Mr. Pawan Munjal, MD & CEO, Hero MotoCorp Ltd., New Delhi being abroad & Mr. R.S.T. Sai due to last minutes urgent engagement could not attend the meeting, however, no response in writing was received in this regard.

At the outset, the Chairman welcomed the members to the 46<sup>th</sup> Meeting of the Board of Governors, especially Mr. Sameer Dhingra, nominee of the Uttarakhand Government, Dehradun, Mr. K.P. Singh, Joint Director of Technical Education, Government of Haryana, Prof. Vinod Kumar, Dy. Director

and Mr. Prashant Garg, Designated Registrar who had attended the meeting for the first time.

The Board then took up the following items for discussion :

**Item No.46.1.1: To ratify the minutes of 45<sup>th</sup> meeting of the Board of Governors held on 10.01.2015.**

**1.1.1** The Board **noted** that the minutes of the 45<sup>th</sup> meeting of the Board of Governors held on 10.01.2015 were circulated to all the members of the Board of Governors on 04.03.2015 for their comments, and that no comments were received.

**1.1.2** The Board then **ratified** the Minutes of the 45<sup>th</sup> Meeting of the Board.

**Item No.46.1.2: To receive a report of actions taken on the minutes of the 45<sup>th</sup> meeting of the Board of Governors held on 10.01.2015.**

**1.2.1** The Board **considered** the actions taken on the Minutes of the 45<sup>th</sup> meeting of the Board of Governors held on 10.01.2015.

**1.2.2** The Director briefed the Board on each item, the status and regarding its actions taken.

**1.2.3** The Board **noted** the actions taken on the Minutes of the 45<sup>th</sup> meeting of the Board of Governors held on 10.01.2015 with the following observation on item No. 42.1.18 dated 5.3.2014 (**Appendix 'A'**)

**Item No. 42.1.18: To consider the Installation of a "Fire Fighting System" at IIT Roorkee.**

It was decided that a new proposal for funds should be placed before the Board for consideration.

**Item No.46.1.3: To ratify the decisions taken by the Chairman, Board of Governors on behalf of the Board of Governors:-**

**1.3.1** The Board **considered** the actions approved by the Chairman, Board of Governors on behalf of the Board:





**RESOLUTION No. BG/17/2015: THE BOARD RESOLVED THAT** the approvals accorded by the Chairman, Board of Governors on behalf of the Board are ratified as under:

**(i) Recommendations of the Selection Committees to select the candidates for the following posts:**

1. Registrar
2. Institute Engineer
3. Institute Architect
4. Superintendent Workshop
5. Assistant Superintendent Workshop
6. Assistant Executive Engineer (Electrical)
7. Assistant Executive Engineer (Civil) on contract
8. Assistant Executive Engineer (Civil)
9. Assistant Executive Engineer on vacancy based promotion

**(ii) Benefit of vacation leave upto 30 days to newly joined faculty during the period of probation as under:**

**3.(3) (iv)** During the first year of service (including the period of probation) a member of vacation staff who joins any time during the Autumn/ Spring Semester will be eligible to avail the upcoming Winter/Summer Vacation up to 30 days respectively. However, the total vacation leave in a calendar year may not exceed the overall limit of 60 days.

**20A(2 )** In case such a member of the staff who does not avail the whole or any part of the vacation, he shall accrued earned leave on full pay, at the end of Academic year as per the following formula:

A= No. of days of vacation availed

$$30(1 - \frac{A}{60})$$



**(iii) Reported the Audit Certificate.**

The audited annual account alongwith audit certificate and the report with respect to the financial year 2013-14.(Appendix 'B')

**Item No.46.1.4: Additional matters for information/ratification by the Board of Governors.**

**RESOLUTION No.BG/18/2015: THE BOARD RESOLVED THAT** the matters, as listed below, were considered and ratified.

**(i) Minutes of the 58<sup>th</sup> and 59<sup>th</sup> meetings of the Senate of the Institute held on 09.12.2014 and 25.02.2015, respectively.**

**Key items of the above two meetings of the Senate are as under:**

**58.6: Teaching Scheme of 5 year IDD Programmes**

The IDD programmes are following:

1. B.Tech. (Civil Engineering) and M.Tech. (Structural Engineering)
2. B.Tech. (Electrical Engineering) and M.Tech. (Power Electronics)
3. B.Tech. (Electrical Engineering) and M.Tech. (Instrumentation & Control)

**58.7: Seats distribution of PG Programmes for Main and Allied GATE disciplines be approved.**

**58.8: Evaluation of M.Tech. Dissertation in the new structure.**

M.Tech. II Year, the dissertation shall be evaluated for 100 marks in each semester, with the following distribution:



- |      |                      |  |
|------|----------------------|--|
| i)   | Supervisor -35 marks | To be awarded by the Supervisor          |
| ii)  | Report -20 marks     |  |
| iii) | Presentation-20marks | } To be awarded by the Examination Board |
| iv)  | Viva-Voce-25 marks   |  |

The Senate further decided that the grades shall be awarded in each semester, on the basis of absolute marks obtained in the respective semesters.

**58.12: New grade for the students detained due to short attendance.**

A new grade **"FS"** be awarded to the students who are detained due to short attendance and are not allowed to appear for re-examination.

**58.14: Recommendation of the Committee formed vide O.M. No. DR(ACD.)/1234/CGPA dated September 23, 2014 to recommend a formula for the conversion of CGPA into percentage.**

Institute should indicate that CGPA 6.00 be considered as equivalent to 65%. After the meeting, it was pointed out that the students need the percentage to fill the on-line applications.

The Senate further decided that a CGPA of 9.00 and above will be considered equivalent to 95%. Accordingly the corresponding percentage for different CGPAs will be as given below:

S.No.	CGPA	Equivalent percentage of marks
1.	5.00	55%
2.	5.50	60%
3.	6.00	65%
4.	6.50	70%
5.	7.00	75%
6.	7.50	80%
7.	8.00	85%
8.	8.50	90%
9.	9.00 or above	95%



There would be linear interpolation for intermediate values. For example 57% would correspond to a CGPA of 5.2.

The Board further suggested that a formula for the conversion of CGPA into percentage, as approved by the Senate and ratified by the Board, be taken to the IITs Directors' meeting for consensus across the IIT system. Finally, this be placed to SCIC for approval for the purpose of uniformity.

**58.16: Structure of IDD programme (B.Tech. + M.Tech.) received from the various departments:**

The IDD programmes (B.Tech + M.Tech.) of the various departments are following:-

1. B.Tech. (Computer Science and Engineering) and M.Tech. (Computer Science and Engineering)
2. B.Tech. (Chemical Engineering) and M.Tech. (Computer Aided Process Plant Design)
3. B.Tech. (Chemical Engineering) and M.Tech. (Industrial Pollution Abatement)
4. B.Tech. (Electronics and Communication Engineering) and M.Tech. (Microelectronics and VLSI)
5. B.Tech. (Electronics and Communication Engineering) and M.Tech. (RF and Microwave Engineering)
6. B.Tech. (Electronics and Communication Engineering) and M.Tech. (Communication Systems)
7. B.Tech. (Mechanical Engineering) and M.Tech. (Thermal Engineering)
8. B.Tech. (Production and Industrial Engineering) and M.Tech. (Thermal Engineering)
9. B.Tech. (Mechanical Engineering) and M.Tech. (CAD, CAM and Robotics)
10. B.Tech. (Production and Industrial Engineering) and M.Tech. (CAD, CAM and Robotics)
11. B.Tech. (Metallurgical and Materials Engineering) and M.Tech. (Industrial Engineering)
12. B.Tech. (Metallurgical and Materials Engineering) and M.Tech. (Materials Engineering)



**59.10: Structure and syllabus of 4-year B. Tech. programme in Polymer Science and Engineering proposed by the Department of Chemical Engineering as resolved in the ECS meeting held on January 05, 2015.**

The structure of the programme proposed by the four member committee and later recommended by IAPC is approved.

**59.11: Structure and syllabus of 4-year B.Tech. programme in Engineering Physics proposed by the Department of Physics.**

The structure of the programme proposed by the department and recommended by IAPC is approved.

**59.12: To consider the concept note, structure and syllabus of M.Sc. in Economics programme received from Prof.& Head, Department of Humanities & Social Sciences.**

2-year M.Sc. programme in Economics, proposed by the Department of Humanities and Social Sciences be accepted in principle, to start from the session 2016-17 with an intake of 30 seats. However, the Department was requested to provide more information about the job prospect of the students, minimum qualification for admission eligibility and mode of admitting students in the programme.

The Senate further decided that in the one year period, the Department will make efforts to increase the faculty in the area of Economics so that the existing faculty is not overloaded as they have to teach students of other B. Tech. programmes. Faculty from the Department of Management Studies may also be engaged in this regard.

**Item No. 46.1.4(ii) Minutes of the 35<sup>th</sup> Meeting of the Finance Committee of the Institute held on 10.01.2015.**

Noted.

**(iii) Matters for the information of the Board of Governors**



(aa) New appointments of the Faculty and other non-faculty Group 'A' as listed in **Appendix 'C'**.

(bb) The list of Faculty Members and other staff who have superannuated/resigned, as listed in **Appendix 'D'**.

(cc) The list of faculty members and other staff who have been brought on the regular cadre as listed in **Appendix 'E'**

**Item No. 46.1.5: To consider the revision of rates of monthly fellowship for the Post Doctoral Fellows in the Institute.**

**1.5.1** The Board **considered** the revision of rates of monthly fellowships for the Post Doctoral Fellows in the Institute.

**RESOLUTION No.BG/19/2015: THE BOARD RESOLVED THAT** the revision of fellowships of Post Doctoral Fellows be approved as under:

<b>Year</b>	<b>Amount of Fellowship in Rs.</b>	<b>Contingency in Rs.</b>
First Year	50,000.00 P.M.	20,000.00 P.A.
Second Year	55,000.00 P.M.	20,000.00 P.A.

The Board further **resolved** that PDF strength be enhanced with the target at least 150 PDF and prepare a brochure for wide publicity.

**Item No.46.1.6: To consider the changes in Clause 8.0 and Clause 2.3 on Retention of houses and earmarked Residences in the House Allotment Rules.**

**1.6.1** The Board **considered** the changes in Clause 8.0 and Clause 2.3 on Retention of houses and earmarked Residences in the House Allotment Rules.

**RESOLUTION No.BG/20/2015: THE BOARD RESOLVED THAT** the changes in Clause 8.0 on Retention of houses in the House Allotment Rules be approved as under:



## 8.0 Retention of Residences:

### 8.0 RETENTION OF RESIDENCE

8.1 Retention of residence may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated and at the license fee payable as mentioned against each.

	Condition	Maximum Duration permitted	License fee payable
a.	After retirement <b>from the regular service</b>	3 months Next 3 months	On normal license fee  Double the normal license fee <b>After this, vacation of the premises</b>
b.	After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house	6 months	On normal license fee
		Next 6 months	Double the normal license fee  <b>After this, vacation of the premises</b>
	Provided the deceased employee or his/her dependent does not own a house at the place of work of the deceased.		
c.	Staff proceeding on EOL/LFS/ <b>Lien.</b>	Maximum 01 year	Normal license fee <b>After this, vacation of the premises</b>
d.	Staff proceeding on Study leave/Sabbatical/PDL	For the duration of leave	The specified license fee for the duration of leave granted. <b>After expiry of leave, vacation of premises.</b>

*Ph*

e.	Resignation/expiry of the re-employment period /expiry of the contract period for contract employees and employees on deputation, compulsory retirement, dismissal or termination from service	<b>02 months</b>	Normal license fee. <b>After 02 months, vacation of the premises</b>
f.	Earmarked residences	<b>02 months</b>	Normal license fee <b>After 02 months, vacation of the premises</b>

The Board further **resolved** that the under-mentioned Officers of the Institute will be entitled to earmarked residences:

1. Director
2. Registrar
3. Chief Medical Officer
4. Medical Officers

All changes in the House Allotment Rules would be effective from 1<sup>st</sup> May 2015.

**Item No.46.1.7: To consider to review earlier Resolutions No.BG/39/2006 and BG/92/2007 on the matter of declared single cadre posts and exclude these from the grouping for the purpose of Reservation.**

**1.7.1** The Board **considered** to review earlier Resolutions No.BG/39/2006 and BG/92/2007 on the matter of declared single cadre posts and exclude these from the grouping for the purpose of Reservation.

**RESOLUTION No.BG/21/2015: THE BOARD RESOLVED THAT** the under-mentioned posts be declared single cadre posts, and be excluded from grouping for the purpose of reservation:





1. Registrar
2. Librarian
3. Chief Medical Officer
4. Institute Engineer

**Item No.46.1.8: To consider to review the essential qualifications for filling up the posts of Medical Officers as General Duty Medical Officers with MBBS qualification.**

**1.8.1** The Board **considered** to review the essential qualifications for filling up the posts of Medical Officers as General Duty Medical Officers with MBBS qualification.

**RESOLUTION No.BG/22/2015: THE BOARD RESOLVED THAT** the essential qualifications for filling up the posts of Medical Officers as General Duty Medical Officers with MBBS qualification be approved as under:

**Qualifications and Experience**

MBBS from a university, recognized by Medical Council of India (MCI). + at least 02 years of experience in a recognized Hospital.

Preference will be given to the candidates who have the qualification of MD/MS Degree or PG Diploma+02 years experience in a recognized Hospital

**Item No.46.1.9: To consider the issue of grant of lien to the regular employees of the Institute on their appointment on the higher posts in outside institutes**

After deliberation, this item was withdrawn to examine the whole issue in totality by a committee consisting of Prof. Vinod Kumar, Convener, Prof. B.N. Jain, BITS, Pilani, Mr. K.P.Singh, Joint Director of Technical Education, Govt. of Haryana, Dean of Faculty Affairs, Ex-officio Member, Registrar, Member.

In the mean time, the Director is authorized to use his discretion to consider the cases of Lien.



**Item No.46.1.10: To consider the nomination of the external members for the Advisory Council of IIT Roorkee.**

**1.10.1** The Board **considered** the nomination of the external members for the Advisory Council of IIT Roorkee.

**RESOLUTION No.BG/23/2015: THE BOARD RESOLVED THAT** the nomination of the external members for the Advisory Council of IIT Roorkee be approved as under:

<b>S.No.</b>	<b>Name &amp; Position</b>
1.	Shobhana Bhartia, Chairperson, H.T. Media Group
2.	Padma Shri Dr. Kota Harinarayana Raja Ramanna Fellow, DAE
3.	Naushad D. Forbes, Chairman, Forbes Marshall
4.	Satish Pradhan, Former Chief of Group Human Resources and Executive Vice President of Group Human Resources, Tata Sons Limited
5.	Padma Shri Dr. Meenakshi Gopinath, Former Principal, Lady Shri Ram College, Delhi
6.	Arvind K Singhal, Chairman Techopak <b>(An Alumnus)</b>
7.	R.K. Tyagi, Former Chairman, Hindustan Aeronautics Limited <b>(An Alumnus)</b>
8.	V.P. Aggarwal, Former Chairman, Airports Authority of India <b>(An Alumnus)</b>
9.	B.K.Chaturvedi, Former CEO, Eicher and CEO Hindustan Motors <b>(An Alumnus)</b>
10.	Rajiv K Tayal, Advisor & Scientist 'G', Executive Director of the Indo- US Science & Technology Forum <b>(An Alumnus)</b>
11.	Suresh Gupta, Chairman Hohtamaki Paper Products Ltd. India
12.	Chaman Lal Gupta <b>(An Alumnus)</b>
13.	R.K. Agarwal, Senior Vice-President, Microsoft
14.	Vinay Kumar, IT Person
15.	Vijay Thadani, Vice Chairman & Managing Director, NIIT Limited
16.	Dharam Vir , IAS, Ex.Chief Secretary Haryana, State Election Commissioner, Haryana
17.	N. Ravishankar, Chief Secretary, Uttarakhand
18.	Indira V. Samarsekera, President University of Alberta, 2-24 South Academic Building (SAB),

The Board further **resolved** that Deputy Director will also be included in the Advisory Committee of IIT Roorkee.

Addresses of the external members in the Advisory Council for IIT Roorkee is given as **Appendix 'F'**.

**Item No.46.1.11:To consider the proposal for Ex-post facto approval for HVAC work in New Technological Block at IIT Roorkee Saharanpur Campus.**

**1.11.1** The Board **considered** the proposal for Ex-post facto approval for HVAC work in New Technological Block at IIT Roorkee Saharanpur Campus.

**RESOLUTION No.BG/24/2015: THE BOARD RESOLVED THAT** the proposal for Ex-post facto approval for HVAC work in New Technological Block at IIT Roorkee Saharanpur Campus of Rs. 530.27 (449.24 + 70.55 + 10.48 lacs) be approved.

**Item No.46.1.12:To consider the proposal for ex-post facto approval for demolition of 24 Nos. old residences at Niti Nagar.**

**1.12.1** The Board **considered** the proposal for ex-post facto approval for demolition of 24 Nos. old residences at Niti Nagar.

**RESOLUTION No.BG/25/2015: THE BOARD RESOLVED THAT** the proposal for ex-post facto approval for demolition of the under-mentioned 24 Nos. old residences at Niti Nagar, as recommended by the B&WC, be approved.

- (i) Opposite the Neelam Cinema: 'A' Category residence Nos. 28/1,28/2, 28/3, 28/4, 24/1,24/2, 24/3, 24/4, 25/1, 25/2, 25/3, 25/4, 26/1, 26/2, 26/3, 26/4, 32/1, 32/2, 32/3 and 32/4 (5 Blocks)- 20 No. Houses.
- (ii) On West of NH-58: Residence Nos. 23, 21,19 and 17 (4 Nos. houses)



**Item No.46.1.13: To take a note of the Minutes of the 31<sup>st</sup> meeting of the Building & Works Committee held on 3<sup>rd</sup> February 2014. (The items, which require specified approval, have been included in the agenda separately).**

The Board **noted** the Minutes of the 31<sup>st</sup> meeting of the Building & Works Committee held on 3<sup>rd</sup> February 2014 alongwith the progress of the respective items.

**Item No.46.1.14: To consider the changes in some of the clauses of Senate Manual as recommended by the Executive Committee of the Senate.**

**1.14.1** The Board **considered** the changes in some of the clauses of Senate Manual as recommended by the Executive Committee of the Senate.

**RESOLUTION No.BG/26/2015: THE BOARD RESOLVED THAT** the changes in some of the clauses of Senate Manual as recommended by the Executive Committee of the Senate as given at **Appendix 'G'** be approved.

**Item No.46.2.1: To consider the revision of rates of monthly consolidated emoluments for the post of Assistant Executive Engineers (on contract), Assistant Registrars (on contract) and Deputy Registrars (on contract) in the Institute.**

**2.1.1** The Board **considered** the revision of rates of monthly consolidated emoluments for the post of Assistant Executive Engineers (on contract), Assistant Registrars (on contract) and Deputy Registrars (on contract) in the Institute.

**RESOLUTION No.BG/27/2015: THE BOARD RESOLVED THAT** the proposal for revision of monthly consolidated emoluments for the post of Assistant Executive Engineer (on contract), Assistant Registrar (on contract) and Deputy Registrar (on contract) be approved as under:



Sl. No.	Post	Existing range of consolidated Emoluments	Proposed range of consolidated Emoluments
1.	Assistant Executive Engineer (on contract)	Rs. 30,000-35000	Rs.45,000-50,000
2.	Assistant Registrar (on contract)	Rs. 30,000-35000	Rs.45,000-50,000
3.	Deputy Registrar (on contract)	Rs. 45,000-55000	Rs.65,000-75,000
4.	Medical Officer (on contract)	Rs. 40,000-75000	Rs.60,000-1,00,000

This will be effective from 1<sup>st</sup> July 2015.

Further, the Board authorised the Director to fix the yearly emoluments of all the persons on contract, uniformly consider annual increment of 3% and the yearly cost index at the end of each financial year.

**Item No.46.2.2: To consider the proposal for award of Contract for establishment of an "Enterprise Resource Planning" (ERP) System at IIT Roorkee.**

**2.2.1** The Board **considered** the progress towards Enterprise Resource Planning as resolved in the 43<sup>rd</sup> meeting of the Board and approved the proposal for award of contract for establishment of an "Enterprise Resource Planning" (ERP) System at IIT Roorkee.

**RESOLUTION No.BG/28/2015: THE BOARD RESOLVED THAT** the proposal for award of Contract for establishment of an "Enterprise Resource Planning" (ERP) System at IIT Roorkee be approved as under:

- (i) To place an order to M/s Atos India Pvt. Ltd., Mumbai to establish, configure and implement an ERP system for IIT Roorkee at the same joint negotiated final price as charged from IIT Bombay (**Appendix 'H'**).
- (ii) The total cost of the ERP project for 07 years is INR 31,50,00,000.00 (rupees thirty one and half crores).

