

अभिशासक परिषद्  
की तेईसवीं बैठक का कार्यवृत्त

**MINUTES OF THE 23<sup>rd</sup> MEETING OF THE  
BOARD OF GOVERNORS**

**13<sup>th</sup> DECEMBER 2008**



भारतीय प्रौद्योगिकी संस्थान रुड़की  
रुड़की - २४७ ६६७ (भारत)

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE-247 667 (INDIA)**

# INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

## ROORKEE 247 667



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**MINUTES OF THE 23<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 13<sup>th</sup> DECEMBER 2008 AT 12.00 NOON AT JAIPRAKASH ASSOCIATES LIMITED, TAJ EXPRESS WAY PROJECT, NOIDA.**

**PRESENT:**

1.	Prof. S.C. Saxena, Director, IIT Roorkee	In the Chair
2.	Shri P.C. Dhiman, IAS, Principal Secretary to Govt. of HP, Simla	Member
3.	Dr. A.K. Sharma, Professor & Head (CE) Y.M.C.A. Institute of Engg. & Tech., Faridabad (Attended on behalf of Commissioner and Secretary to Govt. of Haryana)	Member
4.	Shri N.K. Sinha, IAS, Jt. Secretary (DL), MHRD	Member
5.	Dr. D.V. Singh, New Delhi	Member
6.	Shri Sirajuddin Qureshi, New Delhi	Member
7.	Prof. S.A. Abbasi, Puducherry	Member
8.	Prof. H. O. Gupta, IIT Roorkee	Member
9.	Prof. H.K. Verma, Dy. Director, IIT Roorkee	Special Invitee
10.	Prof. D.K. Paul, Dean (Faculty Affairs) IIT Roorkee	Special Invitee
11.	Lt. Col. (Retd ) A.K. Srivastava, Registrar	Secretary

Er. Salek Chand, Institute Engineer also attended the meeting on invitation.

Due to pre-occupation, Sri V.K. Dhawan, Dehradun and Prof. A.K. Awasthi, IIT Roorkee could not attend the meeting.

Shri Jaiprakash Gaur, Hon'ble Chairman was not present in the meeting of the Board of Governors. In his absence and in accordance with Statute 3(3) (f), the Board of Governors elected Prof. S.C. Saxena, Director of the Institute to Chair the 23<sup>rd</sup> meeting of the Board of Governors.

The Director (In the Chair) extended a hearty welcome to the members attending the 23<sup>rd</sup> meeting of the Board of Governors.

The agenda was then taken up.

**Item No.23.1.1: To receive a report of actions taken on the minutes of the 21<sup>st</sup> Meeting of the Board of Governors held on 15<sup>th</sup> May 2008.**

The actions taken on the minutes of the 21<sup>st</sup> Meeting of the Board of Governors held on 15<sup>th</sup> May 2008 were noted.

  
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**Item No. 23.1.2: To receive a report of the Director on the significant developments/issues since the last meeting of the Board held on 15th May 2008.**

The Board noted the Director's Report placed on table.

**Item No. 23.2.1: To take a note of the Minutes of the emergent meeting of the local members of the Building & Works Committee held on 18<sup>th</sup> September 2008. (The items, which require specified approval, have been included in the agenda separately).**

The Board noted the Minutes of the emergent meeting of the local members of the Building & Works Committee held on 18<sup>th</sup> September 2008.

**Item No.23.2.2: To consider the changes in some of the clauses of Senate Manual due to reorganization of UG & PG Sections as recommended by the Senate.**

**RESOLUTION NO.BG/31/2008: RESOLVED THAT** the changes in some of the clauses of Senate Manual due to reorganization of UG & PG Sections as recommended by the Senate be approved. The revised Senate Manual is appended at **Appendix 'A'**.

**Item No.23.2.3: To consider the recommendation of the Senate to allow admission of Engineering/Architecture graduates from Indian Institutes of Technology/ University of Roorkee having a high CGPA / marks, but without a valid GATE Score to the Ph.D. Programme.**

**RESOLUTION NO.BG/32/2008: RESOLVED THAT** the revised clause R.2(1) of the Ordinances & Regulations for the Degree of Doctor of Philosophy, as given below, be approved:

<b>R.2(1)</b>	An applicant possessing the following qualifications in appropriate areas shall be eligible to apply for admission for Ph.D. programme of the Institute  a) Masters degree in Engineering/ Technology/Architecture/Urban & Rural Planning/Sciences/Humanities & Social Sciences and Management in respective discipline or equivalent with a minimum
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Cumulative Grade Point Average (CGPA) of 6.00 on a 10 point scale or equivalent as determined by the Institute wherever letter grades are awarded; or 60% marks in aggregate (of all the years/ semesters) where marks are awarded.

OR

Applicants with B.Tech./ B.Arch. degree or equivalent in respective discipline with excellent academic record (with a minimum CGPA of 7.0 on a 10 point scale or equivalent or 70% marks) may be considered eligible for admission.

b) Applicants for admission for full-time studies who do not possess an M.Tech./M. Arch/ MURP degree or equivalent in the relevant field must have a valid GATE score (at least 75 percentile) for Engineering/ Technology/Science disciplines or must have qualified national level fellowship examinations such as NET (JRF/LS) conducted by UGC/CSIR for Science/ Humanities and Social Sciences disciplines.

c) Notwithstanding (b) above, Engineering/ Architecture graduates from Indian Institutes of Technology/ University of Roorkee having CGPA Score higher than or equal to 8.00 or marks higher than or equal to 80% will be eligible.

**Item No. 23.2.4: To take a note of the Minutes of the 21<sup>st</sup> meeting of the Building & Works Committee held on 4<sup>th</sup> December 2008.**

The Board noted the Minutes of the 21<sup>st</sup> meeting of the Building & Works Committee held on 4<sup>th</sup> December 2008.

**Item No.23.2.5: To consider the construction of a New Girls' Hostel (800 capacity) at IIT Roorkee.**

The Finance Committee had considered the issue vide item No.19.14. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.



**RESOLUTION NO.BG/33/2008: RESOLVED THAT** the work may be awarded to the National Buildings Construction Corporation Ltd. at a cost of Rs. 3300.00 lacs.

**tem No. 23.2.6: To consider the extension of various departments due to expected increase in intake of the students as proposed by Prof. H.O. Gupta's Committee.**

The Finance Committee had considered the issue vide item No.19.15. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/34/2008: RESOLVED THAT** the work may be awarded to the U.P. Rajkiya Nirman Nigam Ltd. at a cost of Rs. 450.81 lacs for the extension of the Departments and Rs. 332.95 lacs for the extension of the Ganga Bhawan (192 additional seats), respectively.

**tem No. 23.2.7: To consider the revised estimate of Rs.304.63 lacs for extension of the M.R.Chopra/Azad Wing.**

The Finance Committee had considered the issue vide item No.19.16. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/35/2008: RESOLVED THAT** the revised estimate amounting to Rs.304.63 lacs for extension of the M.R. Chopra/ Azad Wing be approved.

**tem No. 23.2.8: To consider the estimate of Rs.22.18 lacs for construction of an additional toilet block in the Cautley Bhawan.**

The Finance Committee had considered the issue vide item No.19.17. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/36/2008: RESOLVED THAT** the work for construction of an additional toilet block in the Cautley Bhawan be awarded to the U.P. Rajkiya Nirman

Nigam at a cost of Rs.22.18 lacs as per the estimate submitted by them.

**Item No. 23.2.9: To consider the revised cost of the Multistoried faculty residences Building constructed by the CPWD.**

The Finance Committee had considered the issue vide item No.19.20. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/37/2008: RESOLVED THAT** the revised estimate of Rs.1315.96 lacs (the actual cost of the work) and for transferring the balance amount of Rs.169.76 lacs to the CPWD be approved.

**Item No.23.2.10: To consider the estimate for the additional work of lifts, DG Set and LT Panel in the construction of Multistoried Boys Hostel, being constructed by the CPWD.**

The Finance Committee had considered the issue vide item No.19.21. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/38/2008: RESOLVED THAT** the estimate of Rs.67.46 lacs for providing two additional lifts, a DG Set of 250 KVA instead of 125 KVA and a LT Panel in the Multistoried Boys' Hostel be approved as per the estimate submitted by CPWD.

**Item No.23.2.11: To consider the revised cost for construction of the Lecture Hall Complex at the IIT Roorkee Campus, submitted by the NBCC Ltd.**

The Finance Committee had considered the issue vide item No.19.22. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/39/2008: RESOLVED THAT** the revised preliminary estimate of Rs.1,885.50 lacs submitted by the NBCC for construction of the Lecture Hall Complex at the IIT Roorkee Campus be approved.

**Item No.23.2.12: To report that the Building & Works Committee approved the revised cost of the Library Building constructed by the CPWD since it was within the 10% cost over- run limit.**

Noted that the Building & Works Committee approved the revised cost of the Library Building constructed by the CPWD, since it was within the 10% cost over- run limit.

As recommended by the Building and Works Committee, the payment be made as under:

(a)	Amount to be transferred to the CPWD	Rs. 1,09,98,860.00
(b)	Amount to be paid directly to M/S C.P. Kukreja & Associates by the Institute	Rs. 12,84,140.00
<b>Total</b>		<b>Rs. 1,22,83,000.00</b>

**Item No.23.2.13: To report that the Building & Works Committee has approved the revised cost of the Guest House building constructed by the CPWD since it was within the 10% cost over-run limit.**

Noted that the Building & Works Committee has approved the revised cost of the Guest House building constructed by the CPWD, since it was within the 10% cost over-run limit.

**Item No. 23.3.1: To consider the formula for adjustment of excess leave availed on medical ground in erstwhile University of Roorkee.**

**RESOLUTION NO.BG/40/2008: RESOLVED THAT** the policy of adjustment of medical leave and half pay leave availed on medical ground in erstwhile University of Roorkee period on prorata basis as illustrated in **Appendix 'B'** be approved.

  
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**Item No. 23.3.2: To consider payment of additional amount equal to the average amount of subscription & interest under Deposit Linked Insurance Scheme as per GPF rules.**

The Finance Committee had considered the issue vide item No.19.3. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/41/2008: RESOLVED THAT** the payment of the additional amount equal to the average amount of subscription and interest, under the Deposit Linked Insurance Scheme, be paid to Mrs. Sunitha Pereira W/O Late Dr. B.M.J. Pereira, Ex-Professor, Department of Biotechnology with effect from the date of conversion of UOR into IIT Roorkee i.e. 21.9.2001 as all the relevant conditions stand fulfilled. The amount paid should not be in excess of Rs.60,000/-, if all the conditions stand fulfilled. This policy should be generally followed for the affected cases w.e.f. 21<sup>st</sup> September 2001 on receipt of a specific request from the beneficiary of the Provident Fund of the deceased employee. In this connection, Rule 33-B of the General Provident Fund (CS) Rules 1960, which pertains to the "Deposit Linked Insurance Revised Scheme", and is appended at **Appendix 'C'**, be followed.

**Item No. 23.3.3: To consider the Implementation of new TA/DA rules w.e.f. September 1, 2008.**

The Finance Committee had considered the issue vide item No.19.11. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/42/2008: RESOLVED THAT** application of the new T.A. Rules for the academic staff and faculty members may be decided by the Director after obtaining information from the other IITs in this regard. However, air travel by economy class should be permitted to all employees of the Institute who are presently in the scale of Rs. 8000-13500 or above.

  
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**Item No. 23.4.1: To consider the Report of the Enquiry Committee on the charge against Dr. Satyendra Mittal, Assoc. Professor in the Department of Civil Engineering, regarding violation of Conduct Rule 3(a) Failure to maintain absolute integrity by furnishing false information in the application form for appointment to the post of Associate Professor.**

**RESOLUTION NO.BG/43/2008: RESOLVED THAT** the report of the enquiry committee constituted to look into the charges leveled against Dr. Satyendra Mittal, Associate Professor, Department of Civil Engineering as appended at **Appendix 'D'** be accepted. CCS (CCA) Rules 1965, be followed for initiating further action in the case.

**Item No. 23.4.2: To consider an issue of inter-se-seniority of the three erstwhile University of Roorkee employees with an University employee who was appointed earlier on April 18, 1979 on adhoc basis.**

**RESOLUTION NO.BG/44/2008: RESOLVED THAT** due to practical difficulties and change in the recruitment rules, the request of the 03 employees of the Institute be not acceded to.

**Item No 23.4.3: To consider the implementation of various revised allowances and other facilities recommended by 6<sup>th</sup> Pay Commission and approved by Government of India, Ministry of Human Resource Development, vide letter No. 10-15/2008-TS.I dated 6.10.2008 in the Institute.**

The Finance Committee had considered the issue vide item No.19.4. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/45/2008: RESOLVED THAT** the implementation of various revised allowances and other facilities recommended by the 6<sup>th</sup> Pay Commission and accepted by the Central Government and communicated by the Ministry of Human Resource Development vide its Office Memo No. 10-15/2008-TS.I dated 6.10.2008 be approved for staff other than academic staff and faculty members w.e.f. 1<sup>st</sup> September 2008 and Non Practicing Allowance w.e.f. 1<sup>st</sup> January 2006. Arrears if any for the latter categories of employees will be allowed retrospectively w.e.f. 1<sup>st</sup> September

  
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2008 once the new pay scales are notified for them. The details of the allowances that have been revised are given at **Appendix 'E'**.


**Item No.23.4.4: To consider the implementation revised scales as per letter No. 10-15/2008-TS.I dated 6<sup>th</sup> October 2008 of the Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi.**

The Finance Committee had considered the issue vide item No.19.5. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/46/2008: RESOLVED THAT** the revised pay bands/grades communicated vide Office Memorandum No. F. 10-15/2008-TS.I dated 6<sup>th</sup> October 2008, by the Government of India, Ministry of Human Resource Development for the employees of this Institute other than faculty and academic staff as given under Section-I and II of Part-A of the First Schedule of the Central Civil Services (Revised pay) Rules, 2008 as annexed at **Appendix 'F'**, be adopted. Where identical pay scales do not exist, the next lower pay scale may be adopted provisionally. In all cases an undertaking should be taken from the employees in whose respect the revised pay scales are adopted, that the excess amount paid, if any, due to incorrect fixation of pay in the revised pay scales or grant of inappropriate pay band/grade or any other excess payment made will be adjusted against the future payments due or otherwise to such employees. The instructions contained in the Ministry's Office Memorandum No. F.27-7/2006-IFD dated 23<sup>rd</sup> October 2008, in this connection, be also followed.

**Item No. 23.4.5: To consider the recommendations of Institute Technical Committee to write off of unserviceable item of Electrical Engg. Department under Normal Wear & Tear.**

**RESOLUTION NO.BG/47/2008: RESOLVED THAT** the recommendations of the Institute Technical Committee for writing off unserviceable items in the Department of Electrical Engineering as given at **Appendix 'G'** be approved.

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**Item No. 23.4.6: To consider the Revised Budget Proposal of Non-Plan Grant of the Institute for the Financial Year 2008-09 and additional requirement of Grant for implementation of Sixth Pay Commission Report in reference of office memorandum of MHRD bearing no. 10-15/2008-TS.I dated 6.10.2008.**

The Finance Committee had considered the issue vide item No.19.6. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/48/2008: RESOLVED THAT** the Revised Budget Proposal of Non-Plan Grant of the Institute for the Financial Year 2008-09 and additional requirement of Grant for adoption of the revised pay structure, as annexed at **Appendix 'H'**, be approved, with the condition that the upward revision in the Budget Proposal under the Salary and Non-salary Heads should not exceed 40% of the budget approved earlier by the Finance Committee and the Board of Governors.

**Item No. 23.4.7: To consider the mapping of**

- (a) **Lab. Assistant of Main Campus in the pay scale of Rs. 3050-4590 at par with Lab. Assistant of Saharanpur Campus in the pay scale of Rs. 3200-4900, and**
- (b) **Senior Lab. Assistant (Library) of Rs. 6500-10500 of DPT Saharanpur Campus into Library Information Officer in the pay scale of Rs. 7500-12000.**

The Finance Committee had considered the issue vide item No.19.8. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/49/2008: RESOLVED THAT** as for (a) the Board decided that the report of the Committee be accepted and that only the pay scales prevailing at the Main Campus of IIT Roorkee will be applicable for future recruitment. Any pay scales which are different from the Main Campus pay scales, will continue only as long as the incumbents are in service, and will be personal to the

respective incumbents. Future recruitment will be done only as per the pay scales given in the Modified Recruitment Carrier Progression Scheme (MRCPS).

As for (b), the Board did not find the proposal acceptable.

**Item No.23.4.8: To consider guidelines for nominating experts on the Selection Committee in respect of the Board Nominees.**

**RESOLUTION NO.BG/50/2008: RESOLVED THAT** the under-mentioned guidelines for nominating the experts as Board Nominees on the Selection Committee be approved:

**FOR FACULTY MEMBERS:**

Senior Professor/Professor having at least 05 years experience as Professor or Scientist 'G' /Director of a CSIR/DRDO or other National level laboratory or eminent personalities from the relevant field be nominated by the Board, as experts on the Selection Committees.

**FOR OTHER THAN FACULTY POSITIONS:**

The Board nominee should be an eminent Engineer/ Medical Expert/ Scientist/ Technologist/ Administrator from the relevant field holding an analogous or higher post for which the selection is being held. An expert holding the same level of post for which the selection is being made, should have at least five years of experience in his current post.

Further, the resumes of the experts will also be submitted by the respective departments/units for the consideration of the Board.

**Item No. 23.4.9: To consider the panel of Board's Nominees on the Selection Committees for Group 'A' posts.**

**RESOLUTION NO.BG/51/2008: RESOLVED THAT** the panel of experts for Board's Nominees on the Selection Committees of the Group 'A' posts in respect of the Construction Division and the Institute Computer Centre as given at **Appendices 'I' & 'J'** be approved, subject to the fulfillment of the criteria stated in the Resolution No. BG/50/2008.

  
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**Item No.23.4.10: To consider**

- (a) **Creation of additional posts of Non-Teaching (Group A) Officers in view of additional intake of students due to implementation of the reservation policy for OBC and capacity expansion of the Institute.**
- (b) **To upgrade the scale of Institute Engineer and Chief Medical Officer.**

The Finance Committee had considered the issue vide item No.19.12. The Finance Committee recommended the issue to the Board for consideration.