This cost is exactly the same as at of IIT Bombay for the same project.

An additional cost of INR 99,50,936.00 (rupees ninety nine lacs fifty thousand nine hundred and thirty six) towards establishing a Data Centre (DC) and Data Recovery (DR) for IIT Roorkee which is the backbone of the entire ERP System and which is additional to the IIT Bombay scope is also given at **Appendix 'I'**.

- (iii) Out of the total project budget outlay, the budget expenditure in the current financial year is only Rs. 9,43,94,588.00 (Rupees Nine Crore forty three lacs ninety four thousand five hundred eighty eight only) and the Finance Committee has already recommended the budget allocation for ERP for the Financial Year 2015-16.

**Item No. 46.2.3: To consider the Report of the External Peer Review Committee of the Institute.**

**2.3.1** The Board **considered** the Report of the External Peer Review Committee of the Institute. The Deputy Director presented the highlights of the Report. After discussion, the recommendations were approved.

**RESOLUTION No.BG/29/2015: THE BOARD RESOLVED THAT** the report of the External Peer Review Committee of the Institute as given at **Appendix 'J'** be approved.

**Item No. 46.2.4: To consider the reports of the Internal Complaint Committee on three separate complaints from lady students against the faculty and staff**

**2.4.1** The Board **considered** the Reports of the Internal Complaint Committee on the complaints of lady students against Dr. Brijesh Kumar Yadav, Assistant Professor, Department of Hydrology, Dr. Shri Ram Yadav, Department of Biotechnology and Lt. Col. (Retd.) A.K. Srivastava, Registrar.

**RESOLUTION No.BG/30/2015: THE BOARD RESOLVED THAT** minor penalty of CENSURE be imposed to all the under-mentioned persons:



- (i) Dr. Brijesh Kumar Yadav, Assistant Professor,  
Department of Hydrology
- (ii) Dr. Shri Ram Yadav, Department of Biotechnology
- (iii) Lt. Col. (Retd.) A.K. Srivastava, Registrar

**Item No.46.2.5: To receive a report of the Director on the significant developments/issues since the last meeting of the Board held on 10.01.2015 or presentation given to the Institute Review Committee.**

**2.5.1.** The Board **considered** the Report of the Director and **noted** the various events and initiatives being implemented since the last meeting of the Board as contained in his Report.

**2.5.2** The Board appreciated the achievements of the Institute since the last meeting of the Board. The same is annexed at **Appendix 'K'**.

**UNDER ANY OTHER ITEM:**

**Item No. 46.2.6: To consider the new seal of the Indian Institute of Technology Roorkee.**

**2.6.1** The Board **considered** the new seal of the Indian Institute of Technology Roorkee.

**RESOLUTION No.BG/31/2015: THE BOARD RESOLVED THAT** the new seal of the Indian Institute of Technology Roorkee as given at **Appendix 'L'** be approved.

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







**Appendix 'A'**  
**Item No. BOG/46.1.2**

**Item No. 46.1.2: Actions taken Report on the minutes of the 45<sup>th</sup> Meeting of the Board of Governors held on 10.01.2015.**

<b>Item No.</b>	<b>Reference of the Minutes of the BOG Meeting</b>	<b>Abstract of the Minutes</b>	<b>Action taken</b>
45.1.5	Two changes in the vacancy based promotions in each category of posts at all the levels of non-teaching groups A,B,C (Administrative, Ministerial & Technical Employees) as recommended by the Director.	<p>RESOLUTION No.BG/03/2015: THE BOARD RESOLVED THAT the criteria for assessment to the next promotional post at all the levels of non-teaching group A,B&amp;C (Administrative, Ministerial &amp; Technical Employees) be approved.</p> <p>The Board further resolved that the Grade Pay Rs 10,000 and above associated with the highest post in the respective cadres will be available only through open recruitment as the applicant has to earn this GP.</p> <p>The criteria will be reviewed after one year including the feedback on the success of the scheme.</p>	Implemented.
45.1.6	Revision of Rules 2.1 and 4.4 (a) (ii) of the House Allotment Rules of the Institute.	<p>RESOLUTION No.BG/04/2015: THE BOARD RESOLVED THAT the revision of Rules 2.1 and 4.4 (a) (ii) of the House Allotment Rules of the Institute be approved.</p> <p>1.0 Categories of Residences &amp; Entitlement</p> <p>All the residences of the Institute shall be categorized into A1, A2, B1, B2, and C type of residences.</p> <p>The seniority will be determined as per the date of joining against a regular post in the Institute (Which term shall include University of Roorkee).</p>	Implemented.

*Handwritten signature/initials*

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
		If date of joining is same then basic pay will be considered, i.e. more basic pay will be accorded higher priority. If date of joining and basic pay are the same, employee having more age will be accorded higher priority over the employee having less age.	
45.1.7	<p>Proposal for construction of the following buildings at IITR as recommended by the Building &amp; Works Committee:</p> <ol style="list-style-type: none"> <li>1. Lecture Hall Complex –II</li> <li>2. Boys' Hostel</li> <li>3. Students' Activity Centre</li> <li>4. Transit Accommodation (Furnished) cum Married Students' Hostel</li> </ol>	<p>RESOLUTION No.BG/05/2015: THE BOARD RESOLVED THAT the work of the above four buildings at IIT Roorkee be awarded to the National Building Construction Corporation Ltd. (NBCC) at a cost of Rs. 231.45 crores, as this was the cost approved earlier by the Finance Committee.</p>	All BOQs are in final stage and tender will be floated within 15 days by the NBCC.
45.1.8	<p>Demolition of the under-mentioned residences in the Institute as recommended by the B&amp;WC:</p> <ol style="list-style-type: none"> <li>(a) 181/1, 181/2, 181/3, 182/1 &amp; 182/2, Sheel Kunj (05 Nos.)</li> <li>(b) 97-A, 97-B, 98 &amp;100, Vigyan Kunj &amp; Jai Krishna House, Squash Court of Faculty Club (05 Nos.)</li> <li>(c) 62/1, 62/2,</li> </ol>	<p>RESOLUTION No.BG/06/2015: THE BOARD RESOLVED THAT the demolition of the under-mentioned residences in the Institute as recommended by the B&amp;WC be approved:</p> <ol style="list-style-type: none"> <li>(a) 181/1, 181/2, 181/3, 182/1 &amp; 182/2, Sheel Kunj (05 Nos.)</li> <li>(b) 97-A, 97-B, 98 &amp;100, Vigyan Kunj &amp; Jai Krishna House, Squash Court of Faculty Club (05 Nos.)</li> <li>(c) 62/1, 62/2, Ravindra Lok (02 Nos.)</li> <li>(d) 101/1-2, 101/3, 101/4-5, 102/1, 102/2, 102/3, 102/4</li> </ol>	Demolition work is in progress

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
	Ravindra Lok (02 Nos.) (d) 101/1-2, 101/3, 101/4-5, 102/1, 102/2, 102/3, 102/4 (e) 155/1 to 155/5, 156/1 to 156/3, 157/1 to 157/3, 158/1 to 158/3, 148/1, 148/2 (out houses), 155/1 & 155/2 ('B' class residences) Vikas Nagar(18 Nos.)	(e) 155/1 to 155/5, 156/1 to 156/3, 157/1 to 157/3, 158/1 to 158/3, 148/1, 148/2 (out houses), 155/1 & 155/2 ('B' class residences) Vikas Nagar(18 Nos.)  The Board observed that the space created by the demolition of the above buildings will be used for other building structures as per the Institute Master Plan. All these buildings are very old structures and have no salvage value.	
45.1.9	Reimbursement of telephone/mobile phone/broad band/data card use to group 'A' staff who have been appointed on contract basis on fixed monthly salary.	RESOLUTION No.BG/07/2015: THE BOARD RESOLVED THAT a monthly ceiling amount at the rate of Rs.700/- per month to all such group 'A' personnel appointed on contract basis, considering the official requirement of their assigned duties in their respective areas be approved.  The Board further resolved that the under-mentioned monthly ceiling amount to the personnel of Group 'B' & 'C' who are performing the essential duties be given as under:  Group 'B' Rs. 700.00 p.m.  Group 'C' Rs. 500.00 p.m.  Suitable arrangement may also be made for the Drivers on official duties.	Implemented.
45.1.10	Write off of a Digital Camera Nikon Cool Pix 5200 Digital (5.2	RESOLUTION No.BG/08/2015: THE BOARD RESOLVED THAT a Digital Camera Nikon Cool Pix 5200 Digital (5.2	Implemented.

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
	megapixels) with accessories lost by Dr. R. Shankar, Retired Professor, Department of Architecture & Planning under abnormal wear & tear.	megapixels) with accessories lost by Dr. R. Shankar, Retired Professor, Department of Architecture & Planning under abnormal wear & tear be written off with the proviso that no recovery be made from Prof. R. Shankar as the item is more than nine years old.	
45.1.11	Change in designation, qualification and experience for the post of PTI (Yoga)	RESOLUTION No.BG/09/2015: THE BOARD RESOLVED THAT the designation, qualification and experience for the post of PTI (Yoga) be changed.	Implemented.
45.1.12	Budget proposals of the Institute for the Financial Year 2015-16.	<p>RESOLUTION No.BG/10/2015: THE BOARD RESOLVED THAT the under mentioned Budget proposals of the Institute for the Financial Year 2015-16, for approval of the MHRD:</p> <p>(a) Budget proposals for expenditure under the Plan Grant.</p> <p>(b) Budget proposals for expenditure under the Non-Plan Grant.</p> <p>The Finance Committee further recommended that the latest position of the Plan Funds for the financial year 2014-15 be sent to the MHRD. The commission @ 13.5% given to the agents for IEEE Journals, be stopped.</p>	Budget proposal under Plan and Non Plan has already been sent to MHRD, New Delhi and is being implemented as per sanction received.
45.1.14	Proposal for Installing Wheel Chair Lifts for physically challenged students and staff in Departments/ Centre	RESOLUTION No.BG/11/2015: THE BOARD RESOLVED THAT six numbers Wheel Chair Lifts for the physically challenged students and staff in the under-mentioned Departments/Buildings in the IIT Roorkee Campus be	Order has been placed.

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
		<p>installed, as a pilot attempt for the time being, on nomination basis at an estimated cost of Rs. 72.00 lacs (Rs. 12 lacs x 6 = 72.00 lacs):</p> <ol style="list-style-type: none"> <li>1. Department of Mechanical &amp; Industrial Engineering</li> <li>2. Department of Civil Engineering</li> <li>3. Department of Electronics &amp; Communication Engineering</li> <li>4. Department of Electrical Engineering</li> <li>5. Department of Chemical Engineering</li> <li>6. Khosla International House.</li> </ol> <p>The Cabin of the lifts should be such that its walls/ door provide transparent visibility from both inside and outside.</p>	
45.1.15	Recommendations of the Institute Technical Committee to write off the unserviceable items of Earthquake Engineering Department, Physics Department, Civil Engineering Department, Institute Instrumentation Centre and Institute Transportation Section.	<p>RESOLUTION No.BG/12/2015: THE BOARD RESOLVED THAT the unserviceable items of the Departments of Earthquake Engineering, Physics, Civil Engineering, Institute Instrumentation Centre and Institute Transportation Section be written off as proposed in the agenda note.</p>	Implemented.
45.2.1	Representation NO.KJ/DA/A-3 dated 17.06.2014 received from Dr. Kamal Jain,	<p>RESOLUTION No.BG/13/2015: The Board decided, in reference to the Visitor's advice, to reduce the penalty of reduction of pay by one stage from</p>	Implemented.

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
	Professor, Department of Civil Engineering regarding non payment of legitimate monthly Salary.	Rs.49,170/- to Rs.47,460/- in the Pay Band-4 (Rs.37,400-67,000) and the Academic Grade Pay of Rs.9,500/- for a period of three years from 21.04.2011 to 20.4.2014, in place of five years, to Dr. Kamal Jain. Dr. Kamal Jain will not earn increments of pay during the period of reduction. However, this will be without cumulative effect at the expiry of the said period and not adversely affect his pension.	
45.2.2	Change in the procedure for receiving the donations from abroad for "Anushruti" Nurturing Silence, Creating Lives.	<p>RESOLUTION No.BG/14/2015: THE BOARD RESOLVED THAT the procedure for receiving the donations from all sources for "Anushruti" Nurturing Silence, Creating Lives be approved as under:</p> <ol style="list-style-type: none"> <li>1. All the donations for Anushruti shall be received only in the name of Registrar, IIT Roorkee.</li> <li>2. Formal receipt is to be issued by IIT Roorkee on behalf of "Anushruti", indicating that the donation qualifies for 100% Income Tax Exemption under Section 80G.</li> <li>3. Funds received on account of donation may be transferred to "Anushruti" on request, as and when required.</li> </ol>	Implemented.
45.2.3	Proposed Rules for Centralised Purchase at I.I.T. Roorkee.	RESOLUTION No.BG/15/2015: THE BOARD RESOLVED THAT the proposed Rules for Centralised Purchase at I.I.T. Roorkee be approved.	Implemented.
45.2.4	Terms of reference, the role and the constitution	RESOLUTION No.BG/16/2015: THE BOARD RESOLVED THAT the terms of reference, the role	Implemented.

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
	of the Advisory Council for IIT Roorkee	and the constitution of the Advisory Council for IIT Roorkee be approved.	
45.2.5	Report of the Director on the significant developments/issues since the last meeting of the Board held on 13.08.2014.	The Board appreciated the achievements of the Institute since the last meeting of the Board.	Noted.
<b>Status of other pending actions on decisions taken at the earlier meetings of Board of Governors:</b>			
<b>Meeting dated 30.11.2013</b>			
41.1.5	Recommendations of the Building & Works Committee of its meeting held on 31.10.2013 to award the work to the UP Rajkiya Nirman Nigam Ltd. for construction of laboratory of the Centre of Excellence in Disaster Mitigation and Management.	RESOLUTION No. BG/21/2013: THE BOARD RESOLVED THAT the work for construction of a laboratory for the Centre of Excellence in Disaster Mitigation and Management be awarded to the U.P.Rajkiya Nirman Nigam Ltd. at a cost of Rs.171.49 lacs as per the estimate submitted by them.	Implemented.
41.2.2	Installation of a Local Area Network (LAN) (Wired and Wireless) in the students' hostels at Roorkee Campus and a few buildings at the Saharanpur Campus	RESOLUTION No.BG/25/2013: THE BOARD RESOLVED THAT the proposal for installation of Local Area Network (LAN-Wired and Wireless) in the students' hostels at the Roorkee Campus and a few buildings at the Saharanpur Campus of Rs. 14.15 crores be approved. The Institute should proceed to implement the LAN project with immediate effect, in accordance with the Purchase Rules of the Institute.	Implemented.
41.2.8	Proposal for regularisation of Smt. Nisha on the post of Scientific Officer.	RESOLUTION No.BG/29/2013: THE BOARD RESOLVED THAT the Director is authorised to take a decision in this matter.	Implemented.

Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
41.2.9	GPF-cum-Pension-cum-Gratuity Scheme under CCS (Pension) Rule 1972 to those faculty who have been recruited before January 2004.	RESOLUTION No.BG/30/2013: THE BOARD RESOLVED THAT the issue be adequately addressed by the Institute, so that concerned faculty members are not disadvantaged monetarily.	Implemented.
<b>Meeting dated 5.3.2014</b>			
42.1.9	Preliminary estimate of Rs. 7.91 crores submitted by NBCC towards site development at Greater Noida Extension Centre as recommended by the Building & Works Committee.	RESOLUTION No. BG/03/2014: THE BOARD RESOLVED THAT the work towards site development at Greater Noida Extension Centre be awarded to the National Building Construction Corporation Ltd. (NBCC) at a cost of Rs.7.91 crores as per the estimate submitted by them.	Implemented.
42.1.10	Removal of an anomaly in the fixation of revised pension of pre 1.1.2006 pensioners of IIT Roorkee, in light of the recommendations of the 6 <sup>th</sup> Central Pay Commission, which have been accepted by the Government of India.	RESOLUTION No. BG/04/2014: THE BOARD RESOLVED THAT the fixation of minimum pension and family pension as per Table-I below, in respect of those teachers who had retired after completing the required qualifying service as per the pension rules be approved. The arrears on account of revision of pension and family pension shall be paid w.e.f. 01.01.2006 in accordance with the Order of the Principal Bench of the Central Administrative Tribunal New Delhi in Original Application Nos. 0655/2010, 3079/2009, 0306/2010 and 0507/2010, which has been upheld by the Delhi High Court vide Order dated 29 <sup>th</sup> April 2013 in Writ Petition (Civil) 153/2012, clubbed with Writ Petition (Civil) 2348/2012, Writ Petition (Civil) 2349/2012 and Writ Petition (Civil) 2350/2012 and the Supreme Court vide Order dated 29.7.2013 in Civil Case No. 13280/2013 and Special Leave Petition (Civil) No.	Implemented.



Item No.	Reference of the Minutes of the BOG Meeting	Abstract of the Minutes	Action taken
		23055 of 2013 Order dated 12.11.2013 in Review Petition (Civil) No. 2492 of 2013 in Special Leave Petition (Civil) 23055/2013, referred to above. <b>Note:</b> In those cases, where service rendered was less than the required qualifying service, the pension and family pension shall be reduced on pro-rata basis.	
42.1.18	Installation of a "Fire Fighting System" at IIT Roorkee.	RESOLUTION No. BG/12/2014: THE BOARD RESOLVED THAT the proposal for the procurement of a fire fighting system for the Institute at a cost of Rs. 4.35 crores debitable to the Plan Grant, be approved. The items required for the Fire Fighting Systems shall be procured through the open tender process, as per the purchase procedure specified in para 3(7) of the Revised Purchase and Stores Rules of the Institute dated January 2013	Allocation is awaited.
<b>MEETING DATED 13.8.2014</b>			
43.1.10	Budget estimate of Rs. 615.00 lacs for the development (civil construction work) of Pseudo-Dynamic Structural Testing Facility at the Department of Earthquake Engineering.	RESOLUTION No. BG/22/2014: THE BOARD RESOLVED THAT the budget estimate of Rs. 615.00 lacs for the development of Pseudo-Dynamic Structural Testing Facility at the Department of Earthquake Engineering is approved	Implemented.



Appendix 'B'  
Item No. BOG/46.1.3(iii)

कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय) लखनऊ, शाखा कार्यालय इलाहाबाद

सत्यनिष्ठा भवन 15 -ए दयानन्द मार्ग इलाहाबाद

पत्र संख्या: स्वा0नि0(केन्द्रीय)/पू.ले.प.-37/2014-15/

दिनांक: 01.2015

सेवा में,

सचिव, भारत सरकार,  
मानव संसाधन विकास मंत्रालय,  
उच्च शिक्षा विभाग,  
शास्त्री भवन, नई दिल्ली - 110001

निदेशक कार्यालय / Director Office

मा.बी.सं.रु. / IIT Roorkee

हाथी संख्या / Dy. No. 2080

दिनांक / Dated 05/02/2015

हस्ताक्षर / Signature

विषय: भारतीय प्रौद्योगिकी संस्थान रुडकी के वर्ष 2013-14 के लेखों पर आधारित पृथक लेखा परीक्षा प्रतिवेदन।

महोदय,

- मैं, भारतीय प्रौद्योगिकी संस्थान रुडकी के वर्ष 2013-14 के लेखों पर आधारित पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) तथा वार्षिक लेख की प्रति अग्रसारित कर रहा हूँ।
- कृपया सुनिश्चित करें कि पृथक लेखापरीक्षा प्रतिवेदन एवं सम्बन्धित लेख संसद के दोनों सदनों के सम्मुख प्रस्तुत हुए।
  - कृपया पृथक लेखापरीक्षा प्रतिवेदन एवं लेखों को संसद के दोनों सदनों के समक्ष अन्तिम रूप से प्रस्तुत करने की तिथि भारत के नियंत्रक एवं महालेखापरीक्षक के साथ-साथ इस कार्यालय को भी सूचित करने का कष्ट करें।

संलग्नक: उपरोक्तानुसार।

भवदीय,

ह

प्रधान निदेशक लेखापरीक्षा (केन्द्रीय)

पत्र संख्या: स्वा0नि0(केन्द्रीय)/पू.ले.प.-37/2014-15/354

दिनांक: 27-01.2015

वर्ष 2013-14 के लेखों पर पृथक लेखापरीक्षा प्रतिवेदन (अंग्रेजी) की प्रति निदेशक, भारतीय प्रौद्योगिकी संस्थान रुडकी 247 667 को आवश्यक कार्यवाही हेतु प्रेषित है। संस्थान यदि आवश्यकता अनुभव करे तो इस प्रतिवेदन का हिन्दी अनुवाद करवा सकता है परन्तु इस प्रतिवेदन के हिन्दी अनुवाद में निम्नलिखित अस्वीकरण (disclaimer) अंकित होना चाहिए:

"प्रस्तुत प्रतिवेदन मूलरूप से अंग्रेजी में लिखित पृथक लेखापरीक्षा प्रतिवेदन का हिन्दी अनुवाद है। यदि इसमें कोई विसंगति परिलक्षित होती है तो अंग्रेजी में लिखित प्रतिवेदन मान्य होगा।"

हिन्दी अनुवाद की एक प्रति इस कार्यालय को भी प्रेषित करने का कष्ट करें।

संलग्नक: उपरोक्तानुसार।

D.R. (F&A)/A.R. (F&A)

कुलशासक वित्त एवं योजना  
Dean, Finance & Planning

Dear Sir,

for

- 27 -

4/2/15

निदेशक/Director  
मा.बी.सं.रु. रुडकी

उप निदेशक लेखापरीक्षा (केन्द्रीय)

h

**Separate Audit Report of the Comptroller and Auditor General of India on the accounts of Indian Institute of Technology, Roorkee for the year ended on 31 March, 2014**

We have audited the attached Balance Sheet of Indian Institute of Technology, Roorkee (Institute) as on 31 March 2014, the Income and Expenditure Account and Receipts and Payment Account for the year ended on that date under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 23 (2) of the Institutes of Technology Act, 1961. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observation on the financial transaction with regard to compliance with the Law, Rules and Regulations (Propriety and regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Report/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with the auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit;

ii. The Balance Sheet, Income and Expenditure Account and Receipts and Payment Account dealt with by this report have been drawn up in the format approved by the Ministry of Finance, Government of India.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by Institute as required under Section 23 (1) of the Institutes of Technology Act, 1961, in so far as it appears from our examination of such books.

iv. We further report that:

**(A) Balance Sheet.**

(A.1) The Institute purchased fixed assets like books, furniture and fixtures, computer and peripherals, machinery and equipments amounting to ₹ 3.36 crore during 2013-14 but these items were not capitalised as payment was not made during the year. This has resulted in the understatement of Fixed assets and Current liability to the tune of ₹ 3.36 crore.


(A.2) The bill of work-in-progress amounting to ₹ 1.03 crore raised in the month of March 2013, paid in April 2014 was not accounted for in the Balance Sheet of 2013-14. This resulted in the understatement of work-in-progress and current liability to the tune of ₹ 1.03 crore.

(A.3) The Institute did not include outstanding expenses pertaining to journals and periodical to the tune of ₹ 1.10 crore and ₹ 0.12 crore respectively under the head current liability. This resulted in understatement of current liability and fixed assets by ₹ 1.22 crore

Similarly outstanding payment regarding fellowship to the M. Tech. students to the tune of ₹ 1.88 crore was not included under the current liability. This resulted in understated expenditure and current liability by ₹ 1.88 crore.

**(B) Grant-in-aid**

The Institute received Grants-in-Aid of ₹ 344.29 crore (₹ 150.00 crore Plan and ₹ 194.29 crore Non-Plan) from MHRD during the year 2013-14 (₹ 45.14 crore was received in March). After taking opening balance of ₹ 33.79 crore (₹ 29.59 crore Plan and ₹ 4.20 crore Non-Plan) in to account the total funds works out to ₹ 378.08 crore, Institute could utilise a sum of ₹ 370.53 crore (₹ 179.59 crore under Plan and ₹ 190.94 (Non-Plan ₹ 160.04 crore + 30.90 crore from Internal Receipts)



leaving a balance of ₹ 38.45 crore (Non-Plan) as unutilised grant as on 31 March 2014.

v. Subject to our observation in the preceding paragraphs, we report that the Balance Sheet, Income and Expenditure Account and Receipts and Payment Account dealt with by this report are in agreement with the books of accounts.

vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India.

(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Indian Institute of Technology, Roorkee as at 31 March 2014; and

(b) In so far as it relates to Income and Expenditure Account of the deficit for the year ended on the date.

For and on behalf of the C&AG of India

Place: Lucknow

Date: 24.1.15

KP Jais  
Principal Director of Audit (Central)

Ah

## Annexure

### 1. Adequacy of Internal Audit System

Although the Institute has its Internal Audit Wing, no internal audit was conducted during 2013-14.

### 2. Adequacy of Internal Control System

The internal control system reflected following deficiencies:

- Non-adjustment advances of ₹ 12 crore for more than five years,
- Non-initiation of appropriate action regarding unspent balances of ₹ 1.23 crore relating closed projects lying in the bank accounts; and
- Non-initiation of appropriate action regarding minus balances of ₹ 3.36 lakh regarding project code no.3726-09 and 7746-03.

### 3. System of physical verification of Fixed Assets

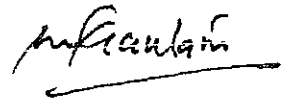
Physical verification of fixed assets was conducted during the year 2013-14.

### 4. System of physical verification of inventories


Physical verification of inventories during the year 2013-14 was not conducted.

### 5. Regularity in payment of statutory dues

The institute was regular in payment statutory dues.



Dy. Director of Audit (Central)



INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

Subject: Approval of the Audit Certificate 2013-14 of Accounts of the Institute

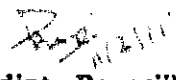
I wish to bring it to your kind attention that the Institute has received the Audit certificate for the Financial Year 2013-14 from Office of the Principal Director of Audit (Central) Lucknow, Branch at Allahabad, Allahabad. A copy of same is herewith enclosed for your kind perusal and consideration please.

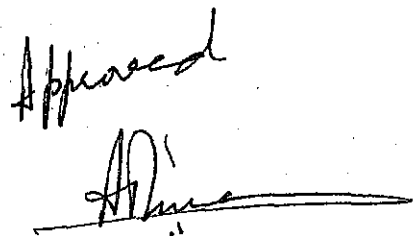
Further, I wish to state that this Audit Report and Certificate of Accounts are to be placed on the table of both the houses of Parliament. Therefore, it is requested that the approval for this Audit certificate of Accounts of the Institute may kindly be accorded.

The entire matter shall be reported in the next meeting of the Finance committee and Board of Governors.

With profound personal regards,

Yours sincerely,

  
(Pradipta Banerji)  
Director

  
Professor Ashok Misra  
Chairman, BoG, I.I.T. Roorkee

Encl: As Above

UON/DIR/IITR/162

Dated: February 13, 2015

**Appendix 'C'**  
**Item No. BOG/461.4(iii)(aa)**

**List of the Faculty Members and other Non Faculty Group 'A' appointed  
(upto 29.05.2015)**

Sl. No.	Name	Designation	Department	Date of Joining
<i>Appointment of Faculty Members</i>				
1.	Dr. Gaurav Dixit	Assistant Professor	Management Studies	02.01.2015
2.	Dr. N. Siva Mohan Reddy	Assistant Professor (On Contract)	Chemical Engineering	12.01.2015
3.	Dr.(Mrs.)Pallavi Chattopadhyay	Assistant Professor	Earth Sciences	27.01.2015
4.	Dr. Anubrata Dey	Assistant Professor	Electrical Engineering	28.01.2015
5.	Dr. Falguni Pattanaik	Assistant Professor	Earth Sciences	29.01.2015
6.	Dr. Ajanta Goswami	Assistant Professor	Earth Sciences	30.01.2015
7.	Dr. Nikhil Dhawan	Assistant Professor	Metallurgical & Materials Engineering Department	30.01.2015
8.	Dr. E .Rajasekar	Assistant Professor	Architecture & Planning	02.02.2015
9.	Dr. Ram Manohar Singh	Assistant Professor	Humanities & Social Sciences	16.02.2015
10.	Dr. Siladitya Pal	Assistant Professor	Mechanical & Industrial Engineering	03.03.2015
11.	Dr. Sham Sundar Ravindranath	Assistant Professor	Polymer & Process Engineering	27.03.2015
12.	Dr. Debasis Banerjee	Assistant Professor	Chemistry	31.03.2015
13.	Dr. Sujata Kar	Assistant Professor	Management Studies	22.05.2015
<i>Appointment of Non-Faculty Group 'A'</i>				
1.	Shri Rishi Sirohi	Assistant Registrar (On Contract)	Dean of Students' Welfare Office	10.01.2015
2.	Shri D.N. Pandey	Assistant Executive Engineer	Estate & Works	27.04.2015
3.	Shri F.C. Jain	Assistant Executive Engineer	Estate & Works	28.04.2015
4.	Shri V.K. Goel	Assistant Executive Engineer	Estate & Works	28.04.2015
5.	Shri D.P. Singh	Assistant Executive Engineer	Estate & Works	28.04.2015
6.	Shri B.K. Ramaniam	Superintendent Workshop	Mechanical & Industrial Engineering	28.04.2015
7.	Shri D.K. Kapil	Assistant Superintendent Workshop	Mechanical & Industrial Engineering	28.04.2015
8.	Shri P.K. Dauhare	Assistant Executive Engineer (Electrical)	Estate & Works	14.05.2015
9.	Shri Devarata Singh	Institute Architect	Estate & Works	29.05.2015

A<sub>2</sub>



**Appendix 'D'**  
**Item No. BOG/461.4(iii)(bb)**

**List of the Faculty Members and other staff who have superannuated/resigned**

Sl. No.	Name	Designation	Department	Date of Superannuated Voluntary Retirement Resigned/Expired
1.	Shri S. Chakravorty	Assistant Professor	Electronics & Communication Engineering	31.01.2015
2.	Dr. S.P. Gupta	Professor	Electrical Engineering	28.02.2015
3.	Dr. Nayan Sharma	Professor	Water Resources Development & Management	28.02.2015
4.	Dr. A.K. Jain	Professor	Physics	30.04.2015
5.	Dr. G.S. Singh	Professor	Physics	30.04.2015
6.	Dr. Debasis Sen	Assistant Professor	Computer Science & Engineering	11.05.2015 (Resigned)
7.	Dr. G.R. Singh	Scientific Officer Grade-II	Civil Engineering	31.01.2015

**Appendix 'E'**  
**Item No. BOG/461.4(iii)(cc)**

**List of the Faculty members and other staff who have been brought on regular cadre**

Sl. No.	Name	Designation	Department	Date of Regularisation
1.	Dr. V. Devdas	Professor	Architecture & Planning	04.4.2015
2.	Dr.(Mrs.) Ila Gupta	Professor	-do-	04.4.2015
3.	Dr. Vikash Pruthi	Professor	Biotechnology	04.4.2015
4.	Dr. Partha Roy	Professor	-do-	04.4.2015
5.	Dr. C.B. Mazumdar	Professor	Chemical Engineering	04.4.2015
6.	Dr. Shishir Sinha	Professor	-do-	04.4.2015
7.	Dr. K.C. Gupta	Professor	Chemistry	04.4.2015
8.	Dr.(Mrs.) Bina Gupta	Professor	-do-	04.4.2015
9.	Dr. Ajay Gairola	Professor	Civil Engineering	04.4.2015
10.	Dr. Vipul Prakash	Professor	-do-	04.4.2015
11.	Dr. Absar Ahmad Kazmi	Professor	-do-	04.4.2015
12.	Dr. B.R. Gurjar	Professor	-do-	04.4.2015
13.	Dr. Pramod Kumar Gupta	Professor	-do-	04.4.2015
14.	Dr. Kamal Jain	Professor	-do-	04.4.2015
15.	Dr. G.N. Pillai	Professor	Electrical Engineering	04.4.2015
16.	Dr. J.P. Narayan	Professor	Earthquake Engineering	04.4.2015
17.	Dr. Manish Shrikhande	Professor	-do-	04.4.2015
18.	Dr. B.K. Maheshwari	Professor	-do-	04.4.2015
19.	Dr. Pankaj Agarwal	Professor	-do-	04.4.2015
20.	Dr. R. Krishnamurthy	Professor	Earth Sciences	04.4.2015
21.	Dr. Anand Joshi	Professor	-do-	04.4.2015
22.	Dr. Nagendra Kumar	Professor	Humanities & Social Sciences	04.4.2015
23.	Dr. D.K. Dwivedi	Professor	Mechanical & Industrial Engineering	04.4.2015
24.	Dr. Navneet Arora	Professor	-do-	04.4.2015
25.	Dr. B. S. Sundar Daniel	Professor	Metallurgical & Material Engineering	04.4.2015
26.	Dr. R. Jayaganthan	Professor	-do-	04.4.2015
27.	Dr. S.C. Sharma	Professor	Paper Technology, Saharanpur Campus	04.4.2015
28.	Dr. K.L. Yadav	Professor	Physics	04.4.2015
29.	Dr.(Mrs.) Davinder Kaur	Professor	Physics	04.4.2015

30.	Dr. Ghanshyam Das Verma	Professor	Physics	04.4.2015
31.	Dr. S.K. Mishra	Professor	Water Resources Development & Management	04.4.2015
32.	Dr. Ramesh Chandra	Professor	Institute Instrumentation Centre	04.4.2015
33.	Dr. Gaurav Raheja	Associate Professor	Architecture & Planning	04.4.2015
34.	Dr.(Mrs.) Ranjana Pathania	Associate Professor	Biotechnology	04.4.2015
35.	Dr. Naveen Kumar	Associate Professor	-do-	04.4.2015
36.	Dr.(Mrs.) Sailly Tomar	Associate Professor	-do-	04.4.2015
37.	Dr. Prasanjit Mondal	Associate Professor	Chemical Engineering	04.4.2015
38.	Dr. Vimal Chandra Srivastava	Associate Professor	-do-	04.4.2015
39.	Dr. Amit Kumar Dhiman	Associate Professor	-do-	04.4.2015
40.	Dr. Naseem Ahmad	Associate Professor	Chemistry	04.4.2015
41.	Dr. Mohd. Ashraf Iqbal	Associate Professor	Civil Engineering	04.4.2015
42.	Dr. Pramod Kumar Sharma	Associate Professor	-do-	04.4.2015
43.	Dr. G.D. Ransinchung R.N.	Associate Professor	-do-	04.4.2015
44.	Dr. Jashodhir Das	Associate Professor	Earthquake Engineering	04.4.2015
45.	Dr. Amalendu Patnaik	Associate Professor	Electronics & Communication Engineering	04.4.2015
46.	Dr. Sanjeev Kumar Manhas	Associate Professor	-do-	04.4.2015
47.	Dr. Anand Bulusu	Associate Professor	-do-	04.4.2015
48.	Dr. Brajesh Kumar Kaushik	Associate Professor	-do-	04.4.2015
49.	Dr. Vinay Sharma	Associate Professor	Management Studies	04.4.2015
50.	Dr. Mukesh Kumar Barua	Associate Professor	-do-	04.4.2015
51.	Dr.(Mrs.) Aditi Gangoupadhyay	Associate Professor	Mathematics	04.4.2015
52.	Dr. (Mrs.) Pratibha	Associate Professor	-do-	04.4.2015
53.	Dr. Shiv Kumar Gupta	Associate Professor	-do-	04.4.2015
54.	Dr. P.K. Jha	Associate Professor	Mechanical & Industrial Engineering	04.4.2015
55.	Dr. Sushanta Dutta	Associate Professor	-do-	04.4.2015
56.	Dr. Andallib Tariq	Associate Professor	-do-	04.4.2015
57.	Dr. U.S. Hariharbhai	Associate Professor	-do-	04.4.2015
58.	Dr. Manas Mohan Mahapatra	Associate Professor	-do-	04.4.2015
59.	Dr. Devendra Singh	Associate Professor	Metallurgical &	04.4.2015

			Material Engineering	
60.	Dr. Vivek Pancholi	Associate Professor	-do-	04.4.2015
61.	Dr. Rajan Arora	Associate Professor	Applied Science & Engineering, Saharanpur Campus	04.4.2015
62.	Dr. Sanjeet Kumar Mishra	Associate Professor	-do-	04.4.2015
63.	Dr. N.C. Mishra	Associate Professor	Polymer & Process Engg., Saharanpur Campus	04.4.2015
64.	Dr. Ajay Wasan	Associate Professor	Physics	04.4.2015
65.	Dr. P. Arumugam	Associate Professor	Physics	04.4.2015
66.	Dr.(Mrs.) Tulika Maitra	Associate Professor	Physics	04.4.2015
67.	Dr. Rajdeep Chatterjee	Associate Professor	Physics	04.4.2015
68.	Dr. Ashish Pandey	Associate Professor	Water Resources Development & Management	04.4.2015
69.	Dr. Arindam Biswas	Assistant Professor	Architecture & Planning	31.03.2015
70.	Dr. Srinivas Kiran Ambatipudi	Assistant Professor	Biotechnology	17.01.2015
71.	Dr.(Mrs.) P.P. Sarangi	Assistant Professor	Biotechnology	03.3.2015
72.	Dr. Sanjay Chikermane	Assistant Professor	Civil Engineering	12.02.2015
73.	Dr. Jagdish Prasad Sahoo	Assistant Professor	Civil Engineering	20.02.2015
74.	Dr. Ashutosh Chamoli	Assistant Professor	Earth Sciences	15.04.2015
75.	Dr. Puneet Jain	Assistant Professor	Physics	09.4.2015
76.	Dr. (Miss.) Anjula Roy	Medical Officer	Institute Hospital	04.3.2015
77.	Mrs. Meena Kothyari	Technical Officer	Physics	07.4.2015
78.	Shri S.D. Sharma	Technical Officer	Institute Instrumentation Centre	07.4.2015

*Handwritten signature*

**Appendix 'F'**  
**Item No. BOG/ 46.1.10**

S.No.	Name & Position	Correspondence Address & Contact details
1.	Shobhana Bhartia Chairperson, H.T. Media Group	HT Media Limited Hindustan Times House 18-20, Kasturba Gandhi Marg, New Delhi-110 001, India E-mail: <a href="mailto:feedback@hindustantimes.com">feedback@hindustantimes.com</a> Phoe: +91-11-23361234 Fax: +91-11-66561270
2.	Padma Shri Dr. Kota Harinarayana Raja Ramanna Fellow, DAE	National Aerospace Laboratories, P.B. No. 1779, Airport Road, Bangalore 560 017 hnkota(AT) yahoo.com 080-25086220 (O) 080-41213203® 4919880796012 FAX 25262989,25260682
3.	Naushad D. Forbes, Chairman, Forbes Marshall	Gammon House Veer Savarkar Marg Prabhadevi Mumbai - 400 025 India  Tel : + 91 22 6111 4000 Fax: + 91 22 2430 0221 E-mail: <a href="mailto:gammon@gammonindia.com">gammon@gammonindia.com</a> <a href="mailto:marketing@gammonindia.com">marketing@gammonindia.com</a>
4.	Satish Pradhan, Former Chief Group Human Resources and Executive Vice President of Group Human Resources, Tata Sons Limited	Bombay House  24, Homi Mody Street Mumbai 400 001 India Phone: 91 22 6665 8282 Fax: 91 22 5665 8160 e-mail: <a href="http://www.tata.com">www.tata.com</a>
5.	Meenakshi Gopinath, Former Principal, Lady Shri Ram College, Delhi	Corporate Headquarters* Block-C Gurgaon, Haryana - 122003 India  Phone: 91 12 4535 4400 Fax: 91 12 4535 4500

6.	Arvind K Singhal, Chairman Techopak <b>(An Alumnus)</b>	TEchnopak Advisors Pvt. Ltd.  CIN - U74140DL1994PTC61818 Registered Office: 3 Padmini Enclave, Hauz Khas, New Delhi-110 016  Corporate Office: 4 <sup>th</sup> Floor, Tower A, Building 8, DLF Cyber City, Phase II, Gurgaon 122002, India  T: +91 124 454 1111 F: +91 124 454 1198
7.	R.K. Tyagi, Former Chairman, Hindustan Aeronautics Limited <b>(An Alumnus)</b>	Corporate Headquarters  15/1 Cubbon Road Bengaluru, Karnataka- 560 001 India  Phone: 91 80 2232 0701 Fax: 91 80 2232 0140
8.	V.P. Agrawal, Former Chairman, Airports Authority of India <b>(An Alumnus)</b>	Rajiv Gandhi Bhawan Safdarjung Airport New Delhi-110 003  9918880044 91-11-26632930  e-mail: vijaipagrawal@yahoo.com
9.	B.K.Chaturvedi, Former CEO, Eicher and CEO Hindustan Motors <b>(An Alumnus)</b>	4503, Phase-IV DLF City Gurgaon-122002  09811111248  e-mail: bkchaturvedi@gmail.com
10.	Rajiv K Tayal, Advisor & Scientist 'G' <b>(An Alumnus)</b>	Deppt. Of Science & Technology, Govt. of India, Technology Bhawan, New Mehrauli Road, New Delhi- 11 0016  Tele: 011-26590370 Fax: 011-26602217  e-mail: <a href="mailto:dstsec@nic.in">dstsec@nic.in</a>

11.	Suresh Gupta	Chairman, Hohtamaki Paper Products Ltd. India Regent Chambers, 13 <sup>th</sup> Floor, Nariman Point Mumbai 400 021, India Phone: 91-22-2282 0969 (tel.) 91-22-2282 -0969 Fax: 91-22-2283-2860
12.	Chaman Lal Gupta <b>(An Alumnus)</b>	
13.	Rakesh Agarwal	Founder & President, Data Insights Laboratories, 1290, Quail Creek Circle, San Jose, CA 95120 (USA) Phone No.: 408-997-7233 E-mail: rakesh@datainsightslabs.com
14.	Vinay Kumar	IT Person
15.	Vijay Thadani	Vice-Chairman & Managing Director, NIIT Ltd.,
16.	Dharam Vir	1009, Sector 24, Chandigarh dvir@hry.nic.in, d_vir@yahoo.com
17.	N. Ravishankar	Chief Secretary, Uttarakhand Tel. (O) 0135-2712100, 2712200 (R) 0135-2655447 Fax: 0135-2712500 e-mail: cs-uttaranchal@nic.in
18.	Prof. Indira V. Samarsekera,	OC, FRSC, FCAE, DSc, President University of Alberta, 2-24 South Academic Building (SAB) University of Alberta, Edmonton, Alberta, Canada T6G2G7 e-mail: uofapres@ualberta.ca



## **SENATE MANUAL**

### **CHAPTER I**

#### **The Senate: Constitution, Duties and Responsibilities, Meetings**

##### **1.1 Preamble**

The Institutes of Technology Act, 1961 (hereinafter referred to as the Act) and the Statutes of the Indian Institute of Technology, Roorkee [hereinafter referred to as the 'Statutes'] define and delineate the duties, powers and privileges of the Senate [Sections 14, 15, 28, 29 of the Act and Statute 5: - Membership: Section 14 of the Act and Statute 5(1); Functions and Powers: Section 15 of the Act and Statute 5(2)]. Relevant sections of the Act and Statutes have been extracted and provided as Appendices I and II to this Manual, for ready reference. Provisions from the Appendix are frequently repeated and quoted in the main body of the text of this Manual for completeness and clarity.