**RESOLUTION NO.BG/52/2008: RESOLVED THAT** the proposal be recommended to the MHRD for favourable consideration.

**Item No.23.4.11: To review the fee structure of students pursuing M.Tech. & Ph.D. under QIP.**

The Finance Committee had considered the issue vide item No.19.13. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/53/2008: RESOLVED THAT** the students admitted at IIT Roorkee under the QIP for pursuing M.Tech. and Ph.D. programmes be treated at par with regular candidates for the purpose of charging tuition fee.

**Item No.23.4.12: To Report that IIT Himachal Pradesh shall be mentored by IIT Roorkee and to consider the adoption of the BoG, Senate and other Bodies, and the Statutes, Rules and Regulations of IIT Roorkee for the smooth operation of IIT Himachal Pradesh.**

The Board noted that the IIT Himachal Pradesh shall be mentored by IIT Roorkee.

**RESOLUTION NO.BG/54/2008: RESOLVED THAT** the adoption of the BoG, Senate and the other Bodies, and the Statutes, Rules and Regulations of IIT Roorkee for the smooth operation of IIT Himachal Pradesh as given in the agenda note be approved.

Further resolved that the classes for IIT Himachal Pradesh will be started either at IIT Roorkee campus or the



location identified for IIT Himachal Pradesh w.e.f. the academic session 2009-2010.

**Item No.23.4.13: To consider the audit certificate for the Financial Year 2007-08.**

The Finance Committee had considered the issue vide item No.19.23. The recommendations of the Finance Committee were placed before the Board of Governors. After discussion, the Board approved the recommendations of the Finance Committee.

**RESOLUTION NO.BG/55/2008: RESOLVED THAT** the Audit Certificate with respect to the Financial Year 2007-2008 as appended at **Appendix 'K'** be approved.

**Item No.23.5.1: To report the decisions/actions taken by the Chairman, Board of Governors, on behalf of the Board of Governors.**

The Board ratified the approvals accorded by the Chairman, Board of Governors on behalf of the Board.

**RESOLUTION NO.BG/56/2008: RESOLVED THAT** the approvals accorded by the Chairman, Board of Governors on behalf of the Board, in the matters listed below, are ratified:

- (a) Payment of extension fee of Rs.40,95,462.00 approx. to Greater Noida Industrial Development Authority for obtaining time extension upto 5.6.2008 for starting the construction work at extension centre at Greater Noida.
- (b) **Revision of rates of Fellowship/ Assistantship for M.Tech. (Engg.) students as under:**

Existing rate (both 1 <sup>st</sup> & 2 <sup>nd</sup> year) and 5 <sup>th</sup> year of Dual Degree Programmes	Revised rate (both 1 <sup>st</sup> & 2 <sup>nd</sup> year) and 5 <sup>th</sup> year of Dual Degree Programmes
Rs. 5,000/- p.m.	Rs.8,000/- p.m. (all inclusive)

- (c) The Board noted the under-mentioned revision of honorarium which is paid to the faculty members and other staff involved in the teaching of summer term and preparatory courses running for SC/ST students:

  
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Lecture	Rs.600/- per hour
Tutorial/Practical (For faculty)	Rs.300/- per hour
Practical (for lab staff, to be shared equally if more than one staff is involved).	Rs.150/- per hour

**Note:**

1. Evaluation work will be the responsibility of the faculty and the laboratory staff conducting the course. No extra remuneration will be paid for the same.
2. The above rates will be effective from Autumn Semester 2008-2009.

- (d) The Board noted an adhoc advance payment (against the 40% of arrears to be paid in current financial year 2008-2009 in accordance with MHRD notification) to the various groups of employees of the Institute as follows:

Group-A (other than faculty and Academic staff)	Rs.20,000.00
Group-B	Rs.15,000.00
Group-C	Rs.10,000.00
Group-D	Rs. 5,000.00

This advance payment to the employees is subject to the following conditions:

1. The adhoc advance payment being made to the employees shall be adjusted against the arrears on account of this 6<sup>th</sup> Pay Commission related pay revision.
2. The employees who will not opt for the 6<sup>th</sup> Central Pay Commission, the adhoc advance payment shall be adjusted from their monthly salary of December 2008.

- (e) Permission to Prof. S.C. Saxena, Director, IIT Roorkee to visit Hanoi, Vietnam from 24<sup>th</sup> to 27<sup>th</sup> November 2008 and to treat him on duty during the above period.

  
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- (f) Signing of MoU between School of Computing, National University of Singapore (NUS) and Indian Institute of Technology Roorkee (**Refer Appendix 'L'**).
- (g) Annual Account/Balance Sheet for the Financial Year 2007-08 (**Refer Appendix 'M'**).
- (h) Extension of the contractual appointment of Mrs. Nisha as Scientific Officer, Grade-II in the Central Library for a period of one more year w.e.f. 29.6.2008.
- (i) Extension of the contractual appointment of Mr. Mukesh Kumar as Scientific Officer, Grade-II in the Information Superhighway Centre for a period of one more year w.e.f. 28.6.2008.
- (j) Recommendations of the Standing Committee held on 27.5.2008 for the extension of Dr. D.B. Goel as Emeritus Fellow in the Department of Metallurgical & Materials Engineering for a period of two years with Remuneration of Rs. 20,000/- P.M. fixed.
- (k) Recommendations of the Standing Committee held on 27.5.2008 for the extension of Dr. R.N. Mishra as Emeritus Fellow in the Department of Electrical Engineering for a period of one year with Remuneration of Rs.20,000/- P.M. fixed.
- (l) Recommendations of the Standing Committee held on 27.5.2008 for the extension of Dr. Hari Gopal Sharma as Emeritus Fellow in the Department of Mathematics for a period of one year with Remuneration of Rs.20,000/- P.M. fixed.
- (m) Panel of Board's Nominee on the Selection Committee of the Non-teaching Group 'A' post for the NMR Facility.
- (n) Recommendations of the Standing Committee held on 25.6.2008 for the extension of Dr. Kailash Chandra as Emeritus Fellow in the Institute Instrumentation Centre for a period of two years with Remuneration of Rs.20,000/- P.M. fixed.
- (o) Request of Dr. C.P. Agarwal, Professor, Chemical Engineering Department for voluntary retirement w.e.f. 30.09.2008.

  
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- (p) Request of Dr. Santosh N. Rangnekar for relieving him from the post of Assistant Professor, Deptt. of Management Studies w.e.f. 18.08.2008 to join in Atal Bihari Vajpai-IITM, Gwalior as Associate Professor on retaining lien with IIT-Roorkee for a period of one year w.e.f. 19.08.2008.
- (q) Request of Dr. R.P. Agarwal, Professor, Electronics & Computer Engineering Department for Voluntary Retirement w.e.f. 20.08.2008 (A.N.) adjusting the three months notice period by the Earned Leave due to him.
- (r) Deemed resignation of Dr. Rajendra Prasad from the post of Assistant Professor in the Chemistry Department w.e.f. 2<sup>nd</sup> July 2008 (the day immediately next to the date on which his extra ordinary leave expired).
- (s) Change in present eligibility criteria for attending International Conference in abroad, as "for presenting a paper" instead of "for presenting a paper or Chairing a Session" to the grant of full financial assistance.
- (t) Resignation of Dr. Ramesh Ramchandran from the post of Assistant Professor, Chemistry Department w.e.f. 30.11.2008.
- (u) Extension of contractual appointment of Dr. H.S. Dhaliwal, Professor in the Department of Biotechnology w.e.f. 20.11.2008 to 28.2.2011.
- (v) Technical Resignation of Dr. Kailas L. Wasewar from the post of Assistant Professor in the Department of Chemical Engineering w.e.f. 29.12.2008.
- (w) Recommendations of the Standing Committee held on 15.9.2008 for the post of Assistant Professor (on contract) in the Department of Biotechnology.
- (x) Recommendations of the Standing Committee held on 30.10.2008 for the post of Assistant Professor (on contract) in the Department of Metallurgical and Materials Engineering.



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**Item No. 23.5.2: To report certain matters for the Information of the Board of Governors.**

**RESOLUTION NO.BG/57/2008: RESOLVED THAT** the matters, as listed below, were noted and record.

- (a) Minutes of the 18<sup>th</sup> Meeting of the Finance Committee of the Institute held on 15<sup>th</sup> May 2008.
- (b) The Board noted that the Govt. of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi vide letter F.No.8-6/ 2008-TS.I dated 2<sup>nd</sup> May 2008 has revised the tuition fees in IITs, as under:

B.Tech. Rs.25,000 per semester  
M.Tech. Rs.25,000 per semester  
(with a fee waiver of Rs.20,000 for non sponsored candidates)

- (c) The Board noted that the Govt. of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi vide order F.No.11-10/ 2008-TS.I(Pt.) dated 9<sup>th</sup> May 2008 has decided to set up 8 new Indian Institutes of Technology during the 11<sup>th</sup> Five Year Plan. In order to closely monitor as well as facilitate the work of establishment of these eight new IITs, it has been decided that the existing IITs will mentor new IITs for the first 2-3 years or till these are properly set up as per the details given below:

Sl. No.	Mentor IITs (existing)	Mentored IITs (new)
1.	IIT Delhi	IIT Punjab
2.	IIT Guwahati	IIT Patna
3.	IIT Kharagpur	IIT Orissa
4.	IIT Roorkee	IIT Himachal Pradesh
5.	IIT Kanpur	IIT Rajasthan
6.	IIT Bombay	IIT Indore & IIT Gujarat
7.	IIT Madras	IIT Andhra Pradesh

- (d) payment of Dearness Relief to all IITR pensioners at the revised rate w.e.f. 01.01.2008.

- (e) Payment of Non-Productivity Linked Bonus @ Rs.3454/- to Group "C", "D" and all non-gazetted employees in Group "B"; and @ Rs.1184/- to the casual labour who have worked in offices following a 6 day per week for at least 740 days for each year for 3 years or more for the accounting year 2007-08 and payment of the arrear Rs.987/- for the financial year 2006-07.

(f) The following faculty members were appointed:

Sl. No	Name	Department	Date of joining
<b>Professor</b>			
1	Dr. Mukut Lal Sharma	Earthquake Engg.	8.5.2008
<b>Associate Professor</b>			
1	Dr. Vineet Kumar	Chemical Engineering	10.07.2008
2	Dr. K.L. Yadav	Physics	8.5.2008
3	Dr. Debashis Ghosh (on contract)	Electronics & Computer Engg.	20.6.2008
<b>Assistant Professor</b>			
1	Dr. (Mrs) Priti Maheshwari (on contract)	Civil Engineering	8.5.2008
2	Dr. Inderdeep Singh (on contract)	Mech. & Ind. Engg.	8.5.2008
3	Dr. Ajay Wason	Physics	9.5.2008
4	Dr. Sumit Ghatak Chaudhuri (on contract)	Mech. & Ind. Engg.	8.5.2008
5	Dr. Rajat Agarwal	Management Studies	14.5.2008
6	Dr. Pramod Kumar Sharma	Civil Engineering	27.5.2008
7	Dr. Anirban Mitra	Physics	20.6.2008
8	Dr. Sushanta Dutta	Mech. & Ind. Engg.	25.6.2008
9	Dr. (Ms) Tina Pujara (on contract)	Arch. & Planning	30.6.2008
10	Dr. Sandip Banerjee	Mathematics	01.07.2008
11	Dr. Vinay Sharma	Management Studies	01.07.2008
12	Dr. Manish Mishra	Mech. & Ind. Engg.	09.07.2008
13	Dr. Dagarapu Benny Karunakar	Mech. & Ind. Engg.	14.07.2008



14	Dr. P. Arumugam	Physics	24.07.2008
15	Dr. Rajdeep Chatterjee (On Contract)	Physics	27.07.2008
16	Dr. Sanjeev Manhas (on contract)	Electronics & Computer Engg.	04.08.2008
17	Dr. Manas Kamal Bhuyan (On Contract)	Electrical Engineering	07.08.2008
18	Dr. (Ms.) Tulika Maitra (on contract)	Physics	04.09.2008
19	Dr. Vivek Pancholi (On contract)	Metallurgical & Material Engg.	15.10.2008
20	Dr. (Ms) Ranjana Pathania (on Contract)	Biotechnology	15.10.2008
<b>Lecturer on contract</b>			
1	Dr. Dheeraj Kumar Khatod	Alternate Hydro Energy Centre	9.5.2008
2	Dr. (Ms) Pooja Garg	Hum. & Social Sciences	30.6.2008

(g) The following Faculty Members and other staff have superannuated/ resigned:

Sl. No.	Name	Designation	Department	Date of superannuation /Resignation
1	Dr. Narender Singh	Assistant Professor	Mech. & Ind. Engg.	6.5.2008 (Vol. Retirement)
2	Shri Madhurjee Alias R.P. Pandey	P.R.O	Administration	31.7.2008
3	Dr. R.P. Agarwal	Professor	Electronics & Comp. Engg.	20.08.2008 (Vol. Retirement)
4	Dr. Rajendra Prasad	Assistant Professor	Chemistry	02.07.2008 (Deemed Resignation)
5	Dr. C.P. Agarwal	Professor	Chemical Engg.	30.9.2008 (Vol. Retirement)

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(h) The following Faculty members and other staff have been brought on regular cadre:

Sl. No.	Name	Designation	Department	Date on Which brought on Regular Cadre
1.	Dr. V.K. Agarwal	Professor	Chemical Engg.	26.6.2008
2.	Dr. Sajjan Pal Singh	Professor	Electrical Engg.	26.6.2008.
3.	Dr. Ramesh Chandra	Associate Prof.	I.I.C	28.6.2008
4.	Dr. Rajeshwer Prasad Saini	Associate Prof.	A.H.E.C	26.6.2008
4.	Dr. Mahendra Pal Sharma	Associate Prof.	A.H.E.C.	26.6.2008
5.	Dr. B.K. Mishra	Professor	M.I.E.D	26.6.2008
6.	Dr. Akhilesh Gupta	Professor	M.I.E.D	26.6.2008
7.	Dr. B.K. Gandhi	Professor	M.I.E.D	26.6.2008
8.	Dr. Mukesh Kumar Pathak	Assistant Prof.	Electrical Engg.	31.7.2008
9.	Dr. V.K. Sharma	Assistant Prof.	Civil Engg.	03.7.2008

#### Any other item

At the end of the meeting, the Board decided that all pending U.O. Notes be considered/approved by the Director as per Statute 9(18). For the future, the Director shall take the necessary decisions in accordance with Statute 9(18), as per the requirements.

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

  
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## Appendix 'A'

### INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE ROORKEE – 247 667, INDIA

#### 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



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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 Boards, Standing Committees and Advisory Committees of the Senate; and
- (iii) The Academic Departments and Centres, including their Boards/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.

  
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### THE EXECUTIVE COMMITTEE, BOARDS 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), its Boards, Standing Committees and Advisory Committees, and shall hold these Committees and Boards answerable and responsible for the performance of their duties and the exercise of their powers.

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

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

- (1) The Executive Committee of the Senate (ECS);
- (2) The Boards:-
  - (i) Board of Studies (BOS)
  - (ii) Board of Research (BOR)
  - (iii) Board of Sponsored Research & Industrial Consultancy (BSRIC);
- (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 Boards/Committees:

- (i) Departmental/Centre's Faculty Board (DFB/CFB);
- (ii) Departmental/Centre's Research Committee (DRC/CRC);
- (iii) Departmental/Centre's Academic Committee (DAC/ CAC);
- (iv) Departmental/Centre's Professorial Committee (DPC/ CPC).

The DRC/CRC and DAC/CAC shall be the sub-committees of the DFB/CFB and shall have faculty members serving as their members.

**2.4** The Executive Committee, Boards, 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)).

  
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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 Boards and other 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 Boards/ 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 Board/ Committee concerned until the end of the tenure of the member he/she has replaced. The term of office of student-members on Boards/ 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 Board/ Committee shall be coterminous with that of the Board/Committee.

**2.8** The Chairmen and members of the Boards/Committees of the Senate shall be appointed according to the procedure outlined in Chapter IV of the Senate Manual for each Board/Committee. The Chairman shall preside over the meetings of their respective Boards/ Committees.

**2.9** The Secretaries of all Boards/Committees, excepting Departmental/ Centre's Boards and Committees, shall submit to the Senate the minutes of the proceedings of the meetings of their respective Boards/Committees after they have been confirmed by the concerned Boards/Committees. Any recommendation requiring specific consideration/approval of the Senate shall be submitted as a separate item highlighting the recommendations of the concerned Board/Committee.

  
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## CHAPTER III

### THE EXECUTIVE COMMITTEE/BOARDS/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 (*ex-officio*);
- (j) 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 Boards and/or 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 Boards, 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 Boards

##### 3.2.1 Board of Studies (BOS)

##### 3.2.1.1 There shall be a Board of Studies, which shall consist of the following, namely:-

- (i) The Dean, Academic Studies , Chairman;
- (ii) The immediate past Dean, Academic Studies;
- (iii) The Dean, Academic Research ;
- (iv) The Associate Dean, Academic Studies;
- (v) Two Senate nominees;
- (vi) One representative of each Academic Department/ Academic Centre organizing Undergraduate or (and) Postgraduate programme(s) nominated by the Faculty Board and also the Departments/Academic Centres contributing regularly to UG/PG Teaching but not having an



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UG/PG Programme;

- (vii) The Chairman JEE;
- (viii) The Chairman, GATE;
- (ix) Chairman, PG Admission;
- (x) Three Students Representatives (nominated by the Dean of Students Welfare);
- (xi) Asstt. Registrar (Academic), Secretary (ex officio).

**3.2.1.2** The Board of Studies 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 Board of Studies shall be coterminus with that of the Board of Studies.

**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 ever 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 Board of Studies shall continue to function on the expiry of its term until a new Board is constituted by the Senate:

Provided that the period of extension shall, in no case, exceed three months.

**3.2.1.6** The Board of Studies 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 Board of Studies**

Subject to the approval and overall superintendence and control of the Senate, the Board of Studies 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, 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 Board of Research (BOR)**

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

- (i) The Dean, Academic Research (Dean, AR) (*ex officio*), Chairman;
- (ii) The immediate past Dean, AR ;
- (iii) The Dean, Academic Studies ;

  
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- (iv) Associate Dean, Academic Studies;
- (v) The Chairman, PG Admission;
- (vi) Two Senate Nominees;
- (vii) One representative of each Academic Department/ Centre organizing research programmes nominated by the Faculty Board;
- (viii) Three Students' (Research Scholar Representatives) nominated by the Dean of Students' Welfare;
- (iv) Asstt. Registrar (Academic Research), Secretary (ex officio).