The Senate is primarily concerned with the academic affairs of the Institute encompassing faculty and such Research Scientists as are engaged in teaching/ research, and instructional matters (Section 15 of the Act).

##### **1.2 The Ordinances of the Institute**

In accordance with Section 29 of the Act, the Ordinances of the Institute shall be made by the Senate and individual Ordinances shall become effective on dates specified by the Senate for such purpose. However, all Ordinances enacted by the Senate shall be submitted, as early as possible, for the consideration of the Board of Governors (BOG) which shall have the power by resolution to cancel or modify any such Ordinances, and such ordinances shall stand cancelled or modified, as the case may be, from the date of such resolution. Vide Section 28 of the Act the Ordinances may provide for all or any of the following matters, namely:-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (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;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

##### **1.3 The duties, responsibilities and powers of the Senate and the procedure to conduct Senate Meetings:**

- 1.3.1** The duties, responsibilities and powers of the Senate are given in Section 15 of the Act and amplified in the Statute 5(2). These duties, responsibilities and powers are exercised by the Senate itself and/or through the following bodies/committees, namely:-



- (i) The Executive Committee of the Senate;
- (ii) The Academic and Research Committees, Standing Committees and Advisory Committees of the Senate; and
- (iii) The Academic Departments and Centres, including their Committees.

**1.3.2** The Director shall be the ex officio Chairman of the Senate and, if present, shall preside over all meetings of the Senate. In his absence the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior-most Professor amongst the Deans present shall preside at the meeting (Statute 5(6)). The Registrar shall act as the Secretary of the Senate (Section 19(2) of the Act).

**1.3.3** The Senate shall meet as often as necessary but not less than four times during a calendar year (Statute 5(3)).

**1.3.4** Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 20% of the members of the Senate.

A requisitioned meeting shall be a special meeting to discuss only those items of Agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairman of the Senate on date and time convenient to him within 15 days of the notice given for such a requisition (Statute 5(4)).

**1.3.5** One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate (Statute 5(5)).

**1.3.6** A written notice for every meeting, together with the agenda shall be circulated by the Registrar to the members (excluding those currently away from the Institute on lien/leave ex-India) of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could be given (Statute 5(7)).

**1.3.7** Notwithstanding the provisions of sub-Statute 5(7), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.

**1.3.8** The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.

**1.3.9** The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Secretary of the Senate with the approval of the Chairman of the Senate and circulated to all the members of the Senate present in India inviting their comments/ amendments to the same. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in the minute book which shall be kept open for inspection of the members of the Senate, the Board of Governors and the Council of the IITs at all times during office hours. (Statute 5(10)).

**1.3.10** The Senate shall nominate two professors of the Institute who shall serve as representatives of the Senate on the Board of Governors (Section 11 (e) of the Act). The professors absent from the Institute on 'lien/leave' shall, however, not be considered for nomination. The procedure for nomination to the Board by the Senate is outlined in Chapter IV of the Senate Manual.

## CHAPTER II

### THE EXECUTIVE COMMITTEE, ACADEMIC AND RESEARCH COMMITTEES AND STANDING COMMITTEES OF THE SENATE- GENERAL PROVISIONS

**2.1** Subject to its overall superintendence and control, the Senate shall define and delineate the duties and powers of its Executive Committee (ECS), Academic and Research Committees, Standing Committees and Advisory Committees and shall hold these Committees answerable and responsible for the performance of their duties and the exercise of their powers.

**2.2** Ordinarily, the Executive Committee, Academic and Research Committees, Standing Committees and Advisory Committees are responsible to the Senate. However, the Chairman, Senate may assign additional duties to any of the Committees, and in the discharge of such additional duties, the Committees shall be answerable only to the Director.

**2.3** The Executive Committee, Academic and Research Committees, Standing Committees and Advisory Committees currently recognized by the Senate are as follows:-

- (1) The Executive Committee of the Senate (ECS);
- (2) The Academic and Research Committees:-
  - (i) Institute Academic Program Committee (IAPC)
  - (ii) Institute Research Committee (IRC)
  - (iii) Sponsored Research & Industrial Consultancy Committee (SRICC);
- (3) Advisory Committees:
  - (i) Library Advisory Committee (LAC);
  - (ii) Students Affairs Council (SAC).

Besides, the Academic Departments/Centres running or contributing in running academic programmes shall have the following committees:

- (i) Departmental/Centre's Faculty Committee (DFC/CFC)
- (ii) Departmental/Centre's Research Committee (DRC/CRC)
- (iii) Departmental/Centre's Academic Programme Committee (DAPC/ CAPC)
- (iv) Departmental/Centre's Administrative Committee (DAC/ CAC)
- (v) Departmental Faculty Search Committee (DFSC)
- (vi) Departmental Professorial Committee (DPRC)

The DRC/CRC and DAPC/CAPC shall be the sub-committees of the DFC/CFC and shall have faculty members serving as their members.

**2.4** The Executive Committee, Academic and Research Committees, Standing Committees and the Advisory Committees shall be composed of members of the Senate, other members of the Faculty of the Institute, duly registered students of the Institute and experts from outside the Institute, who may be nominated by the Senate or nominated/ elected by different bodies of the Faculty/ Students in accordance with procedures that may be laid down by it from time to time.

**2.5** For the purpose of the Senate procedure a member of the Faculty/teacher/Scientific and Design Staff shall mean a "person" belonging to the teaching and/or research staff working full-time in the Institute. In the case of a "person" holding a position not clearly identifiable as above, the Senate shall decide whether he will be a member of the Faculty for the purposes of Senate procedures.

2.6	The Senate may appoint such other committees (both permanent and adhoc) as may be necessary, to carry out specific tasks that may be laid down by the Senate (sub-Statute 5(2) (d) & (e)). The members of such committees shall be nominated from amongst the members of the Senate, other teachers of the Institute, duly registered students of the Institute, and experts from outside the Institute in accordance with the procedures that may be laid down by the Senate from time to time.
2.7	The constitution and tenure of members of the Academic and Research Committees and other Advisory Committees of the Senate shall be such as may be specified in Chapter III of the Senate Manual. The terms of office of all members, except student- members, on Academic and Research Committees / Advisory Committees of the Senate shall commence on the first day of July of the academic year in which they are nominated. A replacement, if any, in any vacancy for any reason whatsoever, shall serve from the date of his/her appointment on the Academic and Research Committees / Committee concerned until the end of the tenure of the member he/she has replaced. The term of office of student-members on Academic and Research Committees / Advisory Committees of the Senate shall commence from the date of their nomination/ election till the 30 <sup>th</sup> June of the next Calendar year or till he is registered in the Institute, whichever is earlier. The membership to any Committee shall be coterminous with that of the Committee.
2.8	The Chairmen and members of the Committees of the Senate shall be appointed according to the procedure outlined in Chapter IV of the Senate Manual for each Committee. The Chairman shall preside over the meetings of their respective Committees.
2.9	The Secretaries of all Committees, except Departmental/ Centre's Committees, shall submit to the Senate the minutes of the proceedings of the meetings of their respective Committees after they have been confirmed by the concerned Committees. Any recommendation requiring specific consideration/ approval of the Senate shall be submitted as a separate item highlighting the recommendations of the concerned Committee.



## CHAPTER III

### THE EXECUTIVE COMMITTEE/ ACADEMIC AND RESEARCH COMMITTEES / OTHER COMMITTEES CONSTITUTION, DUTIES AND RESPONSIBILITIES

#### 3.1 The Executive Committee of the Senate (ECS)

##### 3.1.1 The Executive Committee of the Senate (ECS) shall consist of the following, namely: -

- (a) The Director (ex officio), Chairman;
- (b) The Deputy Director (ex officio);
- (c) All Deans of the Institute (ex officio);
- (d) All Heads of the Departments/ Academic Centres/ Service Centres/ Centres of Excellence (ex officio);
- (e) The Chairman, Library Advisory Committee (LAC) (ex- officio);
- (f) The Librarian (ex- officio);
- (g) Chairman, JEE (ex- officio);
- (h) Chairman, GATE (ex- officio);
- (i) Associate Dean, Academic Studies (ex-officio);
- (j) Associate Dean, Academic Research (ex-officio)
- (k) The Registrar (ex-officio), Secretary.

#### 3.1.2 Duties & Responsibilities

##### 3.1.2.1 The ECS has the following duties and responsibilities, namely:-

- (i) to assist the Director in formulating mechanism for executing policy decisions taken by the Senate;
- (ii) to discuss matters within the purview of the Senate on which the Director desires its advice;
- (iii) to make recommendations on matters that are referred to it by the Committees of the Senate for the consideration and approval of the Senate;
- (iv) to act as the "Nomination Committee" to recommend to the Senate the names of Senate members who shall serve as Senate nominees on its various Academic and Research Committees, Standing Committees and Advisory Committees. The ECS shall also recommend the names of such eminent persons to the Senate, who may be considered for the conferment of the Doctorate (Honoris Causa) degree and the Distinguished Alumnus Award.

##### 3.1.2.2 The ECS shall meet as and when necessary at the discretion of the Chairman. Fifty percent of its members shall form the quorum for its meetings.

#### 3.2 Academic and Research Committees

##### 3.2.1 Institute Academic Program Committee (IAPC)

##### 3.2.1.1 There shall be an Institute Academic Programme Committee, which shall consist of the following, namely:-

- (i) The Dean, Academics , Chairman;
- (ii) The immediate past Dean, Academics;
- (iii) The Associate Dean, Academic Studies;
- (iv) The Associate Dean, Academic Research;
- (v) Chairman, Institute Time-Table

- (vi) Two Senate nominees;
- (vii) One representative of each Academic Department/ Academic Centre organizing Undergraduate or (and) Postgraduate programme(s) nominated by the Department/ Centre's Faculty Committee and also the Departments/ Academic Centres contributing regularly to UG/PG Teaching but not having an UG/PG Programme;
- (viii) The Chairman JEE;
- (ix) The Chairman, GATE;
- (x) Chairman, PG Admission;
- (xi) Three Students Representatives (nominated by the Dean of Students Welfare);
- (xii) Deputy Registrar (Academics)
- (xiii) Assistant Registrar (Academic Studies), Secretary (ex officio).

**3.2.1.2** The Institute Academic Programme Committee shall normally have a term of two years, commencing from the first day of July of the year it has been constituted. The term of office of the nominated members on Institute Academic Programme Committee shall be co-terminus with that of the Institute Academic Programme Committee.

**3.2.1.3** The term of membership of the student representatives under 3.2.1.1 (vi) above shall commence from the date they have been nominated till 30<sup>th</sup> day of June following or one year, whichever is earlier.

**3.2.1.4** In case of any vacancy in the membership, the nominating authority shall nominate a person for the remainder of the term of the vacancy.

**3.2.1.5** The Institute Academic Programme Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Senate provided that the period of extension shall, in no case, exceed three months.

**3.2.1.6** The Institute Academic Programme Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

#### **3.2.1.7 Duties & Responsibilities of Institute Academic Programme Committee**

Subject to the approval and overall superintendence and control of the Senate, the Institute Academic Programme Committee shall:-

- (i) have power and jurisdiction on all matters concerning the Academic Studies i.e. UG, 5-year integrated (dual degree and single degree Master's) and PG Programmes of the Institute;
- (ii) consider and make recommendations to the Senate/ or the Director, as the case may be, on :-
  - (a) the starting of new academic programmes and courses of instruction, including modification/ deletion/addition, if any, in the course structure and the course contents already approved;
  - (b) the credit valuation of courses;
  - (c) the conduct of all the examinations, of UG, Honours, Minor Specialization, 5-year integrated (dual degree and single degree Master's) and PG programmes, evaluation of academic performance and the granting of degrees; and
  - (d) such other matters as may be referred to it by the Senate or the Director.

#### **3.2.2 Institute Research Committee (IRC)**

**3.2.2.1** There shall be a Institute Research Committee, which shall consist of the following, namely:-

- (i) The Dean, Academics (ex officio), Chairman;
- (ii) The immediate past Dean, Academics;
- (iii) The Associate Dean, Academic Studies;
- (iv) The Associate Dean, Academic Research;
- (v) Chairman, Institute Time-Table;
- (vi) The Chairman, PG Admission;
- (vii) Two Senate Nominees;
- (viii) Two Director Nominees for Sponsored Research;
- (ix) One representative of each Academic Department/ Centre organizing research programmes nominated by the Department/Centre's Faculty Committee;
- (x) Three Students' (Research Scholar Representatives) nominated by the Dean of Students' Welfare;
- (xi) Deputy Registrar, Academics;
- (xii) Assistant Registrar (Academic Research), Secretary (ex officio).

**3.2.2.2** The Institute Research Committee shall normally have a two year term commencing from the first day of July of the year it has been constituted. The term of office of all the members on Institute Research Committee shall be co-terminus with that of the Institute Research Committee.

**3.2.2.3** The term of membership of the student representatives under 3.2.2.1(vii) above shall commence from the date they have been nominated till 30<sup>th</sup> day of June following or one year, whichever is earlier.

**3.2.2.4** In case of any vacancy in the membership, the Director shall nominate a person for the remainder term of the vacancy.

**3.2.2.5** The Institute Research Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Senate provided that the period of such extension shall, in no case, exceed three months.

**3.2.2.6** The Institute Research Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

#### **3.2.2.7 Duties and Responsibilities of Institute Research Committee**

Subject to the approval and overall superintendence and control of the Senate, the Institute Research Committee shall:-

- (i) have power and jurisdiction on all matters concerning research programmes of the Institute;
- (ii) consider and make recommendations to the Senate/ or the Director, as the case may be, on:
  - (a) the admission of Research students;
  - (b) evaluation of Ph.D. thesis/dissertation, the evaluation of academic performance and the granting of degrees; and
  - (c) such other matters as may be referred to it by the Senate or the Director.

#### **3.2.3 Sponsored Research & Industrial Consultancy Committee (SRICC)**

**3.2.3.1** There shall be a Sponsored Research & Industrial Consultancy Committee (SRICC), which shall consist of the following, namely:-

- (i) The Dean, Sponsored Research & Industrial Consultancy (Dean, SRIC)(ex officio) Chairman;



- (ii) Immediate Past Dean, SRIC (ex officio);
- (iii) One nominee (Professor/ Associate Professor/ Assistant Professor/ Scientist) of each Academic Department/Centre to be nominated by the Departmental/ Centres' Faculty Committee;
- (iv) Two nominees of the Senate;
- (v) Two representatives of the Industry (to be nominated by the Director);
- (vi) One Representative of the Funding Agencies (to be nominated by the Director);
- (vii) The Assistant Registrar (SRIC), Secretary (ex officio).

**3.2.3.2** The SRICC shall have a term of two years commencing from the first day of July of the year in which the Committee has been constituted. The term of office of all the members shall be coterminous with that of the Committee. In case of any vacancy in the membership, the Director shall nominate a person for the remainder term of the vacancy.

**3.2.3.3** The Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

**3.2.3.4** The SRICC shall continue to function on the expiry of its term until a new SRICC is constituted by the Senate provided that such an extension shall, in no case, exceed three months.

#### **3.2.3.5 Duties & Responsibilities of Sponsored Research & Industrial Consultancy Committee**

Subject to the approval and over all superintendence and control of the Senate, the SRICC shall

- (i) have jurisdiction on all matters pertaining to sponsored research and consultancy in the Institute;
- (ii) advise the Dean, SRIC on policy matters and shall make recommendations on any matter referred to it by the Director and the Senate;
- (iii) prepare, review and update the regulations and guidelines needed for the implementation and administration of sponsored research, training programmes and intellectual property rights, and to make its recommendations to the Senate.

### **3.3 Advisory Committees**

#### **3.3.1 Library Advisory Committee (LAC)**

**3.3.1.1** There shall be a Library Advisory Committee (LAC), which shall consist of the following, namely:-

- (i) A Senior Professor to be nominated by the Director as Chairman;
- (ii) One faculty representative/ Scientist from each Academic Department/ Centre;
- (iii) Three representatives each from the Undergraduate (UG), Postgraduate (PG) programmes, and research scholars to be nominated by the Students Affairs Council (SAC);
- (iv) Dean Academics;
- (v) The Librarian – Member Secretary (ex officio).

**3.3.1.2** The LAC shall have the term of two years commencing from the first day of July of the year it has been constituted. The membership of the LAC shall be conterminous with that of the LAC. However, the student members shall serve from the date they have been nominated for a term of one year or till the following June 30, whichever is earlier. In case of any vacancy, the nominating authority shall nominate a person for the remainder term of the vacancy.

**3.3.1.3** The committee shall meet at least four times in an academic year and that 50% of its members shall form a quorum for its meetings.

#### **3.3.1.4 Duties and Responsibilities of Library Advisory Committee**

Subject to the approval and overall superintendence and control of the Senate, the LAC shall

- (i) consider policy matters regarding Central Library / Departmental Libraries to make the Central Library and the Departmental Libraries knowledge repositories for smooth and quick access to and retrieval of knowledge and data bases either available freely or on subscription. The LAC shall also formulate the policy for procurement of books and journals including e-journals, databases, software, etc. and to render advice to the Purchase Committee for Library procurements;
- (ii) look in to the problems of the library users and library staff, and take such actions as it deems necessary including the making of recommendations to the Senate / the Director for consideration and direction.
- (iii) supervise the allocation and utilization of funds for different Academic Departments/ Centres for the purchase of books and journals for the Central and Departmental Libraries;
- (iv) maintain liaison between Central Library and various Academic Departments/ Centres for the networking of the Departmental Libraries with the Central Library;
- (v) consider the views of the faculty members regarding knowledge accessibility, and transfer, selection, subscription and purchase of books/ journals, etc. and to take such actions as are deemed necessary;
- (vi) (vi) consider the views of the students, including research students regarding the functioning of the Library and their problems, if any, and to take remedial and corrective actions thereon;
- (vii) consider and make recommendations on all such matters as are referred to it by the Senate and/or its various Committees, or the Director and to take actions thereon, if any.

#### **3.3.2 Students Affairs Council (SAC)**

**3.3.2.1** There shall be a Students Affairs Council of the Institute which shall function under the overall supervision and control of the Senate of the Institute.

**3.3.2.2** The Students Affairs Council shall be a joint student-faculty Standing committee, which shall be governed by its own constitution subject to such conditions as may be imposed by the Senate or the Board of Governors. The SAC shall derive all its powers from the relevant authorities of the Institute.