**3.2.2.2** The Board of Research 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 Board of Research shall be coterminus with that of the Board of Research.

**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 ever 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 Board of Research shall continue to function on the expiry of its term until a new Board is constituted by the Senate:

Provided that the period of such extension shall, in no case, exceed three months.

**3.2.2.6** The Board of Research 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 Board of Research**

Subject to the approval and overall superintendence and control of the Senate, the Board of Research 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 Board of Sponsored Research & Industrial Consultancy (BSRIC)**

**3.2.3.1** There shall be a Board for Sponsored Research & Industrial Consultancy (BSRIC), 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 Board;
- (iv) Two nominees of the Senate;
- (v) Two representatives of the Industry (to be nominated by the Director);

  
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- (vi) One Representative of the Funding Agencies (to be nominated by the Director);
- (vii) The Asstt. Registrar (SRIC), Secretary (*ex officio*).

**3.2.3.2** The BSRIC shall have a term of two years commencing from the first day of July of the year in which the Board has been constituted. The term of office of all the members shall be coterminous with that of the Board. 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 Board 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 BSRIC shall continue to function on the expiry of its term until a new BSRIC is constituted by the Senate:

Provided that such an extension shall, in no case, exceed three months.

### **3.2.3.5 Duties & Responsibilities:**

Subject to the approval and over all superintendence and control of the Senate, the BSRIC 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 AR;
- (v) Dean AS;
- (vi) 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 coterminous 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.

  
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#### 3.3.1.4 Duties and Responsibilities

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, softwares, 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) 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 Boards/ Committees, or the Director and to take actions thereon, if any.

#### 3.3.2 Student 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(AS), ex officio;
- (vi) The Dean(AR), ex officio;
- (vii) The Associate Dean, Academic Studies (ex officio);
- (viii) The Associate Dean of Students' Welfare (Mess), ex officio;
- (ix) The Associate Dean of Students' Welfare (Discipline), ex officio;
- (x) The Associate Dean of Students' Welfare (Foreign Students), ex officio;
- (xi) The Faculty Advisor SC/ST Cell, ex officio;
- (xii) The Liaison Officer OBC, ex officio;
- (xiii) The Chief Advisers of Functional Bodies, ex officio;
- (xiv) The Secretaries of Functional Bodies, ex officio;
- (xv) The Bhawan Secretaries, ex officio;
- (xvi) The Mess Secretaries, ex officio;
- (xvii) The Representatives of Married Students Hostels (2);

  
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- (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 elected from amongst the student members of the SAC;
- (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 Deans of Students' Welfare, *ex officio*;
3. two Chief Wardens of Bhawans, *ex officio*;
4. the Chief Advisers of concerned activities, *ex officio*;
5. three students (nominees of SAC);
6. the Deputy/ Assistant Registrar (Students' Affairs), *ex officio*;
7. the General Secretary (Students' Affairs), who shall be the Convener.

  
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### 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 (Foreign 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 Counsellors (one for every 100 students or major part of 100, elected by the Students, Bhawan wise);
- (2) All Bhawan Secretaries (one for each Bhawan);
- (3) All Mess Secretaries (one for each Bhawan);
- (4) All Secretaries of other Functional Bodies of SAC.



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### 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;
- (ii) the Joint Secretary;
- (iii) the Treasurer;
- (iv) Four Members.

(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 finalized in the Spring Semester of the previous Academic Session. The Academic Session means the period from July 1 to June 30 following.

### 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.

  
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## 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.

Appendix to para 3.3.2

### (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 (Mess), *ex officio*;
3. the Chief Wardens of Bhawans, *ex officio*;
4. the Wardens of Bhawans, *ex officio*;
5. one Mess/Stores in-charge (Manager by rotation), *ex officio*;
6. the Accounts Officer/Accounts in-charge (Accountant by rotation), *ex officio*;
7. the Bhawan Secretaries (all Bhawans), *ex officio*;
8. the Mess Secretaries (all Bhawans), *ex officio*;
9. one Councilor representing each mess, *ex officio*.

A Member Secretary shall be elected by the Students Councilors or may 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 Bhawan Prefect, Asstt. Warden (Residential), *ex officio*;
4. the Bhawan Secretary, *ex officio*;
5. the Mess Secretary, *ex officio*;
6. the Bhawan Councilors, *ex officio*.

#### (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. the Bhawan Prefect, Asstt. Warden (Residential), *ex officio*;
3. the Mess/Store in-charge, Manager;
4. the Mess Councilors, Members;
5. the Bhawan Secretary, Member,
6. 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:-

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1. the Chief Adviser, *ex officio*; Chairman;
2. the Deputy Chief Adviser, *ex officio*;
3. the Faculty Advisers - 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).

**(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 Adviser, Chairman, *ex-officio*;
2. the Deputy Chief Adviser, *ex officio*;
3. the Faculty Advisers for each unit) , *ex officio*;
4. the Secretaries, *ex officio*;
5. one Councilor from each Bhawan to be nominated by the Bhawan Council;
6. one Member from the Married Students' Hostel (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 Advisers (one for each activity) , *ex officio*;
4. the Secretaries (one for each activity) , *ex officio*.

**(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 Adviser, *ex officio*, Chairman;
2. the Deputy Chief Adviser, *ex officio*;
3. the faculty Adviser(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).

**(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 Adviser, *ex officio*, Chairman;
2. the Deputy Chief Adviser, *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

  
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Council. The Council shall consist of the following, namely:-

1. the Chief Adviser, Chairman, *ex officio*;
2. the Deputy Chief Adviser, *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).

**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 Boards and Committees of the Departments/ Centres**

#### **3.4.1 The Departmental/ Centre's Faculty Board (DFB/CFB)**

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

**3.4.1.2** The Head of the Department/Centre shall be the *ex officio* Chairman of the DFB/CFB.

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

**3.4.1.4** The DFB/CFB 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 Board (PFB) shall be constituted by the Dean Academic Studies 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 Academic Studies, and the Heads of the concerned Departments/ Centres.

#### **3.4.1.6 Duties and Responsibilities of DFB/CFB:**

(i) The DFB/CFB shall be responsible for considering all the policy issues concerning academic and research programmes of the Department/ Centre.

(ii) The DFB/CFB shall consider and review the existing courses and propose and formulate new academic programmes and courses as recommended by the DAC/CAC or DRC/CRC in case of pre Ph.D. courses to it and send its recommendations to Board of Studies, for its consideration and action, if any.

(iii) The DFB/CFB shall consider and distribute teaching load to the faculty members.

  
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(iv) The DFB/CFB shall nominate one faculty representative of the Department to the Board of Studies, Board of Research, BSRIC and the LAC. The nominees on Board of Studies and Board of Research shall be members of the DAC/CAC and DRC/CRC, respectively.

(v) The DFB/ CFB 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 Committee (DAC/ CAC)

(vi) A copy of the minutes of the meetings of the DFB/CFB shall be sent to Dean, AS and Dean, AR and all the members of the DFB/ CFB, and the record of the minutes shall be maintained.

### **3.4.2 The Departmental /Centre's Professorial Committee (DPC/CPC)**

**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 DPC/CPC**

(i) The Professorial Committee shall be the Administrative Committee of the Department/Centre and shall be responsible for all the administrative matters of the Department/ Centre which may include:-

(a) faculty recruitment, short listing criteria, leave applications, long leave, voluntary retirement, appointments after superannuation, appointment of Visiting Professors, Guest Faculty, etc.;

(b) allocation of allotted manpower (technical and ministerial) to different laboratories/ office, etc.;

(c) allocation of administrative responsibilities to the faculty members;

(d) Construction and space allocation within Department/ sections including faculty office rooms, office, laboratory, library, etc.;

(e) planning, long-term and short- term, for the academic development of the Department;

(f) security, maintenance and upkeep of the Department/ Centre including Laboratories, building(s), lawns, etc.;

(g) budgetary allocations of Departmental Operating Expenses (DOE) and other plan allocations and funds received by the Department/ Centre to various sections/ Laboratories, facilities, etc.;

(h) procurement of equipment/ instruments from Institute funds or funds allocated to the Department/ Centre from any other agency;

(i) general discipline of the students/ staff in the Department, etc. ;

(ii) The Professorial Committee shall take all decisions in a collegiate manner with due care to



improve the academic and research ambience and academic and research out put of the Department/ Centre.

(iii) The Professorial Committee shall meet at least once every month and 50% of its members shall form a quorum for its meetings. The agenda item of the DPC/CPC meeting may be sent by any Professor 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 Professors of the Department/ Centre.

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

3.4.3.1 There shall be a DRC/CRC in a Department/ Academic Centre consisting of full-time faculty members of the department/centre nominated by DFB/CFB 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 DFB/CFB 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 AR from the Institute. The membership shall be rotated among various faculty members at all cadres. The faculty representative of the Department/Centre in the Board of Academic Research shall also be a member of the DRC/CRC.

3.4.3.2 A Professor from amongst the members of the DRC/CRC nominated by the DFB/CFB shall be its Chairman. The constitution of the DRC/ CRC shall be recommended by the DFB/ CFB and shall be approved by the Dean Academic Research

3.4.3.3 The DRC/CRC shall have a term of two- years from the date of its constitution by the DFB/ CFB. The term of office of the members of the Committee shall be coterminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFB/ CFB and approved by the Dean Academic Research for the remainder of the term of the member in whose vacancy the nomination is being made

#### **3.4.3.4 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 for the selection of students, wherever required, 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 DFB/CFB and/or the Dean Academic Research.

(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 Academic Research. The minutes shall also be sent to all the faculty members of the Department/ Centre for information and necessary action.

#### **3.4.4 The Departmental/Centre's Academic Committee (DAC/ CAC)**

3.4.4.1 There shall be a DAC/CAC in each Department 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 DAC/CAC and the membership shall be rotated every two years in a staggered manner. The faculty representative of the Department in the Board of Studies shall also be a member of the DAC/CAC. If faculty strength in a department/centre is less seven, short fall shall be made up by the members nominated by Dean AR from the Institute.



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**3.4.4.2** A Professor from amongst the members of DAC/CAC nominated by the DFB shall be its Chairman. The constitution of the DAC/CAC shall be recommended by the DFB and approved by the Dean Academic Studies.

**3.4.4.3** The DAC/CAC shall have a term of two years from the date of its constitution by the DFB. The term of office of the members of the DAC/CAC shall be coterminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFB and approved by the Dean Academic Studies for the remainder of the term of the member in whose vacancy the nomination is being made.

**3.4.4.4 Duties and responsibilities of the DAC/CAC**

(i) The DAC/CAC 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 DAC/CAC. 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 DAC/CAC 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 DAC/CAC and the Head of the Department/ Centre in the running of the programme.

(iv) The DAC/CAC 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 DAC/CAC shall consider and make its recommendation on all issues/ matters referred to it by the DFB/ Dean Academic Studies.

(vi) The minutes of the meeting of DAC/CAC shall be sent to the Dean Academic Studies 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 Boards/Standing Committees—(i) Board of Studies; (ii) Board of Research; (iii) BSRIC (iv) Library Advisory Committee (LAC); and (v) 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.

(v) 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 Boards/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 Boards/ Committees from the members of the Senate at least 60 days before the end of the tenure of the functional Boards/ 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 Boards/ Committees. The Senate shall meet in the month of June to consider and approve its nominees. For any

vacancy in the nominees on the Boards/ 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 on the Board of Studies, the Board of Research, the Board for Sponsored Research & Industrial Consultancy (BSRIC), 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 DFB/CFB.

#### **4.3 Student Representatives**

**4.3.1** The SAC is required to nominate student-representatives to serve on the following Boards/ Committees, viz [i] Board of Studies; (ii) Board of Research; and (iii) the Library Advisory Committee (LAC).

**4.3.2** Three student representatives on Board of Studies and Board of Research 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)**

The Institute currently has the following Departments, namely:-

- (a) Architecture and Planning
- (b) Biotechnology
- (c) Chemical Engineering
- (d) Chemistry
- (e) Civil Engineering
- (f) Earth Sciences
- (g) Earthquake Engineering
- (h) Electrical Engineering
- (i) Electronics and Computer Engineering
- (j) Humanities and Social Sciences
- (k) Hydrology
- (l) Paper Technology

- (m) Management Studies
- (n) Mathematics
- (o) Mechanical and Industrial Engineering
- (p) Metallurgical and Materials Engineering
- (q) Physics
- (r) 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) Continuing Education Centre      | 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 & 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 Deans and Associate Deans shall not be entitled to any additional monetary benefit 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 shall perform such other duties as may be assigned to him 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.

  
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## 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 The Chairman would invite comments from the members who have 'definite' ideas, about the proposal ahead of the meeting. Those, who have given comments, will be allowed to speak first on the Senate floor.

5.3.4 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.

5.3.5 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.

5.3.6 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, Boards and 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.

**5.3.7** 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.

**5.3.8** 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.

  
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**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;

  
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- (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.

  
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(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.

  
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**Excerpts from the Statutes of I.I.T., Roorkee which have relevance to the Senate Manual**

**Statute 5 — The Senate**

In addition to the persons mentioned in Section 14 of the Act, the following shall be the members of the Senate, namely: -

- (a) The Heads of the Departments/ Academic Centres/ Schools other than Professors, as are not members of the Senate;
- (b) the Deans and Associate Deans other than Professors, as are not members of the Senate;
- (c) the Librarian of the Institute;
- (d) One Chief Warden by rotation to be nominated by the Director for a period of one year;
- (e) not more than six other members of the academic staff for their special knowledge appointed by the Chairman after consultation with the Director for such period as may be specified by the Chairman.

(2) Subject to the provisions of the Act, the Senate shall have the power to:-

- (a) frame and revise curricula and syllabi for courses of studies for the various Departments/ Academic Centres;
- (b) make arrangements for the conduct of examinations; appoint examiners, moderators, tabulators and the like.
- (c) declare the results of the examinations or to appoint committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (d) appoint Advisory Committees or Expert Committees or both for the Departments and the Academic Centres of the Institute to make recommendations on academic matters connected with the working of the Department/ Academic Centre. The Head of the Department concerned shall act as convenor of such Committees;
- (e) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific academic matters as may be referred to any such committee by the Senate;
- (f) consider the recommendations of the Advisory Committees attached to various Departments and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as circumstances of each case may require;
- (g) make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to the Board);
- (h) supervise the working of the Library;
- (i) promote research within the Institute and require reports on such research from the persons engaged thereon;
- (j) provide for the inspection of the classes and the Halls of Residence in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board.

  
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(k) award stipends, scholarships, fellowships, medals and prizes and make other awards in accordance with the Ordinances and such conditions as may be attached to the awards;

(l) make recommendations to the Board with regard to : (i) the creation of posts of the academic staff and the abolition thereof; and (ii) the emoluments and duties attached to such posts.

(m) make recommendations to the Board with regard to (i) the establishment of the Departments/ Centres/ Schools/ Service Centres and the abolition thereof, and (ii) the allocation of academic and other staff to such Academic Departments/ Centres/ Schools/ Service Centres.

(n) provide support to other technical institutions in furtherance of their academic standards;

(o) outreach through distance learning mode to enhance the academic and research productivity of the Institute.

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

(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.

The 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.

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

(6) The Director, if present, shall preside at every meeting 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 of the Deans present shall preside at the meeting. In case none of the Deans are present, the senior most of the Professors present shall preside at the meeting.

(7) A written notice of every meeting, together with the agenda, shall be circulated by the Registrar to the members 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 not be given.

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

(9) The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.

(10) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar with the approval of the Chairman of the Senate and circulated to all the members of the Senate present in India. Provided that any such minute shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institute. 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 by the members of the Senate, the Board and the Council at all times during office hours.

(11) In emergent cases the Chairman of the Senate may exercise the powers of the Senate and report to the Senate of the action taken by him at its next meeting for its approval.

  
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## Appendix 'B'

Name of employee – XYZ

Designation – ABC

Date of Joining	=	18.6.1983
Date of Birth	=	23.9.1964
Date of Retirement	=	30.9.2024
Service in UOR upto 31.12.01 (excluding 14 months EOL)	=	Approx. 17 years
Total service upto Retirement	=	Approx. 40 years (excluding 14 months EOL)
Medical Leave due on prorata basis upto 31.12.01	=	$365 \times 17 / 40 = 155$ days
Medical availed upto 31.12.2001	=	263 days
Medical leave balance as on 31.12.2001	=	$155 - 263 = (-) 108$ days
or Half Pay Leave (Commutable) = $(-) 108 \times 2 = (-) 216$ days		

**This excess leave availed by the employee in University is being adjusted in yearly credited half pay leave account of his/her service.**

  
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(7) **Payment not to be made to the nominee facing trial for the murder of the Government servant.**—1. A clarification was sought from Ministry of Personnel and Training (Department of Personnel and Public Grievances), New Delhi, whether the GPF balance can be paid to the widow or daughter of the deceased Government servant who is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence.

2. Ministry of Law, Department of Legal Affairs, to whom the reference was made by the Department of Personnel and Public Grievances for legal advice has held that there appears to be no rule in the GPF (CS) Rules, 1960, which disqualifies a person accused of committing murder or abetment of murder from inheriting the property of the deceased person. Under Section 25 of Hindu Succession Act, 1956, a person who commits murder or abets in the commission of murder, shall be disqualified from inheriting property of the person murdered or any other property in the furtherance of the succession to which he/she committed or abetted in the commission of murder. This provision is based on the principle that it is contrary public policy to permit a person to take advantage of his own wrong. By adopting this principle of public policy underlying Section 25 of the Hindu Succession Act, Department of Legal Affairs is of the opinion that the wife and daughter of the deceased subscriber who are facing a trial for the murder, may be denied the payment of GPF till the Court's decision.

[ C. & A.G. No. 6-AC. II/92, dated the 27th March, 1992.]

### 33-A. Deposit-Linked Insurance Scheme

*This rule applies only in cases of death of a subscriber on or before the 30th September, 1991 and to whom the provisions of Rule 33-B did not apply. Hence not reproduced.*—AUTHORS.