**3.3.2.3** The Students Affairs Council (SAC) shall consist of the following, namely:

- (i) The Director, who shall be the Chairman, ex-officio;
- (ii) The Deputy Director, ex-officio;
- (iii) The Dean of Students' Welfare (DOSW), ex-officio;
- (iv) The Immediate Past DOSW;
- (v) The Dean, Academics, ex-officio;
- (vi) The Associate Dean, Academic Studies (ex-officio);
- (vii) The Associate Dean, Academic Research (ex-officio);
- (viii) The Associate Dean of Students' Welfare (Bhawan), ex-officio;
- (ix) The Associate Dean of Students' Welfare (Discipline), ex-officio;
- (x) The Associate Dean of Students' Welfare (International Students), ex-officio;
- (xi) The Faculty Advisor SC/ST Cell, ex-officio;
- (xii) The Liaison Officer OBC; ex-officio;
- (xiii) The Chief Advisors of Functional Bodies, ex-officio;



- (xiv) The Secretaries of Functional Bodies, ex-officio;
- (xv) The Member Secretaries of Bhawan Councils, ex-officio;
- (xvi) The Mess Secretaries, ex-officio;
- (xvii) The Representatives of Married Students Hostels (2);
- (xviii) Two Chief Wardens to be nominated by the Director on the recommendations of the Dean of Students' Welfare;
- (xix) Two nominees of the Senate of the Institute;
- (xx) The General Secretary of the Students Affairs Council who shall be nominated out of the elected SAC executive committee members;
- (xxi) The Deputy/ Assistant Registrar (Students Affairs).

**3.3.2.4** The term of appointment of members other than ex-officio members, i.e. elected and nominated members, shall commence from the date of their appointment to the SAC and shall expire on June 30 of the next Calendar year or till the date of continuous registration of the student, whichever is earlier.

#### **3.3.2.5 The Functions and Responsibilities of the SAC**

- (a) The SAC shall be a collective forum for the presentation of the views of the students of IIT, Roorkee on any issue which may be of collective concern to them i.e. welfare, discipline, etc. The SAC shall discuss such issues and make its recommendations to the relevant authorities and the officers of the Institute for consideration and decision, if any.
- (b) The SAC shall oversee the overall policy formulation, coordination and review of all students affairs which are of co-curricular nature, students housing and related matters in terms of the powers vested in the Senate vide Statute 5 (2) (j). The SAC shall derive its powers from the delegation of powers by the Senate subject to its approval and overall superintendence and control;
- (c) The Council shall consider and ratify the constitutions of its constituent bodies and subsequent amendment by a 2/3<sup>rd</sup> majority of the 'Effective Strength' which means the strength of the entire Council, excluding the faculty members who may participate in the discussion but shall abstain from voting. If no ratification is accorded, the matter will be referred back to the constituent bodies for reconsideration in the light of the comments of the Council.
- (d) The Council shall have the authority to institute and recognize a new functional body and/or a committee or to reorganize an existing one. This shall require a 2/3<sup>rd</sup> majority vote of the Council members present at the Council meeting.
- (e) The finalization of the annual Budget and allocation of budget to various functional constituent bodies shall be done by the Executive Committee of the SAC at the end of the previous academic session. These allocations, if deemed necessary, may be modified and approved within twenty one days of the commencement of the new session.
- (f) Whenever deemed necessary, the Council may audit accounts of any or all of its constituent's bodies/ Committees.
- (g) The Council shall normally refrain from interfering in the affairs of its constituent bodies, but may consider and review some policies or decisions of a particular body which seem to be detrimental to the interest of the student community.

#### **3.3.2.6 The Executive Committee of the SAC**

The SAC shall have an Executive Committee which shall consist of the following, namely:-

1. the Dean of Students' Welfare, ex-officio, who shall be the Chairman;

2. the Associate Dean of Students' Welfare (Discipline), ex-officio;
3. the Associate Dean of Students' Welfare (Bhawan), ex-officio;
4. the Associate Dean of Students' Welfare (International Students), ex-officio;
5. two Chief Wardens of Bhawans, ex-officio;
6. the Chief Advisors of concerned activities , ex-officio;
7. three students (nominees of SAC Executive Committee);
8. the Deputy/ Assistant Registrar (Students' Affairs), ex-officio;
9. the General Secretary (Students' Affairs), who shall be the Convener.

#### **Functions of the Executive Committee**

**3.3.2.7** The Executive Committee shall take executive decisions on matters which are not considered sufficiently important to require an immediate meeting of the SAC: Provided that such decisions must be reported to the next meeting of the SAC for its consideration and approval. Any decision taken by the Executive Committee shall cease to be in operation if it is not approved or if it is modified by the SAC.

**3.3.2.8** The Executive Committee (EC) of the SAC shall oversee the functions of the Students Senate and other constituent bodies of the SAC. At present the following committees are recognized by the EC of the SAC, namely:-

- (i) the Discipline Committee (DC);
- (ii) the Students Senate (SS);

#### **DISCIPLINE COMMITTEE**

**3.3.2.9** The Students Affairs Council shall have a committee on students discipline, which shall consist of the following, namely:-

1. the Associate Dean of Students Welfare (Discipline), ex-officio, who shall be the Chairman;
2. the Associate Dean (International Students') , ex officio;
3. Three Faculty Advisers to be nominated by the Dean of Students' Welfare, ex officio;
4. Two Chief Wardens to be nominated by the Dean of Students' Welfare, ex officio;
5. Three Student Nominee of the SAC, to be nominated by the students Senate of SAC;
6. the Deputy / Assistant Registrar (Students Affairs), ex officio;
7. the General Secretary (Students Affairs), ex officio

#### **Functions**

**3.3.2.10** The Discipline Committee shall enquire and investigate any matter involving students discipline and suggest suitable actions and submit the report to the Executive Committee of the SAC for further necessary actions as per existing regulations of the Institute.

#### **STUDENTS SENATE**

**3.3.2.11** The Students Senate for UG, PG and Ph.D. students/ candidates shall consist of the following, namely:-

- (1) All elected members (5) and nominated (2) members at the Institute level
- (2) All elected members (6) of each Bhawan and Asst. Wardens (residential) of IIT Roorkee and Saharanpur campuses;
- (3) All Secretaries of other Functional Bodies of SAC.

### **Functions of the Students Senate**

**3.3.2.12** The Students Senate shall perform the following duties and functions, namely:-

- (a) to prepare budget and present audited accounts through its Executive Committee for consideration and approval of the SAC;
- (b) to organize activities of common interest of students community;
- (c) to suggest amendments to the constitution for consideration of the SAC through General Body of the Students;
- (d) to constitute study groups to consider matters pertaining to students' welfare;
- (e) to promote and maintain good behaviour and discipline amongst students' community;
- (f) to consider any matter referred to it by the SAC and other authorities of the Institute.

### **Tenure of the Students Senate**

**3.3.2.13** The tenure of the Senate shall commence from the date it has been constituted and shall last on June 30 following.

**3.3.2.14** (a) The Executive Committee of the Students Senate shall consist of the following members elected from amongst the members of the Students Senate, namely:

- (i) the General Secretary of the Senate;
- (ii) the General Secretary Finance;
- (iii) the General Secretary Academic Affairs (UG);
- (iv) the General Secretary Academic Affairs (PG);
- (v) the General Secretary Technical Affairs;
- (vi) the General Secretary Alumni Affairs;
- (vii) the General Secretary Cultural Affairs;
- (viii) the General Secretary Sports Affairs;

The General Secretary of the Senate will be nominated out of SAC Executive committee members elected by voting.

- (b) The Dean of Students' Welfare or his nominee and the Associate Dean of Students' Welfare (Discipline) shall be the Advisers to the Students Senate.

### **Formation of the Students Senate**

**3.3.2.15** Formation of the Students Senate and its Executive Committee for a given academic session shall be constituted at the earliest and latest by September 15. The Academic Session means the period from July 1 to June 30 following year.

### **FUNCTIONAL BODIES OF THE SAC**

**3.3.2.16** The Students Affairs Council (SAC) shall have the following functional bodies, namely:-

- (i) the Coordinating Committee of Bhawans (CCB);
- (ii) the Students' Sports Organization;
- (iii) the Students' Club;
- (iv) the Students' Hobbies Club;
- (v) the Students' Cultural Society;
- (vi) the Students' Cinema Club;
- (vii) the Himalayan Explorers Club.

**3.3.2.17** Each institute level functional body shall be governed by its own constitution as approved by the SAC. Whereas SAC works within a rather broad framework, these functional bodies will concentrate on specified spheres of student activities, as per existing norms prevailing in the

Institute so as to maintain a healthy and vibrant ambience for the overall development of the students' personality.

#### **OTHER ASPECTS**

**3.3.2.18** Besides the constitutional structure of various bodies, the other important components of students affairs, such as infra-structure, supporting staff requirements, service conditions and financial supports for smooth functioning of the Students Affairs at this residential institute shall be such as may be decided by the Institute from time to time.



**(i) COORDINATION COMMITTEE OF BHAWANS**

There shall be a Coordination Committee of Bhawans which shall consist of the following, namely:-

1. the Dean of Students' Welfare or his nominee; ex-officio, Chairman;
2. the Associate Dean of Students' Welfare (Bhawan), ex-officio;
3. the Chief Wardens of Bhawans, ex-officio;
4. the Wardens of Bhawans, ex-officio;
5. one Mess Manager /Stores in-charge (by rotation), ex-officio;
6. the Accounts Officer/ Accounts in-charge (by rotation), ex-officio;
7. the Member Secretaries (all Bhawans) , ex-officio;
8. the Mess Secretaries (all Bhawans) , ex-officio;
9. the Asst. Wardens (Residential) (all Bhawans), ex-officio.

A Member Secretary shall be nominated by the Chairman.

**(a) Bhawan Council (For each Bhawan)**

There shall be a Bhawan Council for each Bhawan/ Students Hostel of the Institute. The Bhawan Council shall consist of the following, namely:-

1. the Chief Warden, ex-officio; Chairman
2. the Warden, ex-officio;
3. the Asstt. Warden (Residential), ex-officio;
4. the Bhawan Member Secretary, ex-officio;
5. the Mess Secretary, ex-officio
6. the Sports Secretary; ex-officio
7. the Social and Cultural Secretary; ex-officio;
8. the Technical Secretary; ex-officio;
9. the Maintenance Secretary-I; ex-officio;
10. the Maintenance Secretary-II; ex-officio;

Member Secretary of the Bhawan Council will be nominated out of the elected bhawan council members

**(b) Mess Working Committee (for each Bhawan)**

There shall be a Mess Working Committee for each Bhawan, which shall consist of the following, namely:-

1. the Warden, Chairman, ex-officio;
2. Asstt. Warden (Residential), ex-officio;
3. the Mess Manager /Store in-charge, Member;
4. the Bhawan Member Secretary, Member;
5. the Mess Secretary, Member Secretary .

**(ii) STUDENTS SPORTS ORGANISATION**

There shall be a Students Sports Organization which shall be managed by the Sports Council. The Sports Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio; Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors - one for each activity, ex-officio;

4. the Sports Officers, ex-officio;
5. the Secretary (One for each activity) , ex-officio;
6. one Member from the Married Students' Hostels (to be nominated by the Dean of Students' Welfare).
7. One Member from the International Students (to be nominated by the Dean of Students' Welfare)

**(iii) STUDENTS' CLUB**

There shall be a Students Club which shall be managed by the Club Council. The Club Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors for each unit), ex-officio;
4. the Secretaries, ex-officio;
5. one member nominated by the Bhawan Council;
6. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
7. One member from the International Students (to be nominated by the Dean of Students' Welfare)

**(iv) STUDENTS' HOBBIES CLUB**

There shall be a Students Hobbies Club which shall be managed by a Hobbies Club Council. The Hobbies Club Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors (one for each activity), ex-officio;
4. the Secretaries (one for each activity), ex-officio.
5. One member from the International Students (to be nominated by the Dean of Students' Welfare)

**(v) STUDENTS' CULTURAL SOCIETY**

There shall be a Students Cultural Society which shall be managed by the Cultural Society Council. The Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio, Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the faculty Advisor(s) (one for each activity), ex-officio;
4. the Secretaries (one for each activity or group of activities), ex-officio;
5. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
6. One Member from the International Students (to be nominated by the Dean of Students' Welfare)

**(vi) STUDENTS' CINEMA CLUB**

There shall be a Students' Cinema Club which shall be managed by the Cinema Club Council. The Cinema Club Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio, Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the Secretary, ex-officio;
4. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).

**(vii) HIMALAYAN EXPLORERS CLUB**

There shall be a Himalayan Explorers Club which shall be managed by a Himalayan Explorers Club Council. The Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Secretary (one for each activity or group of activities), ex-officio;
4. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
5. One Member from International Students (to be nominated by the Dean of Students' Welfare)

**Note:**

1. The Secretaries of various functional bodies shall be nominated by the respective Chief Advisers. The Secretaries shall be from amongst the actively participating and willing members with a minimum of two years of activity at U.G. level or one year at P.G. level (prior to Semester for nomination). CGPA may also be considered along with any other criteria suggesting healthy and disciplined personality of the student.
2. Each Council, excluding Bhawan councils, shall have one Council, Secretary to be nominated by the respective Chief Advisers.
3. The duties of the Secretaries and Councilors of various Functional Bodies shall be such as may be decided by the Dean of Students Welfare from time to time.

**3.4 The Academic and Research Committees of the Departments/ Centres**

**3.4.1 The Departmental/ Centre's Faculty Committee (DFC/CFC)**

**3.4.1.1** Each academic Department/Centre shall have a Faculty Committee called as Departmental/ Centre's Faculty Committee (DFC/CFC) consisting of all full-time faculty members of the Department/ Centre. All the joint faculty/Professors shall also be the members of the DFC/ CFC.

**3.4.1.2** The Head of the Department/Centre shall be the ex officio Chairman of the DFC/CFC.

**3.4.1.3** A member of the faculty of the Department/Centre shall be nominated by the DFC/ CFC to act as its Secretary for a term of two years.

**3.4.1.4** The DFC/CFC shall meet as and when necessary, but twice in a semester and that 50% of its members shall form a quorum for its meetings.

**3.4.1.5** For an interdisciplinary programme, a Programme Faculty Committee (PFC) shall be constituted by the Dean Academics in consultation with the Heads of the concerned Departments/ Centres and the Programme Coordinator. The Programme Coordinator shall be appointed by the Director in consultation with the Dean Academics, and the Heads of the concerned Departments/ Centres.

**3.4.1.6 Duties and Responsibilities of DFC/CFC:**

- (i) The DFC/CFC shall be responsible for considering all the policy issues concerning academic and research programmes of the Department/ Centre.
- (ii) The DFC/CFC shall consider and review the existing courses and propose and formulate new academic programmes and courses as recommended by the DAPC/CAPC or DRC/CRC in case of pre Ph.D. courses to it and send its recommendations to IAPC/IRC, for its consideration and action, if any.



- (iii) The DFC/CFC shall consider and distribute teaching load to the faculty members.
- (iv) The DFC/CFC shall nominate one faculty representative of the Department to the Institute Academic Programme Committee, Institute Research Committee, SRICC and the LAC. The nominees on Institute Academic Programme Committee and Institute Research Committee shall be members of the DAPC/CAPC and DRC/CRC, respectively.
- (v) The DFC/ CFC of a Department/ Centre shall constitute two sub-committees, namely:-
  - (a) The Departmental/ Centre's Research Committee, DRC/ CRC, and
  - (b) The Departmental/ Centre's Academic Programme Committee (DAPC/ CAPC)
- (vi) A copy of the minutes of the meetings of the DFC/CFC shall be sent to Dean, Academics and all the members of the DFC/ CFC, and the record of the minutes shall be maintained.

### **3.4.2 The Departmental /Centre's Professorial Committee (DPRC/CPRC)**

**3.4.2.1** There shall be a Professorial Committee in each Department/ Centre consisting of all the full-time Professors/Joint Professors of the Department/ Centre. In those Departments/Centres where the number of Professors/equivalent Scientists is less than five, the Director may nominate such number of Professors from other Departments/Centres as may be necessary to make the Professorial Committee a Five member committee. The tenure of such nominees shall be two years from the day of their nomination.

**3.4.2.2** The Head of the Department/ Centre shall be the Chairman of the Professorial Committee.

#### **3.4.2.3 Duties and Responsibilities of the DPRC/CPRC**

The Professorial Committee shall be responsible for faculty recruitment, short listing criteria, panel of experts, voluntary retirement, appointments after superannuation, appointment of Visiting Professors, Guest Faculty, etc.;

### **3.4.3 The Departmental /Centre's Administrative Committee (DAC/CAC)**

**3.4.3.1** There shall be a Departmental Administrative committee/ Centre Administrative Committee (DAC/CAC) in each Department/ Centre consisting of the full-time faculty of the Department/ Centre.

**3.4.3.2** The Head of the Department/ Centre will propose the names of the members of the DAC/CAC to the Director, for approval.

**3.4.3.3** DAC/CAC will not exceed 30% of the strength of the faculty in position in the Department / Centre with almost equal representation at all cadre levels.

**3.4.3.4** The members of the DAC/CAC will be nominated on the basis of their seniority at their respective cadre level i.e. as Professors or Associate Professors or Assistant Professor, as applicable.

**3.4.3.5** The DAC/CAC members will be nominated for a period of two years. If a faculty member is promoted during his/her tenure as a member of the DAC/CAC, he/she will vacate the position and the next faculty member at the same cadre level (Professor/ Associate Professor/ Assistant Professor) in the order of seniority will be invited to be a member of the DAC/CAC. The tenure of such member shall be of two years from the date of nomination.

**3.4.3.6** The Head of the Department/Centre shall be the Chairman of the Department/ Centre Administrative Committee.



### **3.4.3.7 Duties and Responsibilities of the DAC/CAC**

- (i) The Administrative Committee shall be responsible for all the administrative matters of the Department/ Centre which may include:-
  - (a) Allocation of allotted manpower (technical and ministerial) to different laboratories/ office, etc.;
  - (b) Allocation of administrative responsibilities to the faculty members;
  - (c) Construction and space allocation within Department/ sections including faculty office rooms, office, laboratory, library, etc.;
  - (d) Policies (long-term and short-term) for the academic development of the Department;
  - (e) Security, maintenance and upkeep of the Department/ Centre including Laboratories, building(s), lawns, etc.;
  - (f) Budgetary allocations of Departmental Operating Expenses (DOE) and other plan allocations and funds received by the Department/ Centre to various sections/ Laboratories, facilities, etc.;
  - (g) General discipline of the students/ staff in the Department / Centre etc.;
  - (h) Management of Department Develop Fund;
  - (i) Invited Lectures from India/ Foreign Experts;
  - (j) Processing proposals of faculty for attending International Conferences and availing long leave for various purposes;
  - (k) Any other item on which Head of the Department/ Centre may like to seek advice/ opinion of the Department/Centre Administrative Committee.
- (ii) The Department/ Centre Administrative Committee shall take all decisions in a collegiate manner with due care to improve the academic and research ambience and academic and research output of the Department/ Centre.
- (iii) The Department/ Centre Administrative Committee shall meet as and when required and 50% of its members shall form a quorum for its meetings. The agenda item of the DAC/CAC meeting may be sent by any faculty which shall be taken up by the Committee in its next meeting and shall be disposed off in a collegiate fashion. The confirmed minutes of the meeting shall be sent to the Director and all the faculty members of the Department/ Centre.

### **3.4.4 The Departmental Faculty Search Committee (DFSC)**

- 3.4.4.1** There shall be a Faculty Search Committee in each Department consisting of full-time Professors, Associate Professors and Assistant Professors of the Department.
- 3.4.4.2** The Head of the Department will propose a Faculty Search Committee (DFSC) from the existing fulltime faculty members of the Department for the approval of the Director.
- 3.4.4.3** There shall be four or five members in the DFSC. The search committee shall be composed of individuals from diverse research and teaching backgrounds, and at various cadre levels. Preferably it should have at least one Professor, one Associate Professor and two Assistant Professors of the Department. There shall be one member from each of the other related Department(s) in the search committee.
- 3.4.4.4** One member of the committee shall act as Convener and shall be a faculty member with leadership ability who can deal with conflicting situations.
- 3.4.4.5** Active involvement of every member of the committee is a must. Search committee members must agree to participate in the recruitment effort, including personal outreach to the candidates.

#### **3.4.4.6 Responsibilities of DFSC**

The main tasks of the DFSC are:

- (a) Assisting in inviting applications from prospective candidates.
- (b) Reducing the overall time of the recruitment process.
- (c) The Committee will keep track and get in touch with prospective candidates.
- (d) Processing the applications as they are received (a few applications at regular intervals).
- (e) Reviewing applications with the help of other faculty members.
- (f) Collecting the feedback.
- (g) Making arrangements for research presentation and interview.
- (h) Hosting the candidates during the research presentation and interview.
- (i) Arranging a mentor/ escort whenever a prospective candidate visits the Department.
- (j) Maintaining confidentiality.