### <sup>1</sup>[ 33-B. Deposit-Linked Insurance Revised Scheme

On the death of a subscriber, the person entitled to receive the amount standing to the credit of the subscriber shall be paid by the Accounts Officer an additional amount equal to the average balance in the account during the 3 years immediately preceding the death of such subscriber, subject to the condition that—

- <sup>2</sup>[(a) the balance at the credit of such subscriber shall not at any time during the three years preceding the month of death have fallen below the limits of—

1. Inserted *vide* G.I., Dept. of Pen. & P.W., Notification No. 13 (2)-P. & P.W./88-E., dated the 2nd August, 1989, published as S.O. No. 2002 in the Gazette of India, dated the 2nd September, 1989. Takes effect from the 1st January, 1989.

2. Clauses (a) and (b) substituted *vide* G.I., Dept. of Pen. & P.W., Notification No. 45/85/97-P. & P.W. (F), dated the 6th April, 1998, published as S.O. No. 826 in the Gazette of India, dated the 25th April, 1998.

  
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- (i) Rs. 25,000 in the case of a subscriber holding a post in the scale of pay, the maximum of which is Rs. 12,000 or more.
- (ii) Rs. 15,000 in the case of a subscriber holding a post in the scale of pay, the maximum of which is Rs. 9,000 or more but less than Rs. 12,000.
- (iii) Rs. 10,000 in the case of a subscriber holding a post in the scale of pay, the maximum of which is Rs. 3,500 or more but less than Rs. 9,000.
- (iv) Rs. 6,000 in the case of a subscriber holding a post in the scale of pay, the maximum of which is less than Rs. 3,500.
- (b) the additional amount payable under this rule shall not exceed sixty thousand rupees. ]
- (c) the subscriber has put in at least 5 years' service at the time of his/her death.

[ NOTE. — Pre-revised Scheme which existed before the Notification published in the Gazette of India on 25-4-1998 as SO 826 shall apply in cases of death of subscriber on or before 30-5-2000 and to whom aforesaid amended Rule 33-B does not apply.—O.M. No. 45/85/97-P. & P.W., (F), dated the 18th April, 2000. ]

NOTE 1.—The average balance shall be worked out on the basis of the balance at the credit of the subscriber at the end of each of the 36 months, preceding the month in which the death occurs. For this purpose, as also for checking the minimum balance prescribed above—

- (a) the balance at the end of March, shall include the annual interest credited in terms of Rule 11; and,
- (b) if the last of the aforesaid 36 months is not March, the balance at the end of said last month shall include interest in respect of the period from the beginning of the financial year in which death occurs to the end of the said last month.

NOTE 2.—Payment under this scheme should be in whole rupee. If an amount due includes a fraction of a rupee, it should be rounded to the nearest rupee (50 paise counting as the next higher rupee).

NOTE 3.—Any sum payable under this scheme is in the nature of insurance money and therefore, the statutory protection given by Section 3 of the Provident Funds Act, 1925 (Act 19 of 1925), does not apply to sums payable under this scheme.

NOTE 4.—The scheme also applies to those subscribers to the funds who are transferred to an autonomous organization consequent upon conversion of a Government Department into such a body and who, on such transfer, opt in

terms of option given to them to subscribe to the Fund in accordance with these rules.

NOTE 5.—(a) In case of a Government servant who has been admitted to the benefits of the Fund under Rule 35 or 35-A but died before completion of three years of service or as the case may be, five years of service from the date of his admission to the Fund, the period of his service under the previous employer in respect whereof the amount of his subscription and the employer's contribution, if any, together with interest have been recovered, shall count for purpose of Clause (a) and Clause (c).

(b) In case of persons appointed on tenure basis and in the case of re-employed pensioners, service rendered from the date of such appointment on re-employment, as the case may be, only will count for purposes of this rule.

(c) The scheme does not apply to persons appointed on contract basis.

NOTE 6.—The Budget Estimates of expenditure in respect of this scheme will be prepared by the Accounts Officer responsible for maintenance of the account of the Fund having regard to the trend of expenditure, in the same manner as estimates are prepared for other retirement benefits.]

#### GOVERNMENT OF INDIA'S DECISIONS

(1) **Death of a subscriber after the working hours of the last working day but before 12 midnight of the calendar day to be treated as "death while in service".**—It has been decided after consultation with the Department of Personnel & AR, AG & Ministry of Law (Department of Legal Affairs) that the death of a subscriber to Provident Fund after the normal working hours of the last working day before 12 midnight of the calendar day is a case of death while in service entitling the nominee of the subscriber to the benefit of Deposit-Linked Insurance Scheme subject to the fulfilment of the prescribed conditions of the scheme.

[ G.I., M.F., U.O. No. F. 14 (3)-E. V (B)/78, dated the 27th May, 1978.]

(2) **Mode of payment.**—A question has been raised whether the additional benefit envisaged under the scheme would become payable automatically or any sanction is required to be issued in this regard.

With a view to obviate any delay in making the payment, it has been decided that the Accounts Officer (Head of Office in the case of Group 'D' employees) will authorize the payment of additional benefit provided in the scheme to the person(s) entitled to receive the Provident Fund money at the time of making final payment of the Provident Fund balances, without any further sanction.

[ G.I., M.F., O.M. No. 9 (10)-E. V (B)/73, dated the 24th May, 1975.]

(3) **Maximum limit not to be applied at every stage.**—A doubt was raised whether the maximum limit of Rs. 10,000 (now Rs. 60,000) is to be applied after arriving at the average of thirty-six months or the amount (balance) in excess of Rs. 10,000 (now Rs. 60,000) has to be disregarded at

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every stage while computing the average, when the balance is in excess of Rs. 10,000 (*now* Rs. 60,000) during some months and less than Rs. 10,000 (*now* Rs. 60,000) during other months.

The Ministry of Finance to whom the case was referred have clarified, *vide* their U.O. No. 263-E. V (B)/78, dated the 1st February, 1978, that the maximum limit of Rs. 10,000 (*now* Rs. 60,000) is to be applied after arriving at the average of thirty-six months and not at every stage.

[D.G., P. & T.'s Letter No. 6-1/78-TA, dated the 7th March, 1978.]

(4) Government servant to be treated as a subscriber even during the last three months of his service, when subscription has been discontinued.—For the purpose of Rule 33-A of the GPF (CS) Rules, 1960, relating to Deposit-Linked Insurance Scheme, the Government servant would continue to be treated as a subscriber till his retirement even though recovery of subscriptions has been discontinued for the last three months of his service so that in the event of unfortunate death of the subscriber during that period, the person entitled to receive the amount standing to the credit of the subscriber could be paid the additional amount as envisaged in Rule 33-A *ibid*.

[G.I., Ministry of Per. & Trg., O.M. No. 13 (3)/84-PU, dated the 12th June, 1985—Para. 2 (iii).]

(5) Benefit to the successor of the untraceable subscriber to be made only after a lapse of 7 years.—The Department of Pension and Pensioners' Welfare has been in receipt of references from various offices seeking clarifications as to whether the family of an employee who is absconding and whose whereabouts are not known is entitled to the insurance amount, as if the subscriber dies while in service, under the Deposit-Linked Insurance (Revised) Scheme of the General Provident Fund Rules.

The matter has been examined and it has been decided in consultation with Department of Expenditure and Ministry of Law that in the absence of any provision in the Deposit-Linked Insurance Scheme for making payment to the family of the missing subscriber, the payment may be made only after a lapse of 7 years. In case where under the facts and circumstances, there is sufficient proof of death, the payment may not be delayed.

Ministry of Finance, etc., are requested to bring the above position to the notice of their Attached and Subordinate Offices.

[G.I., Dept. of Pen. & P.W., O.M. No. 20/2/97-P. & P.W. (F), dated the 21st October, 1997.]

(6) Benefit admissible even in suicide cases.—The Department of Pension and Pensioners' Welfare has been in receipt of references seeking clarification as to whether the family of an employee who had committed suicide is entitled to the insurance amount under the Deposit-Linked Insurance Revised Scheme of the General Provident Fund Rules.



The matter has been examined in consultation with the Department of Expenditure and the Ministry of Law. It has been decided that for the purpose of Rule 33-B of the GPF Rules, no broad distinction can be made in between a death and the suicide and that the suicide may be considered and treated as death and the benefit of Deposit-Linked Insurance Revised Scheme may be accorded to the successor of the deceased.

Ministry of Finance, etc., are requested to bring the above position to the notice of their Attached and Subordinate Offices.

[G.I., Dept. of Pen. & P.W., O.M. No. 20/5/97-P. & P.W. (F), dated the 30th December, 1997.]

  
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**Appendix 'D'**  
**CONFIDENTIAL**

**REPORT OF THE ENQUIRY COMMITTEE CONSTITUTED TO LOOK INTO THE  
CHARGES LEVELED BY THE INSTITUTE AGAINST Dr. Satyendra Mittal,  
ASSOCIATE PROFESSOR IN THE DEPARTMENT OF CIVIL ENGINEERING**

**1. Background:**

The Department Professorial Committee (DPC) of the Civil Engg. Deptt. (CED) had constituted a committee on 28.9.06 to examine the veracity of the information provided by some of the candidates in their applications for the teaching posts in the Department. The committee found that Dr. Satyendra Mittal had provided false information in his application for the post of Professor. Subsequently, DPC found that Dr. Satyendra Mittal had provided false information in his application for the post of Assoc. Professor in May 2005, for which post he was subsequently selected and appointed. The DPC informed Dean, Faculty Affairs (DOFA) and a one-man preliminary enquiry committee of Dr. H.R. Wason, Professor in the Dept. of Earthquake Engg., was constituted to look into the facts of the case. Prof. Wason submitted his findings stating that Dr. Satyendra Mittal had indeed provided false information in his applications.

Based upon the findings of Prof. Wason's committee a charge sheet, dated 8.10.07, was issued to Dr. Satyendra Mittal (pages 2-30 of Annex-I) by the Registrar. After a reply received from Dr. Satyendra Mittal (Exhibit-S1), an enquiry committee was constituted by the Director, vide notification No. Estt.(A)/4652/E-4419, dated 17.1.08, to conduct an enquiry into the charge leveled by IIT Roorkee against Dr. Satyendra Mittal, Assoc. Professor in the Dept. of Civil Engineering, that he had furnished false details in his application form, dated 20.6.2005, for the post of Associate Professor. The members of the enquiry committee were:

- |    |  |   |          |
|----|--|---|----------|
| 1. | Prof. S.N. Sinha<br>Dept. of Electronics & Computer Engg.      | - | Convener |
| 2. | Prof. I.S. Tyagi<br>Dept. of Physics                           | - | Member   |
| 3. | Prof. D.K. Nauriyal<br>Dept. of Humanities and Social Sciences | - | Member   |


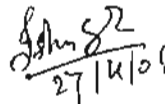
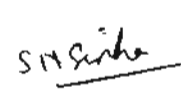
The notification of the formation of the committee and the enclosed documents sent to the Convener of the Committee are placed at Annex.-I.

The committee held the first hearing on 7.2.2008 in the office of the Deputy Registrar (Admn.). A second hearing was held on 14.2.2008 and continued on 15.2.2008 in the office of the Deputy Registrar (Admn.). The minutes of the meetings are placed at Annex-II and Annex-III, respectively.

**2. Charges Framed by the Institute:**

The charge framed by the Institute against Dr. Satyendra Mittal is:

  
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"Violation of Conduct Rule 3 (a) Failure to maintain absolute integrity by furnishing false information in the application form for appointment to the post of Associate Professor."

**Explanation:** The charges leveled by the Institute against Dr. Satyendra Mittal are given on page 5 of Annex.-I, wherein it is stated that Dr. Mittal furnished false details in his application for the post of Associate Professor regarding the pay scale drawn by him (item 9(ii) of the application, Annex.-I, page 11), about the number total number of years of teaching experience (item 10(a) of the application, Annex.-I, page 12), and about the number of Ph.D. thesis supervision (item 10(d) of the application, Annex.-I, page 12). Thus, the declaration made by him in the application form (item 16 of the application, Annex.-I, page 16) was false.

Since all the charges were pressed by the Institute after receiving the reply of Dr. Satyendra Mittal to the charge sheet, the enquiry committee enquired into all the above charges.

### 3. Case of the Institute against Dr. Satyendra Mittal

As mentioned in Section-2 of the report above, the Institute's case was that since Dr. Satyendra Mittal furnished false information in his application dated 20.6.2005 for the post of Associate Professor, he has violated the Conduct Rule 3 (a). In support of the charges, a number of documents were submitted before the enquiry committee by the Presenting Officer, on behalf of the Institute, and these have been admitted as Exhibits 1-11. The list of the documents is given below:

- Exhibit-1: Consists of 15 pages. This includes: (i) Letter of Head, CED to DOFA, (ii) Copy of the application of Dr. Satyendra Mittal for the post of Associate Professor, (iii) Letter of Head, CED to Dr. Satyendra Mittal, dated 11.11.06, seeking proof of the entry made at item 9 of his application for the post of Professor (iv) Copy of page-2 of the application form of Dr. Mittal for the post of Professor in CED, (v) Reply of Dr. Mittal to the letter of Head, CED, (vi) Letter of Head, CED to Dr. Satyendra Mittal, dated 20.11.06, again seeking proof of the entry made at item 9 of his application for the post of Professor, and (vii) Minutes of the DPC of CED dated 18.11.05 in which a decision was taken to forward his application for the post of Associate Professor and to issue a warning to him that he should be careful in future and must not provide false information.
- Exhibit-2: Consists of 8 pages. This includes the copies of various office memos regarding the pay scales given to Dr. Mittal from time to time, since he joined the University of Roorkee in 1983.
- Exhibit-3: Consists of one page. It is the letter from Head, CED, dated 11.2.08, giving information about the number of research scholars under the supervision of Dr. Mittal as on 20.6.05.
- Exhibit-4: Consists of 2 pages. It is the letter from Head, CED, dated 11.2.08, wherein he has provided information regarding the markings on the application of Dr. Mittal for the post of Associate Professor (available at Annex.-I) in response to the query of the Enquiry Committee.
- Exhibit-5: Consists of 2 pages. Copies of the Advertisement for the faculty posts dated 3.5.2005.
- Exhibit-6: Consists of 4 pages. It is the guidelines for the screening of applications and short-listing for faculty selections which were in force in 2005.

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- Exhibit-7: Consists of 4 pages. It is the list of candidates who were awarded Ph.D. degree in the Convocation-2006. It gives the information about the date of submission of thesis by Ms. Meenal Gosavi, a candidate under the supervision of Dr. Mittal.
- Exhibit-8: Consists of 5 pages. It includes a request, dated 7.1.07, from Dr. Mittal for the grant of approval for guiding an external Ph.D. candidate at Punjab University, Chandigarh and a letter from A.R.(PGS&R), conveying the refusal of permission by the competent authority.
- Exhibit-9: Consists of 5 pages. It includes a letter, dated 15.2.08, from Head, CED, conveying information giving the date of registration of Mr. Mohd. Yusuf Shah, a research scholar under the supervision of Dr. Mittal, as 2.1.06.
- Exhibit-10: Consists of 1 page. It is a letter dated 15.2.08, from Head, CED, stating that the date of registration of Mr. Mohd Yusuf Shah is 2.1.2006 as per records.
- Exhibit-11: Consists of 28 pages. It contains a 4-page write-up by the Presenting Officer justifying the case of the Institute, with supporting documents.

#### 4. Case of Dr. Satyendra Mittal in his defense

Dr. Satyendra Mittal made oral presentations before the committee in his defense which have been recorded in the minutes of the meetings (Annex.-II & III). Besides the oral presentation, Dr. Mittal also submitted the following documents which have been admitted as Exhibits S1 through S3. The list of these is given below:

- Exhibit-S1: Consists of 10 pages. It contains: (i) His reply, dated 16.10.07, to the charge sheet issued by the institute, (ii) Letter from Head, CED, dated 3.11.06, (iii) Letter from Dr. Mittal to Head, CED, dated 27.10.05, (iv) Minutes of DPC of CED, dated 18.11.05, (v) Application of Mr. Mohd Yusuf Shah, dated 12.4.05, requesting Coordinator Geomatics section, CED, to allow him to work with Dr. Mittal as one of the supervisors, and (vi) A printed cover page presumably the cover page of the synopsis submitted by Praveen Kumar Manrai to Punjab University.
- Exhibit-S2: Consists of 9 pages. It includes: (i) Two copies of a letter, dated 19.9.06, issued to Praveen Kumar by the Registrar, Punjab University, (ii) Copy of a letter, dated 6.5.06, sent by Dr. Mittal to Prof. Umesh Sharma, CED, Punjab Engg. College, (iii) Copy of a letter, dated 3.9.04, by Dr. Mittal to Prof. Umesh Sharma, CED, Punjab Engg. College, (iv) Copy of letter, dated 15.3.05, from Dr. R.N. Sarvde, Director SASE, to Dr. Mittal, (v) Copy of the letter, dated 17.5.05, from Dr. Mittal to Dr. Sarwade, Director SASE, (vi) Copy of the letter, dated 19.3.05, from Dr. Sarwade to Dr. Mittal, (vii) Copy of the letter, dated 15.3.05, from Dr. Sarwade to Dr. Mittal, and (viii) Copy of the letter, dated 9.3.05, from Dr. Mittal to Dr. Sarwade, Director SASE.
- Exhibit-S3: Consists of 3 pages. It is the response of Dr. Satyendra Mittal to the brief(Exhibit-11) submitted by the Presenting Officer.

#### 5. Assessment of the evidence against Dr. S. Mittal

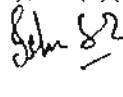
In addition to the documents submitted by the Presenting officer and Dr. Mittal, the committee also asked the Presenting Officer to provide some additional documents which are placed at Annex.-IV(9 pages) and Annex.-V (2 pages).

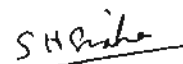
From the documents submitted by the Presenting Officer, it is clear that the information provided by Dr. Satyendra Mittal at items 9(ii), 10(a)(iii), and 10(d)(i) of his



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application, dated 20.6.2005, for the post of Associate Professor in CED, was incorrect. In fact, Dr. Satyendra Mittal himself has conceded in his oral presentations before the enquiry committee as well as in his response to the brief of the Presenting Officer (Exhibit-S3), that the information provided by him on these items was indeed factually and technically incorrect. Therefore, the charges pressed by the Institute against Dr. Mittal stand proved.

However, from the point of view of natural justice, it is necessary to assess whether incorrect information was provided by Dr. Mittal as a result of oversight and negligence OR he intentionally provided false information to get a material gain. After going through the records, following points emerge:

- (i) As per the Advertisement No. Estt.(A)/316/A-86(5/2005) dated 3.5.05 (Exhibit-5, page-2), the minimum qualification for the post of Associate Professor were: "a minimum of 8 years teaching experience of which at least 3 years should be at the level of Assistant Professor".
- (ii) As per item 1.4 of the "Guidelines for Screening of Applications and Short-listing of candidates for faculty positions" (Exhibit-6, page-2), the short-listing criteria for the post of Associate Professor was: No. of Ph.D. thesis completed/submitted (jointly or singly) =1 for the post of Associate Professor.
- (iii) Dr. Mittal has claimed in Item 10(a)(ii) of his application form (Annex-I, page-12) that he had a teaching experience of 8 years and this entry has not been questioned by the Institute. Further, he had joined as Assistant Professor in June 2001 (Annex.-I, page-11, item 9(i)) and this entry has also not been questioned by the Institute. Therefore, he fulfilled the minimum qualifications as enumerated in point (i) above.

In view of this, he did not stand to gain anything by intentionally providing the false information with regard to his total teaching experience of 16 years as mentioned in his application form. In fact, in item 10(a)(i) of his application his entries are:

Undergraduate	June 2001 to Present	8 years
---------------	----------------------	---------

The entry in the third column is evidently wrong as it should have been 4 years.

After careful consideration of the documents submitted by the Presenting officer as well as the explanations offered by Dr. Satyendra Mittal, this committee has concluded that Dr. Mittal filled up item 9(ii) of his application form for the post of Associate Professor with the full knowledge that this information was incorrect. Although he did fulfill the minimum requirement "teaching experience of eight years out of which 3 years should be at the level of Asstt. Professor", this wrong entry implied that he had been in the scale of Asstt. Professor for a period of 22 years at the time of submission of his application. It may also be noted that he made the same entry in his application for the post of Professor in November 2006 and revised this entry when it was questioned by the DPC of CED (Exhibit-1, page 12). This application was subsequently withdrawn by him (Annex.-V, page 2).

So far as the entry in item 10(a)(iii) with regard to the total teaching experience is concerned, this committee accepts the explanation of Dr. S. Mittal that he had no intentions of misguiding the institute and it was an inadvertent mistake.

59-1      J. S. Mittal      S. H. Sinha

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- (iv) In item 10(d)(i) of his application, Dr. Mittal made the following entries:

No. of Ph.D. Thesis supervised	Submitted One	In Progress Three
--------------------------------	------------------	----------------------

After going through the records provided by the Presenting officer as well as Dr. S. Mittal, it is clear that both the above entries are incorrect. The entry under the heading "Submitted" should have been "NIL" and the entry under the heading "In Progress" should have been "TWO".

It is clear that if the correct entries had been made by Dr. Mittal, his application could not have cleared the screening process. Further, the contention of Dr. Mittal that he had filed up "one" under the heading "submitted" in good faith as he was expecting the candidate to submit the thesis within a fortnight or so (Annex.-I, item 6(C)), does not stand scrutiny since even the final meeting of SRC of the candidate was not held by 20.6.2005. It may further be noted, that this candidate, Ms Meenal Gosavi, finally submitted her thesis on 31.1.2006.

This committee, therefore, concludes that the entry "one" under the heading "submitted" was made by Dr. Mittal with the full knowledge that it was incorrect and he stood to gain by making this false entry. It may, however, be mentioned that this false entry was detected by the DPC of CED at the time of screening the application and it decided not to forward Dr. Mittal's application. However, after going through the representation made by Dr. Mittal (Exhibit-S1, page 6-7), the DPC decided to recommend his application (Exhibit-S1, page 8). Since, as per senate manual, the minutes of all meetings of DPC are sent to the Institute authorities, the entire matter can be assumed to be in the knowledge of Institute. Further, at the time of the meeting of the selection committee, Ms. Gosavi had submitted the thesis and even her viva-voce was held. Therefore, Dr. S. Mittal had fulfilled the requirements for the post of Associate Professor by the time of selection committee meeting.

The entry under the heading "in progress" was also incorrect on 20.6.2005, since only Ms. Meenal Gosavi and Mr. Ravikant were officially registered with Dr. S. Mittal. Dr. Mittal has claimed that at that time he was also supervising Mr. Mohd Yusuf Shah, a candidate under QIP scheme and Mr. P.C. Manrai, an external candidate at Punjab Engg College. As per the records, Mr. Mohd Yusuf Shah had contacted Dr. Mittal during his pre-registration visits and expressed desire to work with him. The candidate was officially registered with him only on 2.1.2006 (Exhibit-11, Page-3, item-(c)-i)). In support of the candidature of Mr. P.C. Manrai, Dr. Mittal has submitted a number of documents (Exhibit-S2). Except for the document at page- of Exhibit-S2, all other documents are his correspondence with Prof. Umesh Sharma of Punjab Engg. College and Dr. R.N. Sarwade, Director SASE. The document on page- 1 of Exhibit-S1 is a notification from the office of Registrar, Punjab University, admitting Mr. P.C. Manrai to the Ph.D. programme of Punjab University with Dr. Satyendra Mittal as one of the supervisors. This document is dated 19.9.06 and states that the Research Board of Engineering has approved the candidature of Mr. P.C. Manrai in its meeting held on 23.8.06. Thus, by no stretch of imagination, Mr. P.C. Manrai can be considered to be a Ph.D. candidate with Dr. S. Mittal on 20.6.05, the date of submission of his application for the post of Associate Professor. It may also be mentioned here that Dr. Mittal had never taken permission from IIT Roorkee to supervise the external candidate, as required by the Institute rules. He applied for this



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permission only on 7.11.07 after the date of issue of charge sheet to him. Subsequently, his request was not acceded to by the Institute.

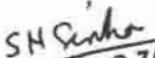
The committee considered this matter carefully and is of the view that the entry "three" under the heading "in progress" was made by Dr. S. Mittal with the full knowledge that it was incorrect. His plea that he was actually supervising Mr. Mohd Yusuf Shah and Mr. P.C. Manrai on 20.6.05 although they were not officially registered with him does not entitle him to include them under this heading. Since he holds a responsible position in the Institute, he should have known that his statement was incorrect. The only question that remains to be answered is whether this entry had any influence on his selection for the post of Associate Professor. This committee does not have any answer to this question, since the proceedings of the selection committees are confidential and are not recorded.

#### 6. Conclusions


After considering all the evidence, this committee is of the view that the entry at item 10(a)(iii) in the application form for the post of Associate Professor was an inadvertent mistake made by Dr. Satyendra Mittal. However, the entries in item 9(ii) and 10(d)(i) were made with the full knowledge that these were incorrect. It may also be added here that it was in the knowledge of the Institute authorities that one of the entries made at 10(d)(i), which had a direct bearing on whether he fulfils the screening criteria or not, was incorrect. Further, at the time of interview, Dr. Mittal fulfilled all the qualifications for the post of Associate Professor.

  
(D.K. Nauriyal)  
Member

  
(I.S. Tyagi)  
Member

  
(S.N. Sinha)  
Convener

Registrar  
Please process this matter &  
advise further necessary actions  
in this matter as per rules.

  
28/11/08

  
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**Allowances**

1. Cycle Allowance
2. Washing Allowance
3. House Rent Allowance
4. Conveyance Allowance
5. Transport Allowance
6. Children Education Allowance
7. Family Planning Allowance
8. Cash Handling Allowance
9. Non-practicing Allowance
10. Travelling Allowance
11. Deputation Allowance
12. Any other allowance as per 6<sup>th</sup> Pay Commission's Report

**Other facilities**

1. Child Care Leave to Women Employees
2. Maternity Leave
3. Encashment of Leave
4. L.T.C.

  
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## Appendix 'F'

**Revised pay band & grade pay as given under Section-I and II of Part-A of the First Schedule of the Central Civil Services [Revised pay] Rules, 2008.**

Serial No.	Group	Existing Pay Scale	Pay Band	Grade Pay
1	Group 'D'	2550-55-2660-60-3200	1S-4440-7440	1300
		2650-65-3300-70-4000	1S-4440-7440	1650
		3050-75-3950-80-4590	PB-1 5200-20200	1900
		4000-100-6000	PB-1 5200-20200	2400
2	Group-'C'	3050-75-3950-80-4590	PB-1 5200-20200	1900
		3200-85-4900	PB-1 5200-20200	2000
		4000-100-6000	PB-1 5200-20200	2400
		4500-125-7000	PB-1 5200-20200	2800
		5000-150-8000	PB-2 9300-34800	4200
		5500-175-9000	PB-2 9300-34800	4200
		6500-200-10500	PB-2 9300-34800	4200
		7450-225-11500	PB-2 9300-34800	4600
3	Group 'B'	5500-175-9000	PB-2 9300-34800	4200
		6500-200-10500	PB-2 9300-34800	4200
		7500-250-12000	PB-2 9300-34800	4800
		8000-275-13500	PB-2 9300-34800	5400
		8550-275-14600*	PB-2 9300-34800	5400
4	Group 'A'	8000-275-13500	PB-3 15600-39100	5400
		12000-375-18000	PB-3 15600-39100	7600
		12000-420-18300**	PB-3 15600-39100	8000
		14300-400-18300	PB-4 37400-67000	8700
		14300-450-22400	PB-4 37400-67000	10000
		16400-450-20900-	PB-4 37400-67000	10000
		500-22400 ***		

\* The Scale of pay of Rs.8550-275-14600 is not identical to the Scale mentioned in the 6<sup>th</sup> CPC Report. Therefore, for time being , pay band and grade pay should be used corresponding to Rs. 8000-275-13500 for arrear calculation. Besides, this matter should be referred to the MHRD for further clarification and guidance.

\*\* The Scale of pay of Rs. 12000-420-18300 is not identical to the scale mentioned in the 6<sup>th</sup> CPC Report. Therefore, for time being, pay band and grade pay should be used corresponding to Rs. 12000-375-18000 for arrear calculation. Besides, this matter should be referred to the MHRD for further clarification and guidance.

\*\*\* The Scale of Pay of Rs. 16400-450-20900-500-22400 is not identical to the scale mentioned in the 6<sup>th</sup> CPC Report. Therefore, for time being, pay band and grade pay should be used corresponding to Rs. 14300-450-22400 for arrear calculation. Besides, this matter should be referred to the MHRD for further clarification and guidance.

  
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DEPARTMENT OF ELECTRICAL ENGINEERING  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

(01)

Section	General Secy
Sl. No.	20.53
Date	8.9.08
I.I.T., Roorkee	

No. EED/ 1267 /Disposal

Dated 16<sup>th</sup> Sept. 2008  
17

Asstt. Registrar (Gen.)

Ref.: Your Letter No. IITR/Gen/R-1(EED)/2008/3375 dated 03 July 2008

The DPC of the department in its meeting held on 8.8.2008 has resolved as follows:

"The DPC considered the above letter regarding report for writing off unserviceable items in the department and resolved the following:

- a) The DPC accepts the report.
- b) The HOD be authorized to take necessary action for writing off of items costing less than Rs.15000/-.
- c) A separate list of unserviceable item costing more than Rs.15000/- be prepared and sent to Asstt. Registrar (Gen) for further necessary action.
- d) The following committee be constituted to dispose off the unserviceable items in the department as at b):

- |      |                        |            |
|------|------------------------|------------|
| (i)  | Prof. S. P. Srivastava | : Chairman |
| (ii) | Dr. Indra Gupta        | : Member"  |

A copy of the Minutes is enclosed.

Accordingly a list of unserviceable items costing more than Rs.15000/- is enclosed herewith for further necessary action at your end.

S. P. Gupta  
(S. P. GUPTA)  
Prof. & Head

Encl:- as above.

50. Anwarth  
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17 DEC 2008

ELECTRICAL ENGINEERING DEPARTMENT  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

PROFORMA-A

Appendix

REPORT FOR WRITING OFF STORES LOST OR RENDERED UNSERVICEABLE

Date of Verification \_\_\_\_\_ Deptt. Electrical Engg., Name & Designation of the Custodian of stores Dr. S.P.Gupta, Prof. & Head

Sl. No.	Item No. of the stock Register	Particulars Description	Quantity		Book Value		Date of Purchase	Prescribed/ Estimated Life	Yearly rate of depreciation	Depreciated cost of the material
			Shortage	Unserviceable	Rate	Amount				
1.	PSS-1/2/1	VPC/XT 88, 4.77/10 MHz with CGA card		1 No.	32000.00	32000.00	12.02.88	5	20%	250.00
2.	PSS/1/7/9	a) Cassette Recorder/Player b) Printer with Parallel Interface 80 col. Dot matrix c) PASCAL FORTRAN, BL View word Processing software Color Monitor 10"		1 No. Each	32390.00	32390.00	21.05.86	5	20%	150.00
3..	V-1/P-93	X-Y Recorder		1 No.	32201.10	32201.10	2.07.70	5 10	20%	50.00
4.	V-1/P-94	Control lab Experiment		1 No.	144750.00	144750.00	10.11.70	5 10	20%	2000.00
5.	V-2/P-20	Microprocessor Trainer		3 Nos.	23500.00	26902.80	3.06.82	10	10%	50.00
6.	V-2/P-32	12 MHz Generator		1 No.	29282.00	30648.69	13.07.89	5	20%	50.00
7.	V-2/P-35	Function Analyser		1 No.	45131.00	47150.00	27.03.90	5	20%	100.00

*Rgt*

*Satya Prasad*  
24/9/08

*Mani Mishra*

*S.P. Gupta*  
Head of the Department  
IIT Roorkee

Sl. No.	Particulars		Quantity	Book Value		Date of Purchase	Prescribed/ Estimated Life	Yearly rate of depreciation	Depreciated cost of the material
8.	V <sub>1</sub> /68/1	(a) Multichannel Digital Recorder	1 No. each	43777.00	43777.00	11.08.83	5	20%	100.00
9.	V <sub>1</sub> /68/1	(b) TP 2727-12:24 channel f.x. Inter-faced							
10.	V <sub>1</sub> /76/1	Environmental chamber	1 No.	423000.00	423000.00	27.09.88	5	20%	4000.00
11.	V <sub>1</sub> /77/1	Power Supply V. Amp. Modulator S.G. MSC	2 Nos.	17200.00	17200.00	27.09.88	5	20%	25.00
12.	V <sub>5</sub> /77-1	Comeex Drill M/C	1 No.	17500.00	17500.00	30.12.92	10	10%	25.00
13.	52/1 VII	NEXUS 3000-C3-2M NEXUS 3000-M2-2M SPE Boards for Nexus 3000 NP7 Printer A-4 size Laser printer "Benson" X-Y Plotter Networking cable & connectors	1 No. 2 Nos. 2 Nos. 1 No. 1 No. 1 No. 1 Set	1070000.00	1070000.00	2.12.88	5	20%	5000.00
14.	52/2 VII	Media & Documentation as below for item No. 1 AEGIS DOMAIN/IX FORTRAN-77 PASCAL C GMR Common code generator & debugger	1 No.	30,000.00	30,000.00	2.12.88	5	20%	50.00
15.	DL2-13-1	1. Systronics oscilloscope 5 MHz 2. Aplap 15 MHz Oscilloscope 3. Cathode Ray Oscilloscope 5 MHz	1 No. each	7139.00 10573.20 6814.60	24526.80	28.07.83	5	20%	50.00
16.	JL87-23	Rotary converter 3phase		18397.35	18397.35	12.02.62	10	10%	1000.00

Rgt

Satya Prasad  
24/9/08

M. J. Mishra

2  
S. J. Singh

Head E.E. Dept.  
IIT Roorkee

17 DEC 2008



Sl. No.	Particulars	Quantity	Book Value	Date of Purchase	Prescribed/ Estimated Life	Yearly rate of depreciation	Depreciated cost of the material
17.	Page 18(1-5) Vol. II Analog Computer AC 20, problem board, universal function generator, Q.S. multiplier & rack module	1 No. each	171215.00	2.06.73	5	20%	500.00
18.	Page 58(1) Vol. II System Development kit SDK 86	1 No.	22005.00	7.04.84	5	20%	250.00
19.	Page 59(1) Vol. II IPD System	1 No.	171750.00	21.05.84	5	20%	500.00
20.	Page 64(1) Vol. II Small format digitizer & MP4400-51 & accessories	1 No.	243100.00	25.01.90	10	20%	1000.00
21.	Page 67(1) Vol. II IPDS 130, iupf 27/928 Spares parts - key board IPDS 140 Eprom programmer Adaptor	1 No.	61440.00	26.06.84	10	20%	25.00
22.	Page 79(1) Vol. II Constant Voltage Stabilizer Capacity 3 KVA	3 Nos.	15000.00	11.01.92	10	10%	3000.00
23.	Page 83(1) Vol. II TD 4040e External (Modal QTC 40 drive)	1 No.	22250.00	29.10.92	5	20%	100.00
Total Book Value			2,337,384.15	Total Depreciated cost			17775.00 + 500.00

*Rgt*

*Saty Anand*  
24.9.08

*Mani Misa*

18275.00

*S. P. Chel*

*21.10.08*

## INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

## Revised Budget Estimates 2008-09

## NON-PLAN

In thousand of Rupees				
	Budget Estimates 2008-09 already approved by F. C. and BOG		Budget Estimates 2008-09 Total Arrears	Revised Estimates with 30% increased 2008-09 and with 40% Arrears
<b>SALARY &amp; PENSION</b>		<b>1. SALARY</b>		
(a) Faculty	380000	(a) Faculty		
(b) Non Faculty	300000	Regular Salary (R)	290600	377780
(c) Total	680000	Arrears (A)	258500	103400
		Total (R+A)		481180
<b>NON-SALARY COMPONENT</b>				
(a) Administrative Expenses	60000	(b) Non-Faculty		
(b) Student Scholarship	165000	Regular Salary (R)	229400	298220
(c) Hall Subsidy	18000	Arrears (A)	144500	57800
(d) Departmental Exp. Incl. Lab./ws	30000	Total (R+A)		356020
(e) Student Support Activities	15000			
(f) H. Keeping / Estate Maint.	42500	<b>2. PENSION</b>		
(g) Water, Fuel & Electricity Charges	62500	(a) Faculty		
(h) Miscellaneous	0	Regular Salary (R)	89400	116220
(i) Total	393000	Arrears (A)	44706	17882
		Total (R+A)		134102
		(b) Non-Faculty		
		Regular Salary (R)	70600	91780
		Arrears (A)	35294	14118
		Total (R+A)		105898
		<b>3. NON SALARY COMPONENT</b>		393000
		<b>4. Provision for Vacant Post</b>		20000
<b>Grand Total</b>	<b>1073000</b>	<b>TOTAL (1+2+3+4)</b>		<b>1490200</b>

## Salary &amp; Pension (T &amp; NT)

Faculty Salary	290600	377780
Non-Faculty Salary	229400	298220
Faculty Pension	89400	116220
Non-Faculty Pension	70600	91780
<b>Total Rs.</b>	<b>680000</b>	<b>884000</b>

## Arrears (T &amp; NT)

	Total	40% of total
Arrear on Faculty Salary	258500	103400
Arrear on Non-Faculty Salary	144500	57800
Arrear on Faculty Pension	44706	17882
Arrear on Non-Faculty Pension	35294	14118
<b>Total Rs.</b>	<b>483000</b>	<b>193200</b>


  
17 DEC 2008

संदर्भ  
Reference

भा०प्रौ०सं०/IITR/संख्या/No.....