#### **3.4.5 The Departmental/ Centre's Research Committee (DRC/CRC):**

**3.4.5.1** There shall be a DRC/CRC in a Department/ Academic Centre consisting of full-time faculty members of the department/centre nominated by DFC/CFC and all faculty cadres are represented with a minimum of 7 and maximum of 12 members. The membership of the DRC shall be such that all major specializations as approved by DFC/CFC are represented. Such specialization should have at least 3 faculty members of the department. If faculty strength of a department/centre is less than seven, short fall shall be made up by the members nominated by Dean Academics from the Institute. The membership shall be rotated among various faculty members at all cadres. The faculty representative of the Department/Centre in the Institute Research Committee shall also be a member of the DRC/CRC.

**3.4.5.2** A Professor from amongst the members of the DRC/CRC nominated by the DFC/CFC shall be its Chairman. The constitution of the DRC/ CRC shall be recommended by the DFC/ CFC and shall be approved by the Dean Academics.

**3.4.5.3** The DRC/CRC shall have a term of two- years from the date of its constitution by the DFC/ CFC. The term of office of the members of the Committee shall be co-terminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFC/ CFC and approved by the Dean Academics for the remainder of the term of the member in whose vacancy the nomination is being made.

#### **3.4.5.4 Duties & Responsibilities of the DRC/CRC:**

- (i) The DRC/CRC shall be responsible for all the academic matters pertaining to all research programmes of the Department/ Centre and the pre-Ph.D courses as specified in the Ordinances and Regulations for Ph.D. programmes.
- (ii) The DRC/CRC shall be responsible to coordinate the process for the selection of students for Ph.D. programmes, conduct of Ph.D. programmes, and the allocation of Ph.D. students to faculty members for their Ph.D. work as per Ph.D. regulations.
- (iii) The DRC/CRC shall consider and make its recommendation on all the issues referred to it by the DFC/CFC and/or the Dean Academics.
- (iv) The DRC/CRC shall meet as often as necessary but there should be a minimum of 3 meetings in a semester and its minutes shall be sent to the Dean Academics. The minutes shall also be sent to all the faculty members of the Department/ Centre for information and necessary action.

### **3.4.6 The Departmental/ Centre's Academic Programme Committee (DAPC/ CAPC)**

**3.4.6.1** There shall be a DAPC/CAPC in each Department/ Centre which shall consist of full-time faculty members. There should be minimum 7 and maximum 12 members. All major sections and all the faculty cadres shall be represented in the DAPC/CAPC and the membership shall be rotated every two years in a staggered manner. The faculty representative of the Department in the Institute Academics Programme Committee shall also be a member of the DAPC/CAPC. If faculty strength in a department/centre is less than seven, short fall shall be made up by the members nominated by Dean Academics from the Institute.

**3.4.6.2** A Professor from amongst the members of DAPC/CAPC nominated by the DFC/CFC shall be its Chairman. The constitution of the DAPC/CAPC shall be recommended by the DFC/CFC and approved by the Dean Academics.

**3.4.6.3** The DAPC/CAPC shall have a term of two years from the date of its constitution by the DFC/CFC. The term of office of the members of the DAPC/CAPC shall be co-terminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFC/CFC and approved by the Dean Academics for the remainder of the term of the member in whose vacancy the nomination is being made.

#### **3.4.6.4 Duties and responsibilities of the DAPC/CAPC**

- (i) The DAPC/CAPC shall be responsible for all academic matters pertaining to Academic Studies i.e. UG, PG, IDD and Integrated (M.Sc./M.Tech.) Masters Programmes being run by the Department as specified in the Ordinances and Regulations for UG, PG, IDD, Integrated (M.Sc./ M.Tech.) Master's Programmes.
- (ii) For interdisciplinary programmes, the PFC shall perform the duties of the DAPC/CAPC. The Programme Coordinator shall perform such duties and exercise such powers of Head of the Department as may be necessary for such a programme.
- (iii) The DAPC/CAPC shall nominate Programme Coordinators from amongst the Professors/ Associate Professors for each programme of the Department/ Centre. The Programme Coordinator shall coordinate the programme and assist the DAPC/CAPC and the Head of the Department/ Centre in the running of the programme.
- (iv) The DAPC/CAPC shall meet as often as necessary but there should be a minimum of 3 meetings in a semester to consider the conduct of programmes, the progress of the students and any other matter concerning the programmes.
- (v) The DAPC/CAPC shall consider and make its recommendation on all issues/ matters referred to it by the DFC/CFC to Dean Academics.
- (vi) The minutes of the meeting of DAPC/CAPC shall be sent to the Dean Academics and all the faculty members of the Department for information and necessary action.



## CHAPTER IV

### **Procedure for Nomination of persons by the Senate, the Departments/ Centre and the Students Senate of the Students Affairs Council, etc.**

#### **4.1 Senate Nominees**

**4.1.1** The Senate shall nominate its representatives to serve on the Board of Governors (BOG) and the following Academic and Research Committees / Standing Committees—(i) Institute Academic Programme Committee (IAPC); (ii) Institute Research Committee (IRC); (iii) Sponsored Research and Industrial Consultancy Committee (SRICC); (iv) Library Advisory Committee (LAC); and (v) Students Advisory Council (SAC).

#### **4.1.2 Nomination of Professors as the Representatives of the Senate on the Board of Governors (BOG)**

**4.1.2.1** The Senate of the Institute shall nominate two Professors as its representative to the Board of Governors (Section 11 (e) of the Act.

**4.1.2.2** The procedure to be followed for nomination shall be as under:

- (a) A panel of three/five (for one or two nominees) senior-most Senators, who meet the under-mentioned criteria, will be prepared:
  - (i) They should have attended at least 60% meetings of the Senate during the last five years. The number of meetings of the Senate for this purpose will include regular as well as special meetings. All types of absence including leave, deputation, sickness and EOL abroad etc. will be reckoned against 40% absence permitted during the period of five years.
  - (ii) They should not be holding the position of the Deputy Director at the time of his/her nomination.
  - (iii) They should have at least two years of service remaining in the Institute from the date of nomination to enable him or her to complete the full two year term in terms of Section 12 (3) of the Act.
  - (iv) They should not have been members of the BOG representing the Senate on an earlier occasion for whatever duration.
- (b) The panel so prepared, on the basis of above eligibility criteria, would be circulated to the members of the Senate in a confidential cover by the Chairman, Senate for their suggestions on nominating the Senator(s) on the Board of Governors. Based on the feedback received from the Senators, the Chairman, Senate, on behalf of the Senate will nominate the Senator(s) for membership of the Board of Governors.
- (c) If a nominee of the Senate on the Board of Governors proceeds on leave of the kind due for a period exceeding six months, he would cease to be the member representing the Senate on the Board of Governors and the resultant vacancy would be filled as per the provisions of the Act and the procedure laid down by the Senate.

**4.1.3** For all other Academic and Research Committees/ Standing Committees listed under sub-section 2.3 of Chapter II of the Senate Manual, the ECS shall act as the 'Nomination Committee' and shall send its recommendations to the Senate for its consideration and approval. The Member-Secretary of the Executive Committee shall invite nominations to various Committees from the members of the Senate at least 60 days before the end of the tenure of the functional

Committees. The Senate members absent from the Institute on lien/leave shall not be considered for such nominations. All the nominations received from the members shall be put to the ECS by the Member-Secretary in a special meeting of the ECS which shall be held at least 30 days before the end of the tenure of the members on the Committees. The Senate shall meet in the month of June to consider and approve its nominees. For any vacancy in the nominees on the Committees, the ECS shall take steps to fill the vacancy within three months from the date of the vacancy.

- 4.1.4** No Nominations shall be made by the Senate to any other Committee in the Institute unless it is decided by the Senate otherwise.

#### **4.2 Representatives of Departments/ Centres**

- 4.2.1** The Departments/Centres are required to nominate their representatives to serve in the Institute Academic Programme Committee (IAPC), Institute Research Committee (IRC), Sponsored Research & Industrial Consultancy Committee (SRICC), and the Library Advisory Committee (LAC) in accordance with the Constitution of these bodies (refer to Chapter III).

- 4.2.2** The actual procedure to select the representatives from the Departments/ Centres shall be decided by the individual DFC/CFC.

#### **4.3 Student Representatives**

- 4.3.1** The SAC is required to nominate student-representatives to serve on the following Boards/ Committees, viz [(i) Institute Academic Programme Committee (IAPC); (ii) Institute Research Committee (IRC); and (iii) the Library Advisory Committee (LAC).

- 4.3.2** Three student representatives in Institute Academic Programme Committee (IAPC) and Institute Research Committee (IRC) shall be nominated by the Dean of Students' Welfare.

- 4.3.3** The nine student-representatives on the Library Advisory Committee (LAC) shall be nominated by the Senate of the SAC (excluding the faculty members on the Senate). Three of the representatives shall be undergraduate students; Two M.Tech. students from Engineering Departments; one student from M.Sc./M.Tech. (3 year programme)/MCA/ MBA etc. streams, run by non-Engineering Departments; one research student/ candidate from Engineering Departments and one research student/ candidate from the Sciences, Humanities and Social Sciences, and Management Departments. There shall be no academic criteria for eligibility to be nominated as a student-representative on the LAC. These nominations shall be made at the first meeting of the Senate of the SAC in an academic year.

#### **4.4 Student Members of the SAC**

- (i) All student-members of the SAC listed in Chapter III under sub-section 3.3.3.3 of the Manual shall be elected / nominated as per the procedure outlined in the respective constitutions of the student bodies/ councils.

#### **4.5 Departments/ Centres/ Service Centres/ Centres of Excellence (Statutes 21 (1) & (2))**

1. The Institute currently has the following Departments, namely:-

- (a) Applied Science and Engineering
- (b) Architecture and Planning
- (c) Biotechnology
- (d) Chemical Engineering
- (e) Chemistry
- (f) Civil Engineering

- (g) Computer Science and Engineering
- (h) Earth Sciences
- (i) Earthquake Engineering
- (j) Electrical Engineering
- (k) Electronics and Communication Engineering
- (l) Humanities and Social Sciences
- (m) Hydrology
- (n) Paper Technology
- (o) Management Studies
- (p) Mathematics
- (q) Mechanical and Industrial Engineering
- (r) Metallurgical and Materials Engineering
- (s) Physics
- (t) Polymer and Process Engineering
- (u) Water Resources Development & Management

Provided that the Board may, on the recommendation of the Senate, create or modify or abolish any Department or merge it with another Department.

2. The Institute shall have the following Academic Centres, Service Centres, and Centres of Excellence namely :-

- |                                      |                          |
|--------------------------------------|--------------------------|
| (a) Alternate Hydro Energy Centre    | Academic Centre          |
| (b) Central Library                  | Academic Services Centre |
| (c) Centre for Continuing Education  | Academic Services Centre |
| (d) Institute Instrumentation Centre | Academic Services Centre |
| (e) Institute Computer Centre        | Academic Services Centre |
| (f) Information Superhighway Centre  | Academic Services Centre |

**Centre of Excellence:**

- (a) Centre for Nanotechnology
- (b) Centre for Disaster Mitigation and Management
- (c) Centre for Transportation System (CTRANS)

Provided that the Board may, on recommendation of the Senate, establish or abolish any Centre/Service Centre/ Centre of Excellence or merge it with another Centre/Service Centre/ Centre of Excellence or a Department or convert it into a Department.

**4.6 The Deans (Statute 11)**

- (1) The Director may appoint Deans and Associate Deans to assist him in discharging his duties and responsibilities, in consultation with the Chairman of the Board of Governors.
- (2) The Deans and Associate Deans shall be appointed by the Director from amongst the teachers for a period not exceeding three years. They shall hold their offices at the pleasure of the Director.
- (3) The Deans and the Associate Deans shall be deemed to be the officers of the Institute and will enjoy such powers and perform such duties as may be delegated to them by the Director with the prior approval of the Board. The Associate Deans shall normally assist the respective Deans in the performance of their duties.
- (4) The Dy. Director, Deans, Associate Deans, Chief Wardens, Associate and Assistant Deans shall be entitled to additional monetary benefit as approved by BOG by virtue of holding their respective Offices.

#### **4.7 Head of the Department (Statute 22)**

- (1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors and Associate Professors in such manner as may be laid down by the Board from time to time.

Each Centre/School/Service Centre of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors/ Associate Professors, Chief Scientific Officers/Principal Scientific Officers, Chief Design Engineers/ Principal Design Engineers in the Centre/School/Service Centre or in a cognate Department/Centre/School in such manner as may be laid down by the Board from time to time.

Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of an Department/Centre/School/Service Centre or place it under the charge of the Deputy Director or a Professor from another Department/Centre for a period not exceeding six months.

- (2) The Head of the Department/ Centre/ School/ Service Centre shall be responsible for the entire working of the Department/ Centre/School/Service Centre, subject to the general control of the Director.
- (3) It shall be the duty of the Head of the Department/Centre/ School/ Service Centre to see that the decisions of the authorities of the Institute and of the Director are faithfully carried out. He/ She shall perform such other duties as may be assigned to him/her by the Director.

#### **4.8 Other Faculty Officers serving on Senate Boards/ Standing Committees**

The Chairman of the LAC shall be nominated by the Director from the eligible faculty members of the Institute.

### **CHAPTER V**

#### **Procedures of operation of the Senate Manual and the Procedures to be followed for Senate meetings**

- 5.1** The procedures for nomination and operation specified in the Senate Manual shall be followed. Any inadequacy in the operation of the Manual shall be referred by the Secretary of the Senate to the Chairman of the Senate to effect proper changes, additions, and/or deletions. In case of any discrepancy or any dispute arising out in following the Senate Manual, the decision of the Chairman of the Senate shall be final and binding.
- 5.2** The provisions in the Senate Manual may be added to, amended or repealed at any meeting of the Senate, provided that the written notice of the proposed action has been sent to each member of the Senate at least two weeks prior to the meeting at which a particular provision is to be considered. Modification of the said provision shall require the approval of a majority of the members of the Senate present at the meeting in question and shall become effective on the date specified by the Senate.
- 5.3** All meetings of the Senate shall be governed by the procedure specified below:
- 5.3.1** The members of the Senate/Secretaries of the Senate Committees should communicate to the Secretary of the Senate the items together with notes for inclusion in the agenda at least 15 days before the date of the meeting. Items submitted later than the above stipulated deadline should be submitted directly to the Chairman of the Senate. The reasons for the delay in submission must invariably be stated in a covering note. The inclusion of an item submitted late shall, however, be at the discretion of the Chairman.

**5.3.2** The agenda papers should be in the hands of the members at least a week before the date of the meeting of the Senate.

**5.3.3** Once the members, who have sent written comments to the Chairman, have expressed their views on the floor of the Senate, the Chairman may like to invite additional comments. Thereafter, he shall summarize the discussion along with his own views on the matter. A decision on the item will then be arrived at and a resolution to this effect shall be passed.

**5.3.4** A decision once taken should not normally be re-opened within one year from the date of the decision. However, the Chairman may move to re-consider the matter within one year under exceptional circumstances.

**5.3.5** Normally, the order of business at regular meetings of the Senate shall be as follows :

- (i) Announcements by the Chairman;
- (ii) Confirmation of minutes of previous meeting;
- (iii) Follow-up action on previous decisions;
- (iv) Reports of the ECS, Academic and Research Committees and other Advisory Committees of the Senate;
- (v) Unfinished business from the previous meeting; and
- (vi) New business.

The order of business at any special or requisitioned meeting of the Senate shall be as follows :

- (i) The special business of the occasion; and
- (ii) Any other business that may be admitted by the Chairman of the Senate under special circumstances.

**5.3.6** At any meeting of the Senate, the decisions must be formalized by means of a consensus or an affirmative vote. Questions of order not covered in the Senate Manual shall be governed by rulings of the Chairman of the Senate at that time. Subsequently, the Senate may consider the matter and frame guidelines for future.

**5.3.7** The Chairman of the Senate shall nominate the Experts as the nominees of the Senate to serve on the Selection Committees for various academic staff positions (Statute 13 (3)) from the panels of Experts approved by the Senate. The Senate shall consider the panels of experts in different specializations/ groups of a Department/ Centre or in interdisciplinary areas submitted by the Professorial Committees of the Departments/ Centres or the interdisciplinary Professorial Committees for the interdisciplinary areas constituted by the Chairman of the Senate, and may approve the panels with additions/ deletions. The panels of Experts shall be valid for a period of two years from the date of approval by the Senate or till such date a new panel is constituted.



**Excerpts from the Institutes of Technology Act, 1961 which are relevant to the Senate Manual**

**Section 10:** The following shall be the authorities of an Institute, namely :

- (a) a Board of Governors;
- (b) a Senate; and
- (c) such other authorities as may be declared by the Statutes to be the authorities of the Institute.

**Section 11:** The Board of an Institute shall consist of the following persons, namely: -

- (a) the Chairman, to be nominated by the Visitor;
- (b) the Director, ex officio;
- (c) one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute;
- (d) four persons having special knowledge or practical experience in respect of education, engineering or science to be nominated by the Council; and
- (e) two professors of the Institute, to be nominated by the Senate.

Explanation: In this section, the expression "zone" means a zone as for the time being demarcated by the All India Council for Technical Education for the purposes of this Act. In case of IIT, Roorkee, the 'zone' comprises of the States of Uttarakhand, Haryana and Himachal Pradesh (vide MHRD letter F.No. 7-18/2001-TS.I dated 17<sup>th</sup> January 2002).

**Section 12(3):** The term of Office of a member nominated under Clause (e) of Section 11 shall be two years from the 1<sup>st</sup> day of January of the year in which he is nominated.

**Section 14:** The Senate of each Institute shall consist of the following persons, namely:-

- (a) the Director, ex officio, who shall be the Chairman of the Senate;
- (b) the Deputy Director, ex officio,
- (c) the professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute;
- (d) three persons, not being employees of the Institute, to be nominated by the Chairman in consultation with the Director, from among educationists of repute, each from the fields of science, engineering and humanities; and
- (e) such other members of the staff as may be laid down in the Statutes.

**Section 15:** Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by Statutes.

**Section 26:** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (a) the conferment of honorary degrees;
- (b) the formation of departments of teaching;
- (c) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees and diplomas of the Institute;
- (d) the institution of fellowships, scholarship exhibitions, medals and prizes;
- (e) the term of office and the method of appointment of officers of the Institute;
- (f) the qualifications of teachers of the Institute

- (g) the classification, the method of appointment and the determination of the terms and conditions of service of teachers and other staff of the Institute;
- (h) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;
- (i) the constitution, powers and duties of the authorities of the Institute;
- (j) the establishment and maintenance of halls and hostels;
- (k) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
- (l) the manner of filling vacancies among members of the Board;
- (m) the allowances to be paid to the Chairman and members of the Board;
- (n) the authentication of the orders and decisions of the Board;
- (o) the meeting of the Board, the Senate, or any Committee, the quorum at such meetings and the procedure to be followed in the conduct of their business;
- (p) any other matter which by this Act is to be or may be prescribed by the Statutes.

**Section 27:**

- (1) The first Statutes of each Institute shall be framed by the Council with the previous approval of the Visitor and a copy of the same shall be laid, as soon as may be, before each House of Parliament.
- (2) The Board may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner provided hereafter in this section.
- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

**Section 28:** 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 :-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (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;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

**Section 29:**

- (1) Save as otherwise provided in this section Ordinances shall be made by the Senate.
- (2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted as soon as may be, to the Board and shall be considered by the Board at its next meeting.
- (3) The Board shall have power by resolutions to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.



## 2. Annexure for Payment terms & Details

Details for Payment & Milestones - IIT Roorkee Project										
SI No.	Particulars	Wave 1				Wave 2				Total
		Hardware	Licenses	Implementat ion	Month	Hardware	Licenses Etc	Implement ation	Month	
1	Adv Sap License				1		5,751,614		10	
2	Adv Hardware (Rs 9 mto each mon				1,2,3	9,500,000			13	
	<b>Sub total</b>	<b>27,669,769</b>	<b>27,800,585</b>			<b>9,500,000</b>	<b>5,751,614</b>			<b>70,721,958</b>
3	Business Blueprint Sign Off				4			9,657,770	14	
4	Conference Room Pilot				7			9,657,770	18	
5	Completion of End User Training			14,486,654	9			9,657,770	20	
6	Certification of Go-Live			14,486,654	Go Live + 3 months			9,657,770	Subject to go live +3 months	
7	Acceptance certificate by IITB			14,486,654	End of Stabilisation Period			9,657,770	End of stabilisation period	
8	User Training Cost (to be split uniformly in 2 years)			2,230,080						
	<b>Sub Total</b>			<b>74,663,350</b>				<b>48,288,850</b>		<b>122,952,200</b>
	O & M Phase (Payment end of Qtr)									
9	Year -1 (Qtr -1)				39					
10	Year -1 (Qtr -2)				42					
11	Year -1 (Qtr -3)				45					
12	Year -1 (Qtr -4)				48					
13	Year -2 (Qtr -1)		1,308,818		51					
14	Year -2 (Qtr -2)		1,308,818		54					
15	Year -2 (Qtr -3)		1,308,818		57					
16	Year -2 (Qtr -4)		1,308,818		60					
17	Year -3 (Qtr -1)		1,308,818		63					
18	Year -3 (Qtr -2)		1,308,818		66					
19	Year -3 (Qtr -3)		1,308,818		69					
20	Year -3 (Qtr -4)		1,308,818		72					
21	Year -4 (Qtr -1)	3,104,594	1,308,818	2,515,044	75					
22	Year -4 (Qtr -2)	3,104,594	1,308,818	2,515,044	78					
23	Year -4 (Qtr -3)	3,104,594	1,308,818	2,515,044	81					
24	Year -4 (Qtr -4)	3,104,594	1,308,818	2,515,044	84					
25	Year -5 (Qtr -1)	3,104,594	1,308,818	2,515,044	87					
26	Year -5 (Qtr -2)	3,104,594	1,308,818	2,515,044	90					
27	Year -5 (Qtr -3)	3,104,594	1,308,818	2,515,044	93					
28	Year -5 (Qtr -4)	3,104,594	1,308,818	2,515,044	96					
29	Year -6 (Qtr -1)	3,104,594	1,308,818	2,515,044	99					
30	Year -6 (Qtr -2)	3,104,594	1,308,818	2,515,044	102					
31	Year -6 (Qtr -3)	3,104,594	1,308,818	2,515,044	105					
32	Year -6 (Qtr -4)	3,104,594	1,308,818	2,515,044	108					
33	Year -7 (Qtr -1)	3,104,594	1,308,818	2,515,044	111					
34	Year -7 (Qtr -2)	3,104,594	1,308,818	2,515,044	114					
35	Year -7 (Qtr -3)	3,104,594	1,308,818	2,515,044	117					
36	Year -7 (Qtr -4)	3,104,595	1,308,818	2,515,044	120					
	<b>Sub Total</b>	<b>49,673,498</b>	<b>31,411,638</b>	<b>40,240,707</b>						<b>121,325,843</b>
	<b>Grand Total - Hardware</b>	<b>77,343,257</b>				<b>9,500,000</b>				<b>86,843,257</b>
	<b>Grand Total - License</b>		<b>59,212,223</b>				<b>5,751,614</b>			<b>64,963,837</b>
	<b>Grand Total - Services</b>			<b>114,904,056</b>				<b>48,288,850</b>		<b>163,192,906</b>
	<b>Total Contract Value</b>	<b>77,343,257</b>	<b>59,212,223</b>	<b>114,904,056</b>		<b>9,500,000</b>	<b>5,751,614</b>	<b>48,288,850</b>		<b>315,000,000</b>

**Estimated budget for the current financial year**

Refer the enclosed detailed payment milestones from the commercial proposal submitted by M/s Atos in accordance with the proposal submitted to IIT Bombay for the ERP implementation project for IIT Roorkee.

The estimated budget for the current financial year assuming the date of kick off for the project to be 16 August 2015 till end of financial year 2015 is given below:

Adv SAP license – Rs. 27, 800, 585 /-

Adv Hardware – Rs. 27, 669, 759 /-

Business Blue Print Sign Off – Rs. 14, 486, 654 /-

Conference Room Pilot – Rs. 14, 486, 654 /-

The budget for the DC, DR at IITR – Rs. 99,50,936 /-

**Total estimated Budget for current financial year – Rs. 94, 394, 588 /-**



Panel for review of Indian Institute of Technology Roorkee

Dear Prof. Banerji,

We the members of review panel wish to thank you and your colleagues for the meaningful preparation, documentation and briefing at various levels to facilitate the work of the panel to carry out institute level review of IIT Roorkee. We wish to congratulate IIT R for making best use of the opportunity offered by the transition from University of Roorkee to IIT R, enhancing the rich values and traditions of past and well aligning to the new IIT framework.

It was wonderful to interact with faculty, students and staff at various levels. Visits to various laboratories and facilities gave us a good insight in the vibrant academic and socio-cultural life on the campus.

The report of the review panel is attached. We do hope the IIT R would find the report useful during its march in search of higher excellence.

We wish to thank you for the superb hospitality extended to us.

With our deep appreciation and kind regards,

Tam Sridhar

Larry William Kostiuks

S. C. Dutta Roy

Indira Samarsekara

Anil Kakodkar

Prof. Pradipta Banerji,

Director,

Indian Institute of Technology, Roorkee.

Roorkee



**Indian Institute of Technology, Roorkee**  
**Report of the panel for institute level review**

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# **Indian Institute of Technology, Roorkee**

## **Report of the panel for institute level review**

### **1. Introduction**

A review panel consisting of Prof. Tam Sridhar, Prof. S.C. Dutta Roy, Prof. Larry Kostiuk and Dr. Anil Kakodkar visited IIT Roorkee on November 12 – 14, 2014 at the invitation of the institute for an institute level review in accordance with the identified terms of reference (Annex 1). Prof. Indira Samarsekera participated in the discussion through video call. Composition of review panel is given in Annex 2. The program followed by review panel is given in Annex 3. A well-documented Profile of the Indian Institute of Technology, Roorkee was made available to the members of panel in advance. Annex 4 (in 2 vols.)

Indian Institute of Technology, Roorkee has its roots in the first technological Institute in Asia. Established in the year 1847 the institution has remained in the forefront of engineering human resource development and knowhow and has significantly contributed to a number of national initiatives.

The Institute has three Campuses, namely the Roorkee Main Campus covering an effective area of 358.5 Acres, the Saharanpur Campus having an area of 25 Acres and the Greater Noida Extension Center spread over an area of 10 Acres. The institute has 21 Academic Departments, 1 Academic Centre, 3 Centres of Excellence and 7 Academic Service Centres/Units.



**Indian Institute of Technology, Roorkee**  
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The vision and Mission statements of the Institute are as follows:

**Vision :**

*To attain global level of excellence in education and to create a sustainable and equitable society through innovative research in science and technology.*

**Mission :**

*To create an environment that shall foster the growth of intellectually capable, innovative and entrepreneurial professionals, who shall contribute to the growth of Science and Technology in partnership with industry and develop and harness it for the welfare of the nation and mankind.*

A synoptic view of the some of the parameters signifying the growth of the Institute since it was converted in to an IIT in the year 2001 is given in the following Table.

Parameters	Year		Increase
	2000-2001	2013-14	
Students	1602	4472	180 %
UG			
PG	1334	2093	57 %
PhD	265	1471	456 %
<b>Total</b>	3201	8036	152 %

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Parameters	Year		Increase
	2000-2001	2013-14	
Faculty	330	459	39.1 %
Faculty Student Ratio	1:9.7	1:18	-
Research Papers in Journals	215	1122	422 %
Outlay of (i) Sponsored Research	635	4047	537 %
(ii) Industrial Consultancy (Rs. in Lakh)	379	3627	857 %

The financial support to the institute towards monthly salary of the faculty, officers and other staff, maintenance of laboratories, essential services, infrastructure, etc. is primarily through a non-plan grant from Central Government. The Government also provides developmental grants under Plan schemes for meeting the stipends / fellowships of the M.Tech. and Ph.D students, procurement of permanent assets in terms of equipment and instruments, machines etc., and construction of houses, laboratories, etc. In the year 2012-13, the institute received funds to the tune of Rs. 167.78 crores under non-plan and Rs. 246.20 crores under plan from the Central Government.

Reviews of Academic Departments/ Academic Centers/ Centers of excellence were carried out earlier and these reports were made also available to the review panel.

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# **Indian Institute of Technology, Roorkee**

## **Report of the panel for institute level review**

### **2. Findings and Observations**

#### **2.1 General**

Governance structure of IIT R follows the framework set out in the 'Institutes of Technology Act' of the Parliament. The institute is guided by its Board of Governors and is overseen by the Council of IITs Chaired by the Minister of Human Resource Development. President of India is the Visitor of the Institute.

Based on the detailed data reported in the Institutional Profile and the Director's presentation to the Review Committee, IIT Roorkee's current activities and past record of teaching, research and extension-work align very well with (and contribute greatly to) the two main objectives of the IITs (i.e., the advancement of knowledge through education and research, and service to the community and nation), as well as IIT Roorkee's own mission and vision statements. In general, the Committee was appreciative of the way the erstwhile University of Roorkee has transformed itself into IITR. This was the first experiment in transformation of an existing institution into an IIT. After some (expected) initial teething troubles, the institution appears to have made a rapid transition to an IIT. Healthy synthesis of the good features of both the systems has been a unique feature of IIT R. In particular, some of the value systems and traditions of the University have been retained, and considered from this perspective IITR appears to have carved out a distinct position for itself in the IIT system.

#### **2.2 IITR well set to move to higher levels**



## Indian Institute of Technology, Roorkee

### Report of the panel for institute level review

IIT Roorkee has a long and distinguished history of its contributions to national development. Its facilities are well maintained. The facilities for students are perhaps better than most other IITs. Overall performance of IIT Roorkee is as good as most of the older IITs. *Within that background, the stated institutional aspirations appear very modest. With a young crop of faculty, it is perhaps time to set more challenging performance targets.*

### 2.3 Managing growth and conducive environment for academic work

The rate of change of key indicators of core academic activities shows that IIT Roorkee is experiencing tremendous growth. *Generally, these indicators are quite positive (e.g., research funding, number of faculty, number of students, number of graduating research students, numbers of publications, etc), but this information must be tempered with some concern that the balance in the system must be maintained. Currently, the UG student to faculty ratio (which is rising rapidly and there is uncertainty about what this final number will be after this period of growth) is putting considerable pressure on instructors in terms of workload and their being able to remain leaders in research. These numbers also have the potential to negatively affect the quality of UG education. Similarly, as much as ~20% of the faculty having joined IIT Roorkee in last couple of years raises concerns as to whether these young academics are receiving proper mentorship to be effective teachers and researchers. The current focus on growth is leading to concerns that quantity matters more than quality (e.g., having large numbers of graduating PhDs, as opposed to doing quality research), and this perception or reality must be managed to keep IIT Roorkee's research reputation. The Review Committee felt that more efforts should be made for faculty recognition in teaching and research.*



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The only concern raised by faculty was the sense of falling quality of research students being admitted, especially with respect to their writing skills. As a result, faculty members are doing yet more menial editing work because of the pressure to graduate many PhDs in a short period. *While remedial program in English language skills should be pursued, there is also a need to attract top layer (say top 10%) of undergraduate students to do research early enough (say in their third year) including through collaborative arrangements with other engineering colleges.*

#### **2.4 Curriculum and Core Offering**

*In common with most of the IITs, IITR also teaches a course on Introduction to the Department to the undergraduate students. It was suggested that this course should be taught by selected faculty from each area of specialisation in the Department, and should also involve research scholars of the Department, who would talk about their research topics. This altered approach would excite the imagination of the students and help in orienting them to research and innovation.*

IITR does not appear to have a formal mechanism for collecting student feedback for each course and utilizing them for improving the quality of teaching and for faculty assessment and promotion. *It is suggested that feedback be compulsorily taken online from each student and for each course. It is suggested that data analysis be done using appropriate software in an independent small cell of the Institute set up for this purpose, to make a quantitative assessment of the effectiveness of the course and the teacher teaching the same. A mechanism for grading a teacher may be thought of (this is practiced in many U. S. Universities) and the best teacher in every Department should be appropriately recognised through one or more of the following :*

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## **Indian Institute of Technology, Roorkee**

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*announcement in the Senate, a onetime book grant, a letter of appreciation from the Director, a cash award, an advance increment etc.*

*The curriculum in every Department should be continuously reviewed and a grand review should be carried out every five years making use of the feedback collected from various stakeholders such as employers, recently passed out alumni, projected needs of ongoing national programmes, emerging technology trends etc. It would be worthwhile aligning student learning with perspective user needs in a holistic manner. In this context department specific science courses could also be explored.*

#### **2.5 Laboratory infrastructure**

*The central facilities are very good, but long-term maintenance could be a problem. It is suggested that the Institute hire some postdoc fellows to make these facilities work better.*

#### **2.6 Future Plans**

The Director of IIT Roorkee and his diaconal staff reported on their future plans for research and teaching. Some of these plans have been initiated, while others are truly for the future. The Review Committee was strongly supportive of these plans in aid of the basic mission and vision of the institution. Specific examples included:

- While maintaining the departmental structure of the institution for the benefit of clearly defined UG programs and degrees, five new

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multidisciplinary Centres will be formed in partnership with industry and government over the next five to seven years that will hopefully involve 50% of the faculty and 80% of what will be 3000 PhD students. These planned Centres are:

- Design and Development (Smart Cities)
  - Healthcare Engineering (Healthcare for the Last Mile)
  - Smart Packaging
  - Aeronautics (note: not aerospace)
  - Energy and Environment
- There are plans for a Research Park, but is contingent on getting land near the main campus.
- With respect to the UG programs, new and useful programs are evolving that will involve these students more deeply in research projects, and allow for dual degree options, industrially related projects, honours degrees, internships, and considerable flexibility in course selection.

### **2.7 Creation of Centres**

*The subjects chosen for new centres are appreciated. It is recommended that each proposed Centre clearly defines the Big-Picture challenge that the Centre is expected to address and link it to the specific frontiers of science that the faculty and their students will work on to create new knowledge. Each centre should also identify two or three major challenges that they would address. This would help create a larger impact at the national level.*



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*Besides a few carefully selected core faculty members around whom the centres would nucleate, all others should be drawn from other interested Departments, as adjunct faculty. Similarly, the core faculty would be adjunct faculty in the Department dealing with their parent disciplines and may teach a course there. Also, where appropriate, some of these new Centres be developed through strategic bi-lateral relationships with other IITs*

*Experience with such centres in other IITs shows that they invariably aspire to become separate Departments with their own teaching programmes at the undergraduate as well as postgraduate levels. This should be guarded against, so that the focus on research and innovation does not get lost.*

#### **2.8 Satellite Campuses**

*The two satellite campuses appear to be a distraction to normally efficient operations towards fulfilling the Institution's mission and vision, and will continue to be difficult to effectively integrate. The expected role of the Greater Noida Extensions Campus is admirable, but its distance from the main campus, and its own infrastructure, make it hard to exploit for true value.*

*Attention should be paid to the Shahrampur Campus. It is a historical legacy. The single B Tech program (viz, polymer sciences) running at the Saharanpur Campus would be better served by being located at the main campus. This relocation would provide students with the properly supported IIT experience and the academic resources located at Saharanpur could also be better utilized at the main campus. Maintaining these satellite campuses as part of IIT Roorkee should be the topic of a separate review.*



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#### 2.9 Scientific Officer Cadre

This cadre has created problems in several institutions, including IITs. Persons in this cadre, being Master's/doctorate degree holders, and being in an academic environment, also wish to pursue higher studies and research, and do not like to be treated as second class citizens. The argument for such a cadre is that they are required to maintain sophisticated instruments and carry out routine testing and measurements. *With proper and extended training, these activities could as well be carried out by science graduates/engineering diploma holders/engineering graduates, who may be employed as technical assistants/officers with a well-defined career promotion scheme.*

*IITR should learn from the experience of other Institutions and proceed on the creation/proliferation of the scientific cadre with caution.*

#### 2.10 Research Programmes

One of the unique feature of IITR research programmes is the emphasis on their relevance to the society. The institute plans expansion of its sponsored research and industrial consultancy. *However, none of these components should outweigh the importance of fundamental research, because one of the mandates of an IIT is to generate knowledge. Also, fundamental research and publications in high impact journals are important for global visibility. Faculty and research students should be discouraged to join the number game in their publications count by publishing in low quality mushrooming journals.*

*Greater attention is necessary on better career opportunities for Ph.D students. This would lead to improvement in the quality of students getting into research. Greater engagement with agencies / industries that can benefit*

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*through recruitment of Ph.Ds including better alignment of research deliverables to user needs should help. Ph.D programmes are also very important to bridge the faculty shortage in higher technical education space.*

*There should be greater attention to more intense industry participation in research activities at the Institute. Industry funding to the tune of around 20% could be aimed at.*

#### **2.11 External Stakeholder Engagement**

Against the background of strong contributions to national development and social engagement, some concerns were raised in specific departments about having too much consultancy work. The Review Committee was less worried about this point, and encourages a better definition of what is consultancy and what is sponsored research. Alumni relations are very positive, but transitioning those connections to donations continues to be a struggle.

#### **2.12 Faculty Recruitment and Orientation**

The teacher student ratio in IIT Roorkee (as well as other IITs) has continuously degraded because of increasing student enrolment, which influences the institute activities in many ways. First, it cuts upon the time available for research; second, the teacher student interaction, which the IIT system has been proud of, reduces; and third, the teaching of large classes affects the quality of teaching adversely. Most large classes are now taught by power point presentation, which many teachers have to resort to, despite being fully aware that this is one of the worst techniques of teaching.



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*Faculty recruitment should be one of the topmost priorities of the Director and the involved administration. In view of the competition from several institutions, IITR must publicise the unique features of the institute to attract competent faculty. Once recruited, the new faculty members must be given all possible facilities and encouragement, in addition to a carefully designed orientation programme involving the Director, Deputy Director, Deans, and Head and senior faculty of the concerned Department.*

#### **2.13 Administrative Appointments**

*Rotating Headship system, introduced in IITs in 70's, brought in a sea change in democratizing the administration of the Departments. Similarly, the term appointment of Deans, Deputy Directors and other administrative positions involving faculty have added much improvement in the overall administration of these Institutes. In several institutions, seniority is given the topmost priority in such appointments. This is not necessarily the best option. In the overall interest of the institute, the competence of the person must be taken into account, even if in the process, some faculty become unhappy because of being bypassed.*

#### **2.14 Governance and Financial Resources**

No issues were seen in transparency at the Institutional-level, but it was unclear whether that transparency extended down into all Departments. The infrastructure was considered very good, and some of the best in the country. On the management side, there were indications that data collection needed for a proper quantification of institutional activities was a challenge. *The Review Committee encourages the development and implementation of a database driven system to collect information to better understand and track all academic*

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*and financial activities. IIT Roorkee's website is poor and needs a complete overhaul highlighting achievements to attract even better students and faculty.*

There are very good relationships between the Director's Office and Faculty, Non-Faculty Non-Technical, and Employee groups, though there was a desire for greater consultation prior to the creation of new policies in order to ensure ease of implementation.

#### **2.15 Interaction with the Faculty Forum Representatives**

The following major points emerged in interaction with the Faculty Forum representatives: 1) adverse effect of degrading faculty student ratio; 2) need for consolidating M.Tech. programmes; and 3) low quality of M.Tech and Ph.D. intakes.

*In respect of item 2), specific mention was made of the of M.Tech. Programmed on Disaster Mitigation and Control, where faculty from different Departments teach disjointed topics. As a result, students do not have a sense of belonging to any unit of the institute, and they lose interest.*

In respect of item 3), a specific mention was made of the Earthquake Engineering Department not getting good quality students. However, because of the pressure of career advancement, faculty are forced to make compromises on the quality of intake, and all students eventually graduate, thus bringing down the reputation of the Department as well as that of the Institute. The problem does not have an obvious solution and has to be deliberated in appropriate forums to seek a solution. Will integration with the Civil Engineering Department help? This is an open question, and has to be answered keeping the historical perspective in view.

  
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In general, interest of the faculty, particularly of the young faculty, in teaching has decreased considerably as compared to earlier days because of pressure on publications and Ph.D. supervision. These are given the utmost importance in promotions in which teaching quality is not, in general, taken into account. Usually, the latter parameter goes by individual perceptions. *Having a formal teaching evaluation with quantification may be of help in reversing the trend with respect to the importance of teaching.*

One of the adverse effects of decreasing interest in teaching is that many bright undergraduate students do not feel adequately challenged by rote learning, particularly if done with power point presentations, and they lose interest.

*One of the concerns expressed in this interaction was inadequate technical assistance in the laboratories and inadequate maintenance grants for equipments and instruments. Also, in keeping with the global trends, experimental research is on a downward slope, in favour of computational methods and simulation, and needs to be boosted up by proper incentives and facilities.*

#### **2.16 Interaction with the Representatives of the Employees' Union**

*The identified need for greater technical support in the Departments for research appears to be real.*

In this interaction, it was suggested that class B employees should also be involved in remunerative extra duties like those required in JEE, GATE etc. Also, payband anomalies should be sorted out by the Institute, rather than referred to the MHRD, which takes a long time for the necessary resolution.

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There is hardly any incentive system for excelling in work assigned to the employees. Also, equipment training and continuing educations programs should be initiated / enhanced.