टिप्पणियाँ एवं आदेश  
Notes and Order

Dy Registrar (Admn)

In reference to your letter no. Est# 5628 / E-1765(II) dtd 27.8.08 the resume for the BOG Nominees for selection committee for Estate & Works Group A posts (Civil, Electric Horticulture) is enclosed herewith. After great efforts resume of only 5 experts could be received

1. Er Rakesh Kumar Garg Chief Engineer (Works)  
(Pay Scale 16400-450-20000) UPPWD Lucknow
2. Er Pramod Kumar Jain Chief Engineer  
(Pay Scale 16400-450-20000) UPPWD Meerut
3. Er Subhash Chaud Chief Engineer  
(Pay Scale 16400-450-20000) UPPWD Agra
4. Er K.C. Gupta Retd General Manager  
(Pay Scale 18400-22400) UPCL Dehradun
5. Prof M.M. Bhandari Prof Civil Engg Deptt  
(Pay Scale 18400-22400) IIT Roorkee

Supdt

For m.a.pl.

In



17 DEC 2008

अध्यक्ष, कार्य एवं सुधार  
Chairman, Estate & Works

INSTITUTE COMPUTER CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY  
ROORKEE

NO.ICC/2334/Establishment

Dated : October 03, 2008

Deputy Registrar (Admn.)

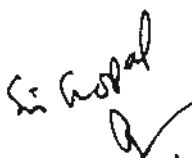
With reference to your letter No.Estt.(A)/5655/E-1765(II) dated Sept. 04, 2008 regarding the panel of BoG Nominees for Selection Committee for the post of Technical Officer, the following names of experts <sup>from</sup> at various IITs are proposed :

1. Prof. Phalguni Gupta, IIT Kanpur
2. Prof. Supratim Biswas, IIT Mumbai
3. Prof. Sukumar Nandi, IIT Guwahati
4. Prof. I. Sengupta, IIT Kharagpur
5. Prof. Vinod Chandra, IIT Delhi

All the above experts are Sr. Professors in the pay scale of Rs. 18400 – 22400. The contact details are available in the enclosed resumes of these experts.

  
3/10  
(PADAM KUMAR)  
Prof. & Head

Encls: As above.

  
6/7

  
17 DEC 2008





OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) UTTARAKHAND  
C-1/105, VAIBHAV PALACE, INDIRA NAGAR, DEHRADUN

Registered/Confidential

No. CAW/AG/AB(C)/SAR/ IIT(R)

Date:

To,

The Secretary to Government of India  
Ministry of Human Resources Development  
Department of Education  
New Delhi -110001.

Sub: Audit report on the Accounts of Indian Institute of Technology, Roorkee  
for the year 2007-08

Sir,

I am to forward herewith the Audit Report and the certified copy of annual accounts (English Version) in respect of Indian Institute of Technology Roorkee for the year 2007-08.

2. The Audit Report and the certified accounts may please be placed on the table of both the Houses of Parliament only after the accounts have been approved/adopted by the Board of Governors of the Indian Institute of Technology, Roorkee.

This requirement may please be kept in view specifically.

3. The date on which the Audit Report and the certified accounts are finally placed on the table of both the Houses of Parliament may please be intimated to the Comptroller and Auditor General of India as well as to this office.

4. Receipt of this may please be acknowledged.

Yours faithfully,

Enclosure: - As above

Sd/

Deputy Accountant General/C&AB

Registered/Confidential

No. CAW/AG/AB(C)/SAR/ IIT(R) / 1284

Dated: 19-11-2008  
1284

Copy along with a copy of the Audit Report for the year 2007-08 forwarded to the Director, Indian Institute of Technology, Roorkee for information and necessary action.

Receipt of this may kindly be acknowledged.

Enclosure: - As above

17 DEC 2008

**Audit Report of the Comptroller & Auditor General of India on the Accounts of Indian Institute of Technology, Roorkee for the year ended 31 March 2008**

We have audited the attached Balance Sheet of Indian Institute of Technology, Roorkee (IITR) as at 31 March 2008 and Income & Expenditure Account/Receipts & Payment Account for the year ended on that date under Section 19 (2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 23 (2) of the Institute of Technology Act, 1961. These financial statements are the responsibility of the IITR's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard the classification, conformity with the best accounting practises, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & regulations (Propriety and Regularity) and efficiency – cum – performance aspects, etc, if any are reported through Inspection Reports/ CAG's Audit Reports separately.

3. We have conducted our audit in accordance with 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 significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

  
17 DEC 2008

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 and Income & Expenditure Account/Receipt & Payment Account dealt with by this report have been drawn up in the format approved by the Ministry of Finance under Section 23 (1) of the Institute of Technology Act, 1961.
- iii In our opinion, proper books of accounts and other relevant records have been maintained by the IITR as required under Section 23 (1) of the Institute of Technology Act, 1961 in so far as it appeared from our examination of such books.
- iv We further report that:

#### **A Balance Sheet**

##### **1 Fixed Assets (Sch. 4A – 4C) - Rs. 742.27 crore**

The above includes Rs.2.92 crore being the value of unserviceable stores which should have been written off. Non – writing off resulted in understatement of expenditure and overstatement of capital fund.

##### **2 Current Assets, Loans and Advances**

(a) The above includes grants of Rs. 12.67 crore sanctioned by the Government of India, Ministry of Human Resource Development from plan (Rs. 2.67 crore) and non- plan (Rs. 10 crore) head in March 2008. The amount was received in April 2008. Thus the amount should have been taken under amount receivable instead of cash at hand/bank balances. This resulted in overstatement of cash and bank balances and understatement of the amount receivable account.

  
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(b) A grant of Rs. 1.62 crore was received in the Bank from Government of India Ministry of Communication & Information Technology on 17.3.08 (for Nano-Technology Centre) which was not accounted for. This resulted in understatement of Cash and Income by Rs. 1.62 crore respectively.

## **B Income & Expenditure Account**

### **3.1 Other grants received/receivable (Sch. 2) - Rs. 3.06 crore**

This represents unspent balance of Rs. 3.06 crore out of various grants e.g. Foreign Travel Grant, Grant for Contingencies, Stipend & HRA, Grant for Fellowship/Contingencies and Grant for Fellowship/ Scholarship. As the grants were sanctioned for specific purposes, unspent balances should have been treated as current liabilities. This resulted in overstatement of income and understatement of Current Liabilities by Rs. 3.06 crore respectively.

### **3.2 Miscellaneous income:**

The above does not include Rs. 0.23 crore being interest for the years 2001-08 receivable from Uttarakhand Power Corporation Ltd. on security deposit of Rs. 0.71 crore in terms of Electricity Act, 20003.

### **3.3 Establishment Expenses (Sch. 7) - Rs. 47.06 crore**

(a) This includes medical expenses of Rs. 2.06 crore inclusive of closing stock of the medicines worth Rs. 0.29 crore. The medicines actually consumed during the year should have been treated as medical expenses and closing stock should have been shown as stores under Current Assets. This resulted in overstatement of expenses and understatement of stores by Rs. 0.29 crore.

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(b) The above does not include audit fee of Rs. 0.02 crore for the year 2007-08 payable to the Comptroller and Auditor General of India. This has resulted in understatement of expenses and current liabilities by Rs. 0.02 crore respectively.

**C Accounting Policies (Sch. 10)**

4 The IITR has not shown the capital commitment of estimated value of contracts remaining to be executed amounting to Rs. 18.75 crore at the date of the Balance Sheet.

**D Grants-in-aid**

Grants-in-aid of Rs. 122.06 crore received during the year was utilised by IITR during the year.

**E Management letter**

Deficiencies which have not been included in the Audit Report have been brought to the notice of the IITR through a management letter issued separately for remedial/corrective action.

- v Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income & Expenditure Account/Receipt & 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 affair of the IITR as at 31 March 2008; and
- b In so far as it relates to Income & Expenditure Account of the deficit for the year ended on that date.

For and on behalf of the C & AG of India

Accountant General

Place *Dehradun*  
Date *17/11/2008*

## **Annexure**

### **1. Adequacy of Internal Audit System.**

The Institute is required to maintain an effective internal audit function staffed with an adequate number of qualified personnel appropriate to its size and the nature of activities. Properly organized and effectively operated internal auditing gives management a tool to monitor the reliability and the integrity of financial and operating information. The absence of an internal audit system was raised in earlier years when IITR assured that efforts were being made to establish a separate cell for this purpose. However, no Internal Audit cell has been established.

### **2. Adequacy of Internal Control System.**

The Institute assured to establish soon a separate cell for internal control.

### **3. System of physical verification of fixed assets.**

Physical verification of fixed assets pertaining to each department is conducted by the individual department. Most of the departments have completed the process. However, the system needs to be strengthened.

### **4. System of physical verification of inventories.**

The purchases are made by individual department and the physical verification has been conducted by that department.

### **5. Regularity in payment of statutory dues.**

The statutory dues are paid regularly and in due time.

## Appendix 'L'

Registrar's Office  
IIT Roorkee

Dr No. .... Dt. ....  
Signature .....

### INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Hon'ble Shri Jaiprakash Gaur ji,

There is a proposal to sign an MoU with School of Computing, National University of Singapore (NUS) to promote the joint research and development activities of mutual interest between the two Institutions.

This MoU is necessary to send computer engineering students to NUS under semester exchange programme. Earlier, the students were sent under MoU in between IITR & Faculty of Engineering, National University of Singapore (NUS). Now, NUS has desired a separate MoU with School of Computing.

The draft MoU has also been discussed in the Department of Electronics & Computer Engg. and the DPC has also recommended its signing.

A copy of the draft MoU is enclosed.

It is requested that the approval for signing the MoU with School of Computing, National University of Singapore (NUS) may kindly be accorded.

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

With profound personal regards,

Yours sincerely,

  
(S.C. Saxena)

Hon'ble Shri Jai Prakash Gaur Ji  
Chairman,  
Board of Governors, IIT Roorkee and  
Chairman, JAIPRAKASH Associates Ltd.  
J.A. House, 63, Basant Lok,  
Vasant Vihar,  
New Delhi 110 057

Encl: As above

U.O. No./IITR/DFP/MoU/SoC/NUS/ 334

Dated : 23-6-2008

D (F&P) / R

FNA please.

1-78-

(App'd by Ch. on 24/6/08).

Meetings Section

Report after  
the MOU is  
signed.

28

 17 DEC 2008



# MEMORANDUM OF UNDERSTANDING

between

DEPARTMENT OF COMPUTER SCIENCE  
SCHOOL OF COMPUTING  
NATIONAL UNIVERSITY OF SINGAPORE

and

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

This Memorandum of Understanding is made on the 29<sup>th</sup> day of July 2008 ("Effective Date")

BETWEEN

NATIONAL UNIVERSITY OF SINGAPORE, , a company limited by guarantee incorporated in Singapore under the Companies Act (Cap.50) and having its registered address at 21 Lower Kent Ridge Road, Singapore 119077, acting through its Department of Computer Science, School of Computing (hereinafter referred to as "SoC-NUS");

AND

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE (hereinafter referred to as "IIT Roorkee"), established on 21<sup>st</sup> September 2001 under the Institutes of Technology (Amendment) Second Ordinance, 2001 by converting erstwhile University of Roorkee into an IIT and having its registered address at Roorkee – 247667, acting through its Department of Electronics and Computer Engineering (hereinafter referred to as "DEC-IITR"). DEC-IITR is the main participating department from IIT Roorkee in the activities under this Memorandum of Understanding,

(hereinafter jointly referred to as "the Parties" and singularly as a "Party").

WHEREAS the Parties agree to promote joint research and development activities of mutual interest in accordance with their respective needs and objectives, and shall, by joint agreement, determine the areas and subject of such cooperation, on the basis of the understanding set out in this Memorandum of Understanding (hereinafter called 'MOU').

## Article 1 AREAS OF COOPERATION

The Parties agree to collaborate in the following relevant areas:

- (a) exchange of scientific, academic, and technical information and appropriate academic materials and other information of mutual interest that the university holds intellectual property rights to;
- (b) identify opportunities for exchanges and cooperation and joint research and development in disciplines of mutual interest;

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*[Signature]*

- (c) identify opportunities for commercialisation of technology; and
- (d) organisation and participation of joint academic and scientific activities such as seminars and conferences.

## **Article 2 ARRANGEMENTS AND FUNDING**

To implement the collaborative activities envisaged under this MOU, representatives of the Parties may meet periodically to negotiate and conclude specific project agreements and programmes of cooperation, including their financing with each other and with other parties provided that neither of the Parties shall have the power to bind the other Party without such other's consent in writing thereto.

The financial arrangement relating to each project agreement and programme of cooperation will be in accordance with the specific agreement and programme of cooperation covering each project. The Parties agree that in the absence of any specific agreement to the contrary, all expenses, including but not limited to, salary, travel, living and allied costs relating to the Project shall be borne by the Party who incurs such expenses.

## **Article 3 MANAGEMENT COMMITTEE**

The Parties can appoint representatives to manage and oversee the joint management activities contemplated under this MOU. The representatives of the Parties can meet as and when necessary to review progress in the implementation of activities related to the areas of cooperation, define new areas and programmes of cooperation as well as discuss matters related to the MOU.

## **Article 4 RECOMMENDATION OF GRADUATE STUDENTS**

To promote cooperation in graduate studies, DEC-IITR will encourage its graduating students, who intend to further their study overseas, to pursue postgraduate studies in SoC-NUS. These students are to submit a completed application form together with necessary supporting documents. SoC-NUS will review these applications and offer research scholarships to eligible students who meet its graduate admission requirement.

## **Article 5 GRADUATE AND UNDERGRADUATE STUDENTS EXCHANGE**

To facilitate collaboration in joint research and education, graduate and undergraduate students from DEC-IITR and SoC-NUS will be identified for exchange each year. The identified student needs to submit the following:

1. a curriculum vitae;
2. a statement of aptitude from a faculty member of the home university; and
3. a specific program of study at the host university.

  
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The host university shall evaluate each student and determine his/her eligibility for admission as an exchange student. The host university reserves the right to reject the home university's identified student, and the home university may appeal against the rejection.

Tuition fees are paid to the home university, and are waived by the host university. The home university has the discretion to impose certain non-academic or non-obligatory fees on their exchange students.

Unless otherwise agreed, each exchange student shall be responsible for his/her own living and travelling expenses. The exchange student is also responsible for all expenses of accompanying spouse and/or dependent(s).

## **Article 6**

### **INTELLECTUAL PROPERTY, INVENTIONS AND INNOVATIONS**

The terms with respect to title to and exploitation of intellectual property (including trademarks and service marks, copyrights, patents designs and confidential information on the subject of such intellectual property, inventions and innovations) will be negotiated on a project-by-project basis in the specific project agreements and programmes of cooperation referred to in Article 2. Save as aforesaid, nothing in this MOU shall be construed as a license or transfer or an obligation to enter into any further agreement with respect to any intellectual property currently licensed to or belonging to either Party.

All intellectual property held by a Party prior to entering into this MOU or disclosed or introduced in connection with this MOU and all materials in which such intellectual property is held, disclosed or introduced shall remain the property of the Party introducing or disclosing it.

## **Article 7**

### **PUBLICATION OF ARTICLES**

Each Party may, with the written consent of the other Party, such consent not to be unreasonably withheld, publish the findings of the collaborative activities of the Parties in the form of an article in a journal, conference, newspaper or other magazine, provided that where an application for registration of a trademark, service mark or design or an application for a patent will be made, such an article shall not be published for a period of up to ninety (90) days for the said application to be made. A copy of the article shall be provided prior to publication to the Party whose written consent is required hereunder for that Party's perusal and written consent.

## **Article 8**

### **REPRESENTATION TO THE PUBLIC AND CONFIDENTIALITY**

Neither of the Parties shall use the name or logo of the other for any purpose whether in relation to any advertisement or other form of publicity without obtaining the prior written consent of the other Party.

Notwithstanding the generality of the above, the Parties may notify third parties of the fact that this MOU is in effect.

  
17 DEC 2008



All information furnished in relation to this MOU by one Party to the other, which is clearly identified as proprietary or confidential at the time of disclosure and acquired in the course of activities under this MOU will be kept confidential and neither Party shall, at any time disclose to any third party any confidential information of the other Party, without the prior written consent of the other Party.

The provisions of this clause will not apply to information in the public domain; information in the possession of the receiving Party prior to the disclosure of the information; information which is independently developed by the receiving Party; information required to be released by law; and information which is rightfully received by receiving Party from third parties without any breach of confidentiality obligations.

This clause will survive the expiration or termination of this MOU for one year from the date of expiration or termination of this MOU.

#### **Article 9 AMENDMENTS**

This MOU may be amended and supplemented in writing at any time as decided and agreed by mutual written consent of the Parties.

#### **Article 10 TERM OF MOU**

This MOU shall commence on the Effective Date and shall remain in force for a period of two (2) years. Thereafter, it shall renew itself automatically for successive periods of two (2) years unless either of the Parties notifies the other Party in writing of its desire to terminate it at least six (6) months before the expiry of its initial or the relevant extended period.

The termination of this MOU shall not affect the implementation of the projects or programmes established under it prior to such termination.

#### **Article 11 DISPUTE RESOLUTION**

Any disputes arising under or in connection with this MOU shall be referred by the Parties to arbitration by an arbitrator jointly appointed by the Parties. In the event that there is no agreement on the choice of arbitrator, the arbitrator shall be appointed according to the Arbitration Rules of the Singapore International Arbitration Centre.

#### **Article 12 NON-BINDING NATURE OF THIS MOU**

Despite the statements and obligations expressed herein and save for Clauses 4, 5, 6 and 8, this MOU is a non-binding expression of the current intentions of the Parties, and neither Party will incur nor be bound to any legal obligations or expense hereunder to the other Party until and unless definitive agreements have been negotiated, approved by the necessary management levels of each Party and executed and delivered by authorised representatives of both Parties. Clauses 4, 5, 6 and 8 shall be legally enforceable in accordance with their terms in any court of competent jurisdiction.



**Article 13  
GOVERNING LAW**

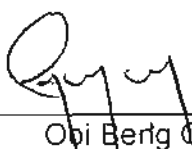
This MOU shall be governed by and construed in accordance with the laws of the Republic of Singapore.

---

IN WITNESS WHEREOF the parties hereto have caused this MOU to be duly executed on the day and year first abovementioned.

SIGNED by for and on behalf of

SIGNED by for and on behalf of

  
\_\_\_\_\_  
Name: Opi Berg Chin  
Designation: Professor and Dean  
School of Computing

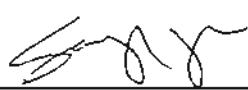
  
\_\_\_\_\_  
Name: S.C. Saxena 29.07.2008  
Designation: Director

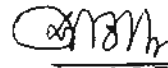
NATIONAL UNIVERSITY OF SINGAPORE,  
acting through its Department of  
Computer Science, School of Computing

INDIAN INSTITUTE OF TECHNOLOGY,  
ROORKEE, acting through its  
Department of Electronics and  
Computer Engineering

In the presence of

In the presence of

  
\_\_\_\_\_  
Name: Sanjay Jain  
Designation: Professor and Head  
Department of Computer  
Science

  
\_\_\_\_\_  
Name: Surendra Kumar  
Designation: Professor and  
Dean, Finance & Planning

  
17 DEC 2008



**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
ROORKEE - 247667

**BALANCE SHEET AS AT 31ST MARCH 2008**

PARTICULARS	SCH. NO.	CURRENT YEAR		PREVIOUS YEAR	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
<b>SOURCES OF FUNDS</b>					
<b>CORPUS FUND</b>					
a. Capital Fund	1	7,727,124,871.36		9,580,689,424.57	
b. Institute Development Fund	1A	628,414,415.08		560,567,477.08	
c. Trusts Fund	1B	98,631,067.40		75,555,689.40	
d. JEE Fund	1C	35,841,600.04		23,660,132.04	
e. JAM Fund	1D	5,216,721.15		4,940,566.15	
f. GATE Fund	1E	38,700,840.38	8,533,929,515.41	29,734,294.38	10,275,147,583.62
<b>CURRENT LIABILITIES &amp; PROVISIONS</b>					
<b>A. Current Liabilities:</b>					
a. Univ. Grant Commission Fund	2A	8,037,962.38		7,449,014.13	
b. Govt. of India Fund	2B	12,649,238.16		29,365,378.16	
c. SRIC Fund	2C	621,533,742.92	662,240,943.46	426,561,700.21	463,378,092.50
<b>EXPENSES PAYABLE</b>	3		38,728,321.00		34,677,167.00
<b>SECURITY DEPOSITS</b>	3A-3C		21,437,694.87		16,342,151.87
<b>TOTAL (RS.)</b>			<b>9,256,334,474.74</b>		<b>10,789,544,994.99</b>
<b>APPLICATION OF FUNDS</b>					
<b>FIXED ASSETS</b>	4A-4C		7,432,691,306.74		9,182,351,865.37
<b>INVESTMENTS</b>	5A-5B		1,007,192,127.00		1,015,395,741.00
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>					
<b>A. Current Assets:</b>					
a. Cash & Bank Balances	6A-6B	570,664,057.00		382,778,599.32	
b. Interest Accrued on Investments		97,708,816.00	668,373,973.00	11,894,768.00	414,673,367.32
<b>Advances Recoverable in Cash or in Kind:</b>					
a. Advance against Foreign Letters of Credit issued by Banks (pending adjustment)	7-7A	106,123,394.00		140,827,913.00	
b. Sundry Advances	8-8B	44,394,849.00		28,737,283.30	
c. Securities	9	7,558,825.00	158,077,068.00	7,558,825.00	177,124,021.30
<b>TOTAL (RS.)</b>			<b>9,256,334,474.74</b>		<b>10,789,544,994.99</b>
<b>SIGNIFICANT ACCOUNTING POLICIES &amp; NOTES TO ACCOUNTS</b>	10				

(Yudhveer Singh)  
F.C.A., ISA (ICAI)



(Veer Singh)  
A.C.A.

(Suman Kumar)  
Asstt. Registrar (A & A)

(G.K. Rastogi)  
Asstt. Registrar (Finance)

(Suresh Kumar)  
Dean, Fin. & Planning

(J.P. Gaur)  
Chairman, Board of Governors

(S.C. Saxena)  
Director

24.6.2008

17 DEC 2008

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

MAIN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

PARTICULARS	SCH. NO.	Current Year		Previous Year	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
<b>INCOME:</b>					
Grant Received from MHRD	1	1,098,650,000.00		870,000,000.00	
Less: Grant for Plan Items for acquisition of Assets/ Other Capital Expenditure transferred to and included in Capital Fund		476,650,000.00	620,000,000.00	350,000,000.00	520,000,000.00
Grant Received for SRIC (Canara Bank A/c - 13467)			-		1,500,000.00
Grant Received for Project (Canara Bank A/c - 13467)			-		1,787,000.00
Grant Received for Scholarship/Stipend (National Scholarship A/c - 17184)			-		5,121,063.00
Other Grants Received	2		30,581,818.00		16,744,487.00
Academic/Educational Receipts	3		94,195,233.00		99,247,272.00
Building Income	4		24,182,771.40		24,904,929.60
Interest Income	5		9,598,230.00		15,516,699.00
Examination Receipts (PG AD (M. TECH) - 01-112597)	-		4,179,149.00		813,374.00
Donation (Donation A/c - 43609)	-		85,191.00		772,051.00
Conference Receipts	-		3,925,070.13		-
Other Misc. Incomes	6		4,831,041.00		2,618,004.51
Interest on CPF/GPF provided for last year reversed	-		-		34,609,981.00
<b>TOTAL (A)</b>			<b>791,578,503.53</b>		<b>723,679,861.11</b>

(Yudhveer Singh)  
F.C.A., ISA (ICAT)



(Yash Singh)  
A.C.A.

(Suman Kumar)  
Asstt. Registrar (A & A)

(G. K. Rastogi)  
Asstt. Registrar (Finance)

(S.C. Saxena)  
Director

(J.P. Gaur)  
Chairman, Board of Governors

24.6.2008

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

MAIN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

PARTICULARS	SCH. NO.	Current Year		Previous Year	
		AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)	AMOUNT (Rs.)
<b>EXPENDITURE</b>					
Establishment Expenses	7		470,555,394.00		452,388,633.02
Departmental Expenses	8		40,142,344.00		31,392,056.51
Grant Recd. for SRIC Trfd. To SRIC (Canara Bank A/c - 13467)	-		-		1,500,000.00
Grant transferred to SRIC A/C 19000 (Deptt. Of Earthquake)	-		-		596,921.96
Unspent Grant refunded to Ford Foundation, New Delhi (WRDTC)	-		-		1,895,000.00
Administrative & Other Misc. Expenses:					
A. Educational Expenses:					
(a). Scholarship/ Awards/ Fellowship	-				
Main A/c No. - 18601		68,454,846.00		73,568,825.00	
S.A A/c No. - 2929		-		6,774,320.00	
MCM SCHOLARSHIP - S.A A/c No. - 2929		10,240,350.00		4,836,000.00	
CSIR A/c 43610		14,448,625.00		8,054,597.00	
WRDTC A/c		7,056,735.00		1,821,888.00	
National Scholarship A/c - 17184		3,947,376.00		4,426,310.00	
(b). Other Educational Expenses (Main A/c - 18601)	-	4,068,991.00	108,216,923.00	2,733,421.00	102,215,361.00
(c). Convocation/symposium/ other function expenses	-				
National Conference & Symposium (Main A/c - 18601)		569,568.00		685,432.00	
Convocation and other Function Exp. (Main A/c - 18601)		690,668.00		1,049,625.00	
International Conference & Symposium (Main A/c - 18601)		2,293,087.00	3,553,313.00	2,864,055.00	4,599,112.00
(d). Mess Expenses/ subsidy :	-				
Mess Subsidy (Main A/c - 18601)		8,784,170.00		9,150,658.00	
Mess Exp. - CCB A/c (S.A A/c No. - 2929)		5,103,720.00	13,847,890.00	10,154,900.00	19,305,558.00
(e). Contribution for Students Recreational Expenses	9		5,842,042.00		6,990,521.00
(f). Examination Expenses [ P.G A.D - M TECH A/C - 112597]	-		3,172,671.00		184,842.00
B. Other Administrative Expenses	10		79,960,680.27		97,805,125.65
Bhawan Expenses					
S.A A/C-2929		379,800.00		357,300.00	
B.R.P A/C-18602		1,425,956.00	1,875,756.00	1,789,802.00	2,147,107.00
Repair & Maintenance Expenses	11		33,351,531.00		32,813,336.00
<b>TOTAL [ B ]</b>			762,650,554.27		753,833,574.14
Balance being excess of Income over Expenditure [A-B]			28,919,949.26		(30,198,713.03)
<b>BALANCE BEING SURPLUS/ DEFICIT CARRIED OVER TO CAPITAL FUND</b>			28,919,949.26		(30,198,713.03)

(Yudhveer Singh)  
F.C.A., ISA (ICAI)

(Suresh Chandra)  
Dean, Fin. & Planning



(Veena Singh)  
A.C.A.

(Suman Kumar)  
Asstt. Registrar (A & A)

(J.P. Gaur)  
Chairman, Board of Governors

24.6.2008

(G. K. Saxena)  
Asstt. Registrar (Finance)

(S.C. Saxena)  
Director

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

PLAN GRANT A/C-77258

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

AMOUNT(RS.) PREV. YEAR	RECEIPTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) PREV. YEAR	PAYMENTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR
4,173,848.71	<b>Opening Balance:</b> Bank Balance As At 1-4-2007		13,772,576.74	53,967,904.00	<b>Payments-For Capital Exp.:</b> Books & Journals		44,647,464.00
				209,368,674.00	Buildings		149,818,560.00
	<b>Receipts:</b>			-	Building - Capital Work in Progress		53,086,000.00
350,000,000.00	Plan Grant Recd. For Current Year	476,650,000.00		38,294,076.00	Computer & Peripherals		38,574,668.00
75,000,000.00	Plan Grant Recd. For Previous Year	-		65,930,500.30	Machinery & Equipment		50,148,538.00
10,592,231.00	Interest Recd. On CLTD	386,517.00		11,329,863.00	Software Purchased		7,532,022.00
170,083.43	Misc. Income	-		4,339,038.00	Furniture & Fixture		16,891,109.00
90,000,000.00	Trfd. From IDF A/c -43517	260,000,000.00		3,102,823.00	Office Equipments		2,046,294.00
1,500,000.00	Project Grant received on account of SRIC from Canara Bank	-		763,067.10	Vehicles		-
				3,131,480.00	Electrical Installations		9,220,901.00
				945,129.00	Other Fixed Assets		3,348,992.00
				-	<b>Payments For Revenue Exp.:</b>		
				-	Faculty Initiation Grant	485,573.00	
				-	Wrong Intt. Of Last Year Reversed By Bank	6,965,741.09	
				-	Misc. Contingency	1,429,216.00	8,880,530.09
					<b>Payments-Others:</b>		
				11,600,000.00	Trfd. To DPT.SRE.		-
				7,591,620.00	Sundry Advances		4,690,453.00
				14,131,412.00	Advances against LC		63,551,283.00
				90,000,000.00	Trfd. To IDF A/c - 43517		260,000,000.00
				1,668,000.00	Trfd. To MR A/c 40023		-
				-	Advance for Greater Noida Building		30,000,000.00
				1,500,000.00	Project Grant received on account of SRIC from Canara Bank trfd to SRIC A/c - 4223		-
				13,772,576.74	<b>Closing Balance:</b> Bank Balance As At 31-3-2008		8,372,279.65
531,436,163.14	<b>TOTAL</b>		750,809,093.74	531,436,163.14	<b>TOTAL</b>		750,809,093.74

17 DEC 2008

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

CANARA BANK-13467

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

AMOUNT(RS.) PREV. YEAR	RECEIPTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) PREV. YEAR	PAYMENTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR
	<b>Opening Balance:</b>				<b>Payments-Others:</b>		
	Bank Balance (Ind. CANFLEXI) As At 1-4-2007			350,000,000.00	Trfd. To Plan A/c-77258 for Grant for C.Y		476,650,000.00
22,860.00				75,000,000.00	Trfd. To Plan A/c-77258 for Grant for P.Y		-
2,342,735.00	S.B. CANFLEXI	1,820,331.00	4,163,066.00	1,500,000.00	Trfd. To Dean SRIC A/c -4223		1,787,000.00
		2,342,735.00		520,000,000.00	Trfd. To Main A/c-18601		620,000,000.00
	<b>Receipts:</b>						
520,000,000.00	Trfd. For Main A/c-18601 (Non -Plan Grant From MHRD)		620,000,000.00				
350,000,000.00	Trfd. for Plan A/c-77258 (Plan Grant From MHRD for C.Y)		476,650,000.00				
75,000,000.00	Trfd. for Plan A/c-77258 (Plan Grant From MHRD for P.Y)		-				
1,500,000.00	Trfd. for Dean SRIC A/c (Grant For Projects)		-				
1,787,000.00	Grant Received for Projects		-	1,820,331.00			
10,471.00	Interest Recd.		22,390.00	2,342,735.00			
					<b>Closing Balance:</b>		
					Bank Balance As At 31-3-2008		
					S.B. CANFLEXI	55,721.00	
						2,342,735.00	2,398,456.00
950,663,066.00	<b>TOTAL</b>		1,100,835,456.00	950,663,066.00	<b>TOTAL</b>		1,100,835,456.00

17 DEC 2008



INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

MAIN A/C-18603

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

AMOUNT(RS.) PREV. YEAR	RECEIPTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) PREV. YEAR	PAYMENTS	AMOUNT(RS.) CURRENT YEAR	AMOUNT(RS.) CURRENT YEAR
	Opening Balance:				A. Payments For Revenue Exp.:		
35,541,847.61	Bank Balance		154,873.72		1. Establishment Exp.:		
16,014,890.00	As At 1-4-2007			109,371,830.02	1A. Pay & Allowances:		
	Cheques in Hand			95,468,878.00	(a). Admn. & Teaching Staff	110,879,274.00	
	A. Revenue Receipts:			30,156,487.00	(b). Non-Teaching Staff	85,151,811.00	
520,000,000.00	1. Grant Received			23,855,018.00	(c). DA Admn. & Teaching Staff	44,175,972.00	
	Non-Plan Grant	620,000,000.00		514,640.00	(d). DA Non-Teaching Staff	33,992,620.00	
362,421.00	2. Interest Receipts:			3,406,724.00	(e). MRA Admn. & Teaching Staff	536,353.00	
	Interest Recd.			84,841.00	(f). MRA Non-Teaching Staff	3,364,282.00	
	3. Other Misc. Incomes:-			1,068,345.00	(g). Other Allowances- Admn & Teaching	109,255.00	
285,780.00	Analysis Receipts	625,870.00		3,586,457.00	(h). Other Allowances- Non Teaching	1,034,638.00	
273,744.00	Apprentice Reimbursement	-		790,576.00	(i). Faculty Perks	3,795,767.00	
676,775.51	Misc. Income/Guest House Savings	330,437.00		5,816,759.00	(j). Liveries	1,191,118.00	
	Examination Rects.	1,076,103.00		2,568,036.00	(k). LTC	1,959,430.00	
	German Language Course Fee	104,832.00		185,247.00	(l). Bonus	2,621,665.00	
	TBLS Rects.	194,600.00		2,319,264.00	(m). Children Education allowance	145,907.00	
	Library Fee	174,836.00		16,814,104.00	(n). IPF/NPF Contribution	3,024,890.00	
	Electricity Charges recovered	17,977,762.10		211,645.00	(o). Medical	20,562,583.00	
	Telephone Charges recovered	2,421,689.80		1,364,015.00	1B. OTA & Honorarium	1,835,186.00	
	Medical Booklet Charges	13,470.00		101,309,729.00	1C. Guest Faculty	-	
	Library Fine	63,601.00		605,002.00	1D. Pension & Gratuity	102,912,670.40	
	Grade Sheet Fee	16,170.00		744,744.00	1E. Staff Development & HRD/Training	624,717.00	
	Absentia	161,640.00		9,984,257.00	1F. Stipend	214,944.00	
	House Rent	3,128,456.00		9,947,892.00	1G. Leave Encashment	7,689,005.60	
	Water Charges	202,924.50			1H. Salary Work Hire & Mustroll	10,841,024.00	436,062,914.00
	Meter Charges	74,784.00			2. Departmental Expenses:		
	Hospital OPD	72,914.00		3,703,839.00	(a). Civil Engineering Deptt.	2,881,518.00	
	Firm Registration Charges	3,508.00		2,644,701.00	(b). Elect. Engineering Deptt.	2,235,996.00	
	Intl. On Advance	10,902.00		2,052,116.51	(c). Mechanical & Industrial Engg. Deptt.	1,546,895.00	
	Flag Day/CHT/RTI	7,639.00		2,140,210.00	(d). Electronics & Comm. Engg. Deptt.	1,746,672.00	
	Vehicle Charges	147,602.00		842,046.00	(e). Arch. & Planning Deptt.	696,574.00	
	Deposit Work Rects.	46,718.00	26,856,458.40	1,294,324.00	(f). MAT & MET Engineering Deptt.	1,267,922.00	
				1,563,714.00	(g). Chemical Engineering Deptt.	1,448,967.00	
				695,928.00	(h). Earth Quake Deptt.	894,675.00	
				830,240.00	(i). Mathematics Deptt.	255,582.00	
				686,336.00	(j). Physics Deptt.	703,004.00	
				1,410,940.00	(k). Chemistry Deptt.	1,388,922.00	
				1,243,916.00	(l). Earth Science Deptt.	1,188,504.00	
				854,322.00	(m). Deptt. of Management Studies	863,638.00	
				612,620.00	(n). Humanities & Social Science Deptt.	309,869.00	
				953,605.00	(o). Library	1,569,095.00	
				503,314.00	(p). Hydrology Deptt.	449,617.00	
				1,165,482.00	(q). Bio-science Bio-tech. Deptt.	504,839.00	
				1,126,717.00	(r). Institute Computer Centre	955,158.00	
				476,611.00	(s). Water Res. Dev. Training Centre	521,744.00	
				318,404.00	(t). AHEC Deptt.	318,809.00	
				146,440.00	(u). NMR	-	
				2,852,355.00	(v). Dean UG/PG	4,180,888.00	
				2,267.00	(w). Sports Office	-	
				5,412.00	(x). Hospital	-	
				1,508,862.00	(y). Institute Instrumentation Centre	1,102,192.00	
				124,132.00	(z). Centre for Geotechnology	-	
				72,848.00	(aa). Disaster Mitigation & Mgmt Centre	28,658.00	
				1,001,422.00	(ab). Guest House	-	
				110,878.00	(ac). Hindi Cell	-	
				68,736.00	(ad). Human Resource Deptt	138,748.00	
				379,317.00	(ae). Information Superhighway Centre	1,515,228.00	
				-	(af). JEE Office	11,393,124.00	
				-	(ag). Other	35,506.00	40,142,344.00