#### **2.17 Interaction with the Representatives of the Officers' Forum**

In this interaction, it was pointed out that the officers have no scope for attending international conferences and that even participation in national conferences is a problem, although some of them had their papers accepted for presentation. A second point made by the representatives is that there is no well-defined career progression scheme for the officers. Third, there is no adequate representation of the officers in the policy-making bodies. Since the officers are largely responsible for implementing the policies, such a representation would minimize implementation problems. Finally, in terms of residential accommodation, officers face uneven competition with the faculty.

*It is felt that taking some relatively simple measures so that they feel themselves an integral part of the system can adequately rectify the unhappiness of the officers.*

#### **2.18 Interaction with students**

Interactions held separately with undergraduate and postgraduate students indicate that, in general, they are happy with the mentoring by the faculty, and there does not appear to exist any major problem.

#### **2.19 Students' Extra-curricular Activities**



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The facilities for indoor and outdoor sports, as well as other recreational activities, are exceptionally good, perhaps the best amongst all the IITs and in the country, with enthusiastic participation by boys, as well as girls. That the sports general secretary is a girl speaks volumes of the campus environment and absence of gender bias.

#### **2.20 Library Facilities**

*A visit to the Library impressed the Committee and indicated that the resources are adequate and fully utilized by the faculty as well as students. Considering the central role of library resources in sustaining high quality research, the Committee would like to suggest that adequate funds provision to support ongoing and future library needs should be ensured.*




#### **3. Recommendations**

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In the report the text containing recommendations has been made in italics. This section gives a consolidated listing of the recommendations.

- 1) *The stated institutional aspirations appear very modest. With a young crop of faculty, it is perhaps time to set more challenging performance targets.*
- 2) *Faculty recruitment should be one of the topmost priorities of the Director, Departments and the involved administration. In view of the competition from several institutions, IITR must publicise the unique features of the institute to attract competent faculty. Once recruited, the new faculty members must be given all possible facilities and encouragement, in addition to a carefully designed orientation programme involving the Director, Deputy Director, Deans, and Heads of Departments and senior faculty of the concerned Department.*
- 3) *Although significant induction of new faculty has taken place in recent times, coping up with increasing number of students without having to compromise teaching and research has become a big challenge. Greater mobilization of teaching resource through adjunct/visiting faculty as well as teaching assistants could be of help.*
- 4) *In general, interest of the faculty, particularly the young faculty, in teaching has decreased considerably as compared to earlier days because of pressure on publications and Ph.D. supervision. These are given the utmost importance in promotions in which teaching quality is not, in general, taken into account. Usually, the latter parameter goes by individual perceptions. Having a formal teaching evaluation with quantification may be of help in reversing the trend with respect to the*

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*importance of teaching. It is suggested that feedback be compulsorily taken online from each student and for each course. The data analysis should be done using appropriate software in an independent small cell of the Institute set up for this purpose. This should lead to quantitative assessment of the effectiveness of the course and the teacher teaching the same. A mechanism for grading a teacher may be thought of and the best teacher in every Department should be appropriately recognised through one or more of the following : announcement in the Senate, a onetime book grant, a letter of appreciation from the Director, a cash award, an advance increment etc.*

- 5) With a view to attract bright young students to do research in large numbers, there is a need to attract top layer (say top 10%) of undergraduate students to do research early enough (say in their third year) before they firm up their career options. These efforts should include collaborative arrangements with other engineering colleges that enable engagement with a larger body of undergraduate students.*
- 6) In common with most of the IITs, IITR also teaches a course on Introduction of the Department to the undergraduate students. It was suggested that this course should be taught by selected faculty from each area of specialisation in the Department, and should also involve research scholars of the Department, who would talk about their research topics. This altered approach would excite the imagination of the students and help in orienting them to research and innovation.*
- 7) Remedial program in English language skills should continue to be pursued*





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- 8) *The curriculum in every Department should be continuously reviewed and a grand review should be carried out every five years making use of the feedback collected from various stakeholders such as employers, recently passed out alumni, projected needs of ongoing national programmes, emerging technology trends etc. It would be worthwhile aligning student learning with perspective user needs in a holistic manner. In this context department specific science courses could also be explored.*
- 9) *The Institute has established excellent central instrumentation facilities. Their long-term maintenance could be a problem. It is suggested that the Institute hire some postdoc fellows to make these facilities work better on a sustained basis.*
- 10) *It is recommended that each proposed Centre clearly defines the Big-Picture challenge that the Centre is expected to address and link it to the specific frontiers of science that the faculty and their students will work on to create new knowledge. Each centre should also identify two or three major challenges that they would address. This would help create a larger impact at the national level.*
- 11) *Besides a few carefully selected core faculty members around whom the centres would nucleate, all others should be drawn from other interested Departments, as adjunct faculty. Similarly, the core faculty would be adjunct faculty in the Department dealing with their parent disciplines and may teach a course there. Also, where appropriate, some of these new Centres be developed through strategic bi-lateral relationships with other IITs.*
- 12) *Experience with such centres in other IITs shows that they invariably aspire to become separate Departments with their own*

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*teaching programmes at the undergraduate as well as postgraduate levels. This should be guarded against, so that the focus on research and innovation does not get lost.*


13) *The two satellite campuses appear to be a distraction to normally efficient operations towards fulfilling the Institution's mission and vision, and will continue to be difficult to effectively integrate. The expected role of the Greater Noida Extensions Campus is admirable, but its distance from the main campus, and its own infrastructure, make it hard to exploit for true value. Attention should be paid to the Shahrampur Campus. It is a historical legacy. The single B Tech program (viz, polymer sciences) running at the Saharanpur Campus would be better served by being located at the main campus. This relocation would provide students with the properly supported IIT experience and the academic resources located at Saharanpur could also be better utilized at the main campus. Maintaining these satellite campuses as part of IIT Roorkee should be the topic of a separate review.*

14) *One of the unique and important feature of IITR research is the emphasis on their relevance to the society. The institute plans expansion of its sponsored research and industrial consultancy. However, none of these components should outweigh the importance of fundamental research, because one of the mandates of an IIT is to generate knowledge. Also, fundamental research and publications in high impact journals are important for global visibility. Faculty and research students should be discouraged to join the number game in their publications count by publishing in low quality mushrooming journals*



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- 15) *Greater attention is necessary on better career opportunities for Ph.D students. This would lead to improvement in the quality of students getting into research. Greater engagement with agencies / industries that can benefit through recruitment of Ph.Ds including better alignment of research deliverables to user needs should help. Ph.D programmes are also very important to bridge the faculty shortage in higher technical education space.*
- 16) *There should be greater attention to more intense industry participation in research activities at the Institute. Industry funding to the tune of around 20% could be aimed at.*
- 17) *Rotating Headship system, introduced in IITs in 70's, brought in a sea change in democratizing the administration of the Departments. Similarly, the term appointment of Deans, Deputy Directors and other administrative positions involving faculty have added much improvement in the overall administration of these Institutes. In several institutions, seniority is given the topmost priority in such appointments. This is not necessarily the best option. In the overall interest of the institute, the competence of the person must be taken into account, even if in the process, some faculty become unhappy because of being bypassed.*
- 18) *No issues were seen in transparency at the Institutional-level, but it was unclear whether that transparency extended down into all Departments. The infrastructure was considered very good, and some of the best in the country. On the management side, there were indications that data collection needed for a proper quantification of institutional activities was a challenge. The Review Committee encourages the development and implementation of a database driven system to collect information to better understand and track all*

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*academic and financial activities. IIT Roorkee's website is poor and needs a complete overhaul highlighting achievements to attract even better students and faculty.*

- 19) *During our interactions a specific mention was made of the M.Tech. Programme on Disaster Mitigation and Control, where faculty from different Departments teach disjointed topics. As a result, students do not have a sense of belonging to any unit of the institute, and they lose interest. Such situations, if they exist, need to be corrected.*
- 20) *Similarly, a specific mention was made of the Earthquake Engineering Department not getting good quality students. However, because of the pressure of career advancement, faculty are forced to make compromises on the quality of intake, and all students eventually graduate, thus bringing down the reputation of the Department as well as that of the Institute. The problem does not have an obvious solution and has to be deliberated in appropriate forums to seek a solution. Will integration with the Civil Engineering Department help? This is an open question, and has to be answered keeping the historical perspective in view.*
- 21) *One of the concerns expressed was the inadequate technical assistance in the laboratories and inadequate maintenance grants for equipments and instruments. The identified need for greater technical support in the Departments for research appears to be real. As it is experimental research needs to be boosted up by proper incentives and facilities in view of the greater attraction towards computational methods and simulation.*
- 22) *During discussion with a group of scientific officers, they expressed that they have no scope for attending international conferences and*

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*that even participation in national conferences is a problem, there is no well-defined career progression scheme for the officers, there is no adequate representation of the officers in the policy-making bodies and in terms of residential accommodation, officers face uneven competition with the faculty. It is felt that taking some relatively simple measures so that they feel themselves an integral part of the system can adequately rectify the unhappiness of the officers.*

*The scientific officer cadre has created problems in several institutions, including IITs. Persons in this cadre, being Master's/doctorate degree holders, and being in an academic environment, also wish to pursue higher studies and research, and do not like to be treated as second class citizens. The argument for such a cadre is that they are required to maintain sophisticated instruments and carry out routine testing and measurements. With proper and extended training, these activities could as well be carried out by science graduates/engineering diploma holders/engineering graduates, who may be employed as technical assistants/officers with a well-defined career promotion scheme. IITR should learn from the experience of other Institutions and proceed on the creation/proliferation of the scientific cadre with caution.*

- 23) *A visit to the Library impressed the Committee and indicated that the resources are adequate and fully utilized by the faculty as well as students. Considering the central role of library resources in sustaining high quality research, the Committee would like to suggest that adequate funds provision to support ongoing and future library needs should be ensured.*

#### **4. Concluding Remarks**



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Overall IIT Roorkee is performing well, with its rich heritage, excellence in education and research, orientation to national development, good students, passionate faculty as well as staff and excellent leadership. It has the potential to be an even better institution in years to come if adequate support is provided. We feel that some of the suggestions made by the group may be of use in taking IIT Roorkee forward.

We wish the institute a glorious future as a knowledge institution of global standing that is front ranking in term of its impact on national development.

#### **5. Acknowledgments**

The Committee wishes to place on record its appreciation of the efforts made by all sections of the Institute in facilitating this review. The inputs provided and arrangements for interaction with different stakeholders were well prepared. Cooperation extended to the Committee and the hospitality offered was superb. The Committee appreciates the fact that the Chairman Board of Governors was there during all the deliberations and interactions and offered useful suggestions and comments.

#### **Annex 1**

#### **Terms of Reference for Review of the IITs**

*Preamble*



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The review is envisaged as an institutional review principally focusing on the core academic activities of teaching, research, as also interaction the industry. Due importance, however, should be attached to a review of matters that influence academic performance, such as governance, management structure, support systems and institutional culture. All of these should be such as to enable the Institute being reviewed to realize the goals enunciated in its Vision and Mission statements.

The Review Committee should assess the performance of institution and make recommendations at two levels: the general and the specific. Some aspects that must necessarily be covered under each are listed below.

#### ***I. General considerations***

The Committee should opine on A) where the Institute reached in relation to char ters and projections spelt out in the past; B) its plans for the future; and C) the metrics that the Institute adopts in assessing itself.

A. Progress in relation to previous projections. The IITs were set up as outlined by the Sarkar Committee Report, which also spelt out their charter. The charter has undergone minor changes to keep pace with the times and as reflected in the IIT reviews of 1972, 1986 and 2004. Furthermore, each Institute may have enunciated its own Vision and Mission statements.

Progress may be reviewed under two major heads:

- In relation to the IITs' charter
- In relation to the Institute's existing Vision and Mission statements.

  
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B. Plans for the future. Along with Vision and Mission statements, a strategy may have been articulated by the Institute as to how to reach its goals. The Committee could therefore remark on:

- Projections made
- Strategies formulated.

C. Measures adopted toward A and B above

The Institute may internally assess its own performance using a set of criteria and metrics. The Committee may opine on the suitability and robustness of these.

***II. Specific Indicators***

The Review Committee should consider separately the Institute's performance in the arenas of its core academic activities: teaching and research. A selection of indicators is listed below.

**1. Curriculum and Courses Offered**

- i. Range of degrees and disciplines.
- ii. Consistency of curricula with academic vision.
- iii. Vision for curricula and academic offerings 5-10 year s in the future.
- iv. Range of research activities:
  - a. Volume,
  - b. Breadth.
- v. Quality of programmes (Under Graduate/ Post Doctoral)
  - a. Relevance to recruiters.
  - b. Periodicity of curriculum review

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- c. Mechanism for program review at the under -graduate and Post -Graduate levels.
- d. Course work mandated for PhD students and the average courses done per PhD student
- e. Publications per Faculty /Masters/ PhD student
- f. Publications per Faculty /Masters/ PhD student in a list of top 10 papers research field publications identified by the Institution.
- g. Major research contributions.
- h. Citations
- i. Student placements
- j. Ph.D. placements
- k. Recognitions, Awards (national international) by faculty

**2. Motivational environment for academic work:**

- a. Teachers Adequacy: (eg. Teacher - Pupil Ratio for each academic department)
- b. Average time that it takes a new faculty to set up lab
- c. Retention rate for young faculty.
- d. Tutors for students in courses with greater than 100 students
- e. Quality of engagement of teachers with students. (Student feedback on courses and curricula.)
- f. Interdisciplinary Projects/ Ph.Ds
- g. Work space for Ph. d scholars
- h. No. of international conferences attended by a Ph. d student (for exposure /

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paper presentation)

- i. No of papers with Phd student as first author
- j. Consultancy and project money
- k. Research grants/ seed money from internal savings of the Institute to young  
faculty/ Post graduate students
- l. No. of students who were motivated to opt for careers in engineering/  
science sectors (based on available data, for at least last five years)
- m. How many M.Tech students were motivated into PhDs
- n. No of Phd graduates who were motivated towards a career in academics,  
(abroad or IIT/ IISC/ TIFR/ CISR/ BARC/ etc, based on available data, for  
at least last five years)
- o. No of post -Doctoral scholars hired in the institute
- p. Number of International students in Ph.d and in post Doctoral programmes
- q. Number of International visiting faculty
- r . Collaborations internally and with other Institutes
- s. Adequacy of infrastructure, labs and equipment, for example by assessing lab use by students per experiment in core courses.
- t. Adequacy of research and technical assistants,
- u. Modernisation of libraries, extent of electronic accessibility to library  
resources.

**3 External Stakeholder Engagement**

  
h.

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**A. Industry Collaboration**

- a. No. of Industry -sponsored research projects and Industry sponsored research problems for PhD
- b. Total Income from Industry Sponsored Projects
- c. Technology transfer / adopted by labs, industry
- d. IPR and Patents
- e. Curriculum development initiatives in collaboration with Industry

**B. Contribution to National Development Goals/ Priorities**

- a. Number of nationally relevant projects in research-defense, medicine, environment, energy, health, roads, etc
- b. Social outreach programmes
- c. Policy Inputs/ Consultancies

**C Social Responsibility**

- a. Community relevant projects, social outreach
- b. Sensitiveness to on- campus workforce/ labour

**D. Alumni Engagement**

- a. Alumni Get-togethers
- b. Contributions from Alumni
- c. Use of Social Media

**4. Vision for the future:**



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Goals/ strategy/ tactics for the next decade

**5. Governance and Financial Resources**

***i. Management***

- a. Adequacy of administrative support/ systems in relation to the level of activities envisaged?
- b. Responsiveness of the system to faculty, student needs

***ii. Financial Resources Management***

**a. Fund mobilization (beside MHRD)**

- i. Internal Revenue Generation as percentage of Non-Plan expenditure
- ii. Corpus Fund

**b. Cost Efficiency**

- i. Cost per student
- ii Fee per student per annum/ Non-Plan Expenditure per student
- iii Total fee paid by student (discounted)/ Per annum average salary

***iii. Transparency:***

Mechanism of transparency in place by the Institute as steps that have been taken for internal quality assurance

- a. Transparent decision making processes

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- b. Academic issues, research grants, systems for recognition/ awards etc.
- c. Procurement processes
- d. Infrastructure development
- e. Proactive disclosure on all critical issues
- f. Placing information in public domain: website

**iv. Infrastructure:** Is the support infrastructure (IT, Hostels, Faculty/ Staff housing, sports facilities) adequate? And how sensitive and eco-friendly it is to the immediate environment.

**6. Stakeholders Survey**

- a. Internal Stakeholders
  - i. Students
  - ii. Faculty
  - iii. Non-faculty
- b. External Stakeholders
  - i. Industry
  - ii. Alumni
  - iii. Community leadership
  - iv. Government

**7. Diversity**

What is the current status of diversity on campus? Does the Institute have programmes to promote diversity among students, staff and faculty? Does the Institute have adequate mechanisms to deal with issues related with discrimination and harassment?

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**8. Process of External Review**

- a) The Peer Review of each Institute would be carried out on a periodic basis, once in every five years. For the new IITs, similar exercise be carried out on completion of five years.
- b) The Review Committee will consist of five eminent persons from Industry and Academia, to be selected by the Chairman of the Council of IITs, from a panel of 10 names proposed by the Board of Governors of respective Institutes. The report of the Review Committee will be placed before the IIT Council for its consideration.
- c) Besides periodic review of the institution, each IIT will similarly undertake, an in-house, department-wise review before any external Peer Review is carried out. The report will be considered by the concerned BOG of IIT and the recommendations made therein would be pursued at appropriate level i.e. at the Institute level, Board level and the IIT Council, if necessary.

**Annex 2**

**Composition of review panel**



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### Report of the panel for institute level review

1. Prof. Tam Sridhar,  
AO, Sir John Monash Distinguished Professor,  
Former Dean of Engineering  
Vice President (India & China)  
Monash University  
Email: [tam.sridhar@monash.edu](mailto:tam.sridhar@monash.edu)
2. Dr. Anil Kakodkar  
Padma Vibhushan, Ex-Chairman,  
Atomic Energy Commission,  
DAE Homi Bhabha Chair Professor,  
Bhabha Atomic Research Centre,  
Mumbai  
Email : [kakodkaranil@gmail.com](mailto:kakodkaranil@gmail.com)
3. Prof. Indira V Samarsekera,  
OC, FRSC, FCAE, DSc,  
President  
University of Alberta,  
2-24 South Academic Building (SAB),  
University of Alberta,  
Edmonton, Alberta, Canada T6G 2G7  
Email : [uofapres@ualberta.ca](mailto:uofapres@ualberta.ca)
4. Prof. Suhash C. Dutta Roy  
Former Professor,  
Indian Institute of Technology Delhi,  
INSA Honorary Scientist  
Res: 164, SFS (DDA) Apartments,  
Aurobindo Marg,  
Hauz Khas, New Delhi  
Email : [s.c.dutta.roy@gmail.com](mailto:s.c.dutta.roy@gmail.com)
5. Prof. Larry William Kostiuk  
PEng, FCSME,  
Ex-Chairman  
Department of Mechanical Engineering,  
University of Alberta,  
Edmonton, Alberta, T6G2G8  
Canada  
Email : [lkostiuk@ualberta.ca](mailto:lkostiuk@ualberta.ca)



**Annex 3**

**Indian Institute of Technology, Roorkee**  
**Report of the panel for institute level review**

**The panel met at IIT Roorkee on November 12 – 14 as follows:**

Date	Time	Venue	Program
12.11.2014	7.30pm	NCN Committee Room	Welcome by Director & presentation of bouquet
12.11.2014	7.35pm	NCN Committee Room	Presentation by Director
12.11.2014	8.30pm	NCN Special Dining hall	Dinner
13.11.2014	8.30am	NCN Special Dining hall	Breakfast
	9.30am to 11.30am	BoG Room	Meeting with Chairman BoG, Director, Dy. Director and all deans
	11.30am to 12.30pm		Visit to IIC, Biotechnology Department and Library
	12.30pm	NCN Special Dining hall	Lunch
	2.00pm to 2.40pm	BoG Room	Meeting with members of Faculty Forum
	2.50pm to		Meeting with members of Officer's Forum





**Indian Institute of Technology, Roorkee**  
**Report of the panel for institute level review**

	3.30pm		
	3.40pm to 4.20pm		Meeting with members of Employee's Union
	4.30pm to 5.10pm		Meeting with student members of SAC
	5.10pm to 6.00pm	BoG Room	Concluding Session with the Chairman BoG, Director, Dy. Director, and all deans
	6.00pm to 6.30pm	BoG Room	Internal discussion within the panel
	6.30pm to 7.15pm	Sports Complex	Visit to Sports Activities including ES Club
	8.00pm	Director's Lodge	Dinner
14.11.2014	8.00am	NCN Special Dining hall	Breakfast