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

MAIN A/C-18601

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

AMOUNT (RS.)	RECEIPTS	AMOUNT (RS.)	AMOUNT (RS.)	AMOUNT (RS.)	PAYMENTS	AMOUNT (RS.)	AMOUNT (RS.)
2,444,581.00	1. Other Receipts: Tender Security Recd.	6,344,809.00			3. Administrative & Other Misc. Expenses:		
934,656.71	Trfd. from DPT, Srm (Recurring Fund)	2,385,080.00		73,568,125.00	3A. Educational Expenses:	66,454,846.00	72,523,837.00
350,000,000.00	Trfd. from IDF - 43517	450,000,000.00		2,733,421.00	(a). Scholarship/ Awards/ Fellowship	4,068,991.00	
34,472,638.42	Trfd. from GOI A/c - 114	550,000.00			(b). Other Educational Expenses		
100,518,900.00	Trfd. from Fee A/c-2929	160,000,000.00		685,432.00	3B. Convocation/symposium/ other function expenses	569,568.00	
-	Trfd. from SRIC A/c - 3175	20,000,000.00		1,049,625.00	(a). National Conference & Symposium	690,668.00	
-	Sale of Discarded Fixed Assets	3,369,323.00		2,864,035.00	(b). Convocation & other Function Exp.	2,293,087.00	3,553,323.00
50,000,000.00	Temporary Loan from PNB		642,649,212.00	9,150,656.00	(c). International Conference & Symposium		
					3C. Mess Expenses/ subsidy : Mess Subsidy /Exp.		6,784,170.00
					3D. Other Administrative Expenses:		
				1,619,452.00	(a). Printing, Stationery/Publication Exp.	1,227,272.00	
				3,587,012.00	(b). Telephone Expenses	3,047,513.00	
				1,256,567.00	(c). Advertisement	1,025,846.00	
				44,851,099.00	(d). Water, Power & Fuel	44,700,777.00	
				49,504.00	(e). Boarding & Lodging Expenses	25,855.00	
				6,116,846.00	(f). Institute Security Expenses	9,927,422.00	
				1,939,505.00	(g). Contingencies	2,687,168.00	
				80,855.00	(h). Bank Interest	-	
				316,187.00	(i). Legal Expenses	350,040.00	
				115,000.00	(j). Membership & Subscription	549,878.00	
				5,967.00	(k). Insurance Expenses	-	
				209,875.00	(l). Postage & Telegram Exp.	174,264.00	
				3,996,583.00	(m). Travelling & Conveyance Exp.	3,874,357.00	
				266,200.00	(n). Property Tax	255,200.00	
				253,120.00	(o). Professional Fees	540,861.00	
				172,416.00	(p). Guest House/Canteen Expenses	-	69,388,453.00
					4. Repair & Maintenance Expenses:		
				283,470.00	(a). For Equipment	871,024.00	
				38,850,276.00	(b). For Building & Roads	32,726,313.00	
				649,297.00	(c). For Vehicles	442,629.00	
				30,450.00	(d). For Computer	128,269.00	
				999,843.00	(e). For Furniture & Fixtures	1,162,096.00	35,351,531.00
					6. Payments-Others:		
				845,296.00	(a). Tender Security Refunded	2,911,069.00	
				1,317,008.00	(b). Sundry Advances pending	2,280,774.00	
				350,000.00	(c). Security Deposits	-	
				29,760,000.00	(d). Grant Trfd. To DPT, Srm.	32,650,000.00	
				350,000,000.00	(e.) Trfd. To IDF A/c - 43517	470,000,000.00	
					(f.) Trfd. To Fee A/c 2929	82,400,000.00	
				104,798.00	(g). Trfd. To GPF A/c 40956	-	
				546,644.00	(h). Trfd. To CPF A/c 10984	-	
				50,000,000.00	(f). Refund of Temporary Loan from PNB	-	
					(j). LC Advances pending	273,640.00	590,515,483.00

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INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE-247667

MAIN A/C-18601

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

AMOUNT(RS.)	RECEIPTS	AMOUNT(RS.)	AMOUNT(RS.)	AMOUNT(RS.)	PAYMENTS	AMOUNT(RS.)	AMOUNT(RS.)
				11,985,412.00	7. Payment of expenses Payable of Previous Year		
				9,725,482.00	Salary Teaching	12,875,850.00	
				4,816,159.00	Salary Non Teaching	10,663,160.00	
				1,222,705.00	Pension Self	5,406,374.00	
				-	Family Pension	1,391,654.00	
				-	Telephone Expenses	255,527.00	
				-	Electricity Expenses	1,928,471.00	32,521,036.00
				154,873.72	8. Closing Balance:		
					Bank Balance		817,453.12
					As At 31-3-2008		
1,111,556,232.25	TOTAL		1,289,660,544.12	1,111,556,232.25	TOTAL		1,289,660,544.12

*[Signature]*  
2/6/2008  
(YUDHVEER SINGH)  
F.C.A., I.S.A (ICAI)



*[Signature]*  
2/6/08  
(VERNA SINGH)  
A.C.A

*[Signature]*  
2/6/08  
(SUMAN KUMAR)  
ASSTT. REGISTRAR (A & A)

*[Signature]*  
(G.K. DASOGI)  
ASSTT. REGISTRAR (FINANCE)

16  
*[Signature]*  
2/6/08  
(SURENDRA KUMAR)  
DEAN, FIN. & PLANNING

24.6.2008

*[Signature]*  
(J.P. GAUR)  
CHAIRMAN, BOARD OF DIRECTORS

*[Signature]*  
23/06/08  
(S.C. Saxena)  
Director

**INDIAN INSTITUTE OF TECHNOLOGY**  
**ROORKEE - 247667**

**SCHEDULE-10**

**SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS**  
**ANNEXED TO AND FORMING PART OF FINANCIAL STATEMENTS FOR**  
**THE YEAR ENDING 31<sup>ST</sup> MARCH 2008.**

**I. OVERVIEW:**

- (1) Indian Institute of Technology, Roorkee has been set up on 21<sup>st</sup> September 2001 by Gazette Notification of Government of India, Vide the said notification: the erstwhile University of Roorkee (U.O.R.) has been converted into I.I.T.R. With the said conversion, the rules and regulations under the Roorkee University Act, 1947 have been replaced by the Statutes and Ordinances under the Institute of Technology Act, 1961.

Accordingly, all properties, Immoveable and moveable, belonging to University of Roorkee have been vested in the I.I.T. Roorkee. Similarly, all Rights and Liabilities of University of Roorkee have been transferred to and are the Rights and Liabilities of the I.I.T. Roorkee as per the provisions laid down in the IITR statute.

- (2) The Institute also provides support to the industry and commercial organizations by way of consultancy-sponsored research. For these purposes the funds are received from the industry as well as other funding agencies, which include both Governmental and non-governmental organizations.
- (3) The Annual accounts of the Institute is prepared on the revised form of Financial Statements for the Central autonomous Bodies (Non - Profit Organizations and similar Institutions) which is suggested by the Ministry of human Resource Development, Department of Secondary Education and Higher education, government of India, Shastri Bhawan, New Delhi vide D.O. No. 2892/JS&FA (HRD)/3/2002 dated 15<sup>th</sup> March 2002.

As per these formats the following accounts have been prepared:

- (a) Balance Sheet;
- (b) Income and Expenditure Account;
- (c) Receipts and Payments Account.

  
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## **XI. SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS:**

### **(1) Basis of preparation of financial statements:**

- (a) The financial statements have been prepared under Historical Cost convention using Accrual method of accounting.
- (b) The accompanying final statements have been prepared by following "Going concern" concept and conform to the generally accepted accounting policies, except stated otherwise.

### **(2) The Institute is organized into various departments, divisions and centers and accordingly these financial statements include accounting entries of the following department/ centers / units:**

- i) Architecture & Planning;
- ii) Bio-Science & Bio-Technology;
- iii) Chemical Engineering;
- iv) Chemistry;
- v) Civil Engineering;
- vi) Earth Sciences;
- vii) Earth Quake Engineering;
- viii) Electrical Engineering;
- ix) Electronics & Computer Engineering;
- x) Humanities & Social Sciences;
- xi) Hydrology;
- xii) Paper Technology;
- xiii) Management Studies;
- xiv) Mathematics;
- xv) Mechanical & Industrial Engineering;
- xvi) Metallurgical & Material Engineering;
- xvii) Physics;
- xviii) Water Resources Development Management;
- xix) Alternate Hydro Energy Centre;
- xx) Institute Computer Centre;
- xxi) Estate & Work Division;
- xxii) Centre for Continuing Education;
- xxiii) Information Super Highway Centre;
- xxiv) Central Library;
- xxv) Q.I.P. Centre;
- xxvi) Sponsored Research & Industrial Consultancy;
- xxvii) Centre for Transportation;
- xxviii) Nano Technology Cell;
- xxix) Centre for Disaster Mitigation & Management;
- xxx) Educational Technology Cell;
- xxxi) Institute Instrumentation Centre;

In addition to the accounting entries of the aforesaid, these financial statements also include revenues / expenditures / Balances of I.I.T. Roorkee's administration, Recreational Centre, Entrance Examinations, Research projects, Financial assistance, Employees retirement benefits and other Capital Account transactions etc.



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(3) REVENUE RECOGNITION:

- (a) The Institute is fully funded by the Ministry of Human resource and Development (MHRD), Government of India. The Government under two major heads i.e. Plan and Non - Plan releases the Grants - in - aid to the Institute in every financial year.

The aforesaid grants have been accounted for on accrual basis. However, grants for plan items (specific nature) have not been considered as revenue income as the same was sanctioned for development purposes, acquisition of assets and for other capital expenditures; and accordingly the same have been clubbed directly with capital fund.

- (b) Income of academic section comprising of fee from students, building receipts have been accounted for on the basis of receipts during the Financial Year even if some period of the course extends beyond the Financial Year.

- (c) Interest Income has been accounted for on accrual basis. Interest earned by the institute is exempted under Sec 10(23C) (iiib) of the Income Tax Act' 1961.

(4) EXPENDITURE:

- (a) The expenses on account of research work (including expenses of capital nature), departmental operating costs, deposit work payments, repair & maintenance expenses have been accounted for in the year in which they are incurred.

- (b) The expenses on account of Pay & Allowances, Pension, Telephone Expenses, and Electricity Expenses have been accounted for on accrual basis. Accordingly provision has been made for the outstanding expenses up to 31<sup>st</sup> March 2008.

(5) RETIREMENT BENEFITS TO EMPLOYEES:

- (a) The Institute maintains a separate Bank Account for contribution / subscription (Employer's & Employee's) towards Contributory Provident Fund and General Provident Fund.

**Accordingly separate financial statement showing the total fund balance of GPF as well as CPF and Fixed Deposits/ Investments/Bank Balance made out of G.P.F. A/c and C.P.F. A/c representing the same fund balance have separately been added with the Institute's Balance Sheet as at 31<sup>st</sup> March 2008.**

- (b) Gratuity: Liability towards Gratuity payable on death/ retirement is accounted for on "Pay as you go method" i.e. on payment basis.
- (c) Pension: Liability towards pension is accounted for on accrual basis.

  
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- (d) However the Institute is in process for exploring the option towards evaluation of Retirement Benefits through Actuarial valuer to abide by the provisions of "Accounting Standard-15" and the same is expected to be implemented from next year onwards.

(6) FIXED ASSETS:

- (a) Fixed Assets are valued at historical cost basis, which includes installation charges, custom duty, freight charges and other incidental expenses related thereto. Moreover, there are around two thousand books of rare nature, the value of which cannot be ascertained, but will be taken into account in future after due evaluation.
- (b) Depreciation: As per the Government of India rules applicable to Educational Institutions, fixed assets are not subjected to depreciation and accordingly no depreciation has been charged on fixed assets vide GOI order no. F. 3-16/2002-TS I dt. 4<sup>th</sup> July 2003.
- (c) As suggested by the AG, Fixed assets acquired from SRIC Accounts have been reflected separately in Schedule-4C.
- (e) Fixed assets acquired from Other Accounts such as JEE, JAM, GATE etc. have been reflected separately in Schedule-4B.

(7) CENTRALIZED FIXED ASSETS REGISTER:

Indian Institute of Technology, Roorkee has been set up on 21<sup>st</sup> September 2001 by Gazette Notification of Government of India, Vide the said notification: the erstwhile University of Roorkee (U.O.R.) has been converted into I.I.T.R. With the said conversion, the rules and regulations under the Roorkee University Act, 1947 have been replaced by the Statutes and Ordinances under the Institute of Technology Act, 1961.

Accordingly, all properties, immoveable and moveable, belonging to University of Roorkee have been vested in the I.I.T. Roorkee. Similarly, all Rights and Liabilities of University of Roorkee have been transferred to and are the Rights and Liabilities of the I.I.T. Roorkee as per the provisions laid down in the IITR statute.

At the time of conversion of UOR into IITR the Fixed Assets had been stated in the first Balance sheet at the value determined on the basis of consolidated list of assets prepared by the University of Roorkee on the advice of expert committee which was based on the data provided by the departments/centres/divisions.

During the last financial year Institute achieved a major task of preparation of Centralized Fixed Assets Register for institute as a whole.

The fixed assets register has been prepared in such format so that any type of analysis may be possible at any point of time such as Assets purchased during the year; cost of assets etc. by any particular department.

  
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The fixed assets register has been prepared on the basis of data available in the T & P registers maintained at the Individual level of departments/ divisions / centres which provides more accuracy so far as the total value of Assets is concerned.

For depicting the actual historical cost of fixed assets in the Balance Sheet following necessary adjustments have been made to the value of fixed assets as well as to the Capital Fund:-

Particulars	Increase/ ( Decrease) in the value of Fixed Assets (Amount) Rs.
Machinery & equipment Refer Annexure to Schedule-4A Point No.-4	(2,08,53,55,117.92)
Computers & Peripherals Refer Annexure to Schedule-4A Point No.-5	(3,00,98,784.44)
Furniture & Fixture Refer Annexure to Schedule-4A Point No.-8	(11,24,04,224.03)
Electrical Installation Refer Annexure to Schedule-4A Point No.-11	(7,14,86,274.66)
Vehicles Refer Annexure to Schedule-4A Point No.-7	17,27,490.16
<b>Total(Rs.)</b>	<b>2,48,59,63,872.23</b>

(8) INVESTMENTS:

- With Banks: Investment in fixed deposits has been recorded at their face value as at 31<sup>st</sup> March 2008.
- Other Investment has been recorded at their face value as at 31<sup>st</sup> March 2008.
- Interest Accrued on FDRs up to 31<sup>st</sup> March 2008 have separately been shown under the head current assets in the Balance Sheet.

(9) FOREIGN CURRENCY TRANSACTIONS:

Transactions denominated in foreign currency are accounted for at the exchange rate prevailing at the date of the transactions. The exchange rate differences arising on foreign currency transactions are recognized as gain/ loss in the period in which they arise except the gain / loss relating to the fixed assets which have been adjusted to cost there of. The same is in conformity with the **Accounting Standard – 11** applicable to the Institute as issued by the Institute of Chartered Accountants of India.



- Advances made for Computer/Vehicle/HBA have been reflected separately in the Balance Sheet.
- Advance made out of SRIC accounts have been reflected separately in the Balance Sheet.
- During the year separate financial statements showing the total fund balance of GPF as well as CPF and Fixed Deposits/ Investments/Bank Balance made out of G.P.F. A/c and C.P.F. A/c representing the same fund balance has separately been added with the Institute's Balance Sheet as at 31<sup>st</sup> March 2008.

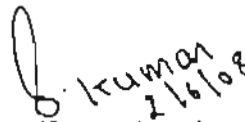
  
17 DEC 2008

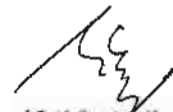
(13) **Contingent Liability:**

Rs. 14.91 Lacs payable to BSNL is disputed against surrendering of BSNL 3X2 MBPS Internet Link w.e.f July 15, 2006.

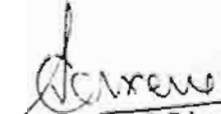
(14) Previous year figures have been re-grouped and re-arranged wherever considered necessary to conform to the current year classification.

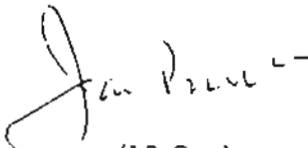
  
(Yudhveer Singh)  
F.C.A., I.S.A. (ICAI)  
  
(Veer Singh)  
24/6/08

  
(Suman Kumar)  
Asstt. Registrar (A & A)  
24/6/08

  
(G.K. Rastogi)  
Asstt. Registrar (F & A)

  
(Surendra Kumar)  
Dean, Fin. & Planning  
24/6/08

  
(S.C. Saxena)  
Director  
23/06/08

  
(J.P. Gaur)  
Chairman, Board of Governors

24.6.2008

  
17 DEC 2008