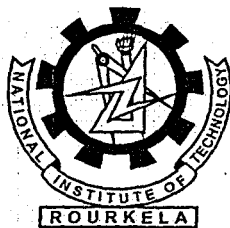


# **National Institute of Technology Rourkela**

## **MINUTES**

### **20<sup>TH</sup> MEETING OF BOARD OF GOVERNORS**



**DATE : 17<sup>th</sup> April, 2009 (Friday)**

**Time : 03.00 P.M.**

**Venue : Conference Hall**

**Hotel Swasti Plaza, Bhubaneswar.**

**Name and Address of the members of the Board of Governors  
N.I.T., Rourkela**

Sl.No	Name	Contact No.
1.	<b>Shri Drona Rath,</b> Chairman-Cum-Managing Director MECON Limited and Chairman, BOG., N.I.T., Rourkela Ranchi – 834 002, JHARKHAND	0651-2482216/ 2482209 (0) Mobile: 9934011835 Fax: 0651-2482401/ 2482194 E.Mail: cmd@ranchi.mecon.co.in
2.	<b>Mr. N. K. Sinha, IAS</b> Joint Secretary (Tech.) Ministry of Human Resource Development, (Dept. of Higher education), Government of India Shastri Bhawan, New Delhi – 110 001	Ph. No.011-23387781 Fax No. 011-23386903
3.	<b>Sri S. K. Ray</b> Joint Secy. & Financial Advisor, MHRD, Govt. of India, (Dept. of secondary & higher education), Shastri Bhawan, New Delhi – 110 001.	Ph. No. 011-23382696 Fax No. 011-23070668
4.	<b>Prof. O. N. Mohanty</b> Vice-Chancellor, Biju Patnaik University of Technology Rourkela-769004.	Mobile: 9437016808 Ph.No.0674-2384024 Fax 0674-2384433 Tel: 0674-2351666/ 2350323 Fax: 0674-2351666 E. Mail: vcbput@gmail.com
5.	<b>Prof. G. C. Mitra,</b> Retired Works Secretary, Government of Orissa, A/159, Sahidnagar, Bhubaneswar – 751 007.	Mobile: 9439043671 Tel Fax:0674-2301704(O) 0674-2546880 (R ) E.Mail: gcmitra@gmail.com gcmitra@hotmail.com
6.	<b>Prof. M. Chakrabarty</b> Director Indian Institute of Technology Bhubaneswar – 751 013 Prof.	Ph. 03222-282012(0)/ 255493(O) 283251@/ 277204@ Fax. 03222-282013 Mobile: 09434017355 * dydir@hijli.iitkgp.ernet.in madhu@iitkgp.ac.in
7.	<b>Mrs. Bharati Panda</b> Director Panda Technology Pvt. Ltd 24, 1 <sup>st</sup> Floor, Zone - II Moharana Pratap Nagar Bhopal- 462 011, Madhya Pradesh.	Mobile: 09893852452 Ph. 0755-2553613/ 2573516/ 4271004 Tel Fax. Ph.0755-2553613 (O) E.Mail: panda@sancharnet.in
8.	<b>Prof. Sunil Kr Sarangi</b> Director National Institute of Technology Rourkela -769 008 (Orissa)	0671-2462001 (0)/ 2472050(0) Mob: 9437041081 Fax: 2472926/ 2462999 E. Mail: director@nitrkl.ac.in
9.	<b>Prof. U. K. Mohanty,</b> Professor, MM, N.I.T., Rourkela.	0661-2462556 (0) M: 9437042098 E. Mail: ukmohanty@nitrkl.ac.in
10.	<b>Prof. S. Rauta</b> Electrical Engg. Department N.I.T., Rourkela.	2462412 (0) M: 9437082684 E. Mail: srouta@nitrkl.ac.in
11.	<b>Er. S. K. Upadhyay</b> Registrar & Secretary, BOG, National Institute of Technology Rourkela – 769 008(Orissa)	0661-2462021/ 2476773 (O) Fax: 2462022 Mobile: 9437153285 E. Mail: registrar@nitrkl.ac.in/ Sku_seema@rediffmail.com

# INDEX

<i>Contents</i>	<i>Minutes of 20<sup>th</sup> meeting of BOG</i>	<i>Page No.</i>
A	General and Procedural Matters.	02
B	Policy and Important Administrative Matters.	02- 04
C	Academic Matters.	00
D	Routine Administrative.	04-06
E	Miscellaneous Items.	07-09

## Annexures

A1	To report on the action taken on the decisions made in the 19 <sup>th</sup> Meeting of BOG held on 29.12.2008 and to discuss matters arising out of the minutes	10
A2	Implementation of 6 <sup>th</sup> Pay Commission Report and various allowances as per Govt. Of India guideline for Pensioners.	11
A3	Report of the Sub-Committee on staff structure and Pay Scale of Non-Teaching employees of NIT Rourkela	12 - 18
A4	To approve the Audit Manual	19 - 52
A5	To approve implementation of conduct rules of IIT, Delhi in NIT Rourkela	53 -59
A6	Provisional Payment of various allowances to faculty, Academic staff and Officers as recommend by the 6 <sup>th</sup> Pay Commission.	60 – 61
A7	Discussion on the future plan and direction of growth for the Institute.	62 - 86
A8	Proposal for constitution of various Committees for Academic, Administrative and Development Activities of the Institute.	87 – 126
A9	Proposal for transfer of un-disbursed Scholarship of amount Rs.6.19 lakhs to the Institute Development Fund.	127 - 130



**National Institute of Technology  
Rourkela – 769 008 (Orissa)**

**Minutes 20<sup>th</sup> Meeting of Board of Governors of National Institute of Technology, Rourkela to be held at 3.00 P.M. on 17.04.2009 (Friday) in the Conference Room of Hotel Swasti Plaza, Bhubaneswar.**

**Members Present:**

- |    |   |           |
|----|---|-----------|
| 1. | Shri Drona Rath,<br>Chairman-Cum-Managing Director<br>MECON Ltd. & Chairman, BOG., N.I.T., Rourkela<br>Ranchi, Jharkhand. | Chairman  |
| 2. | Prof. M. Chakrabarty<br>Deputy Director<br>Indian Institute of Technology, Kharagpur                                      | Member    |
| 3. | Prof. G. C. Mitra,<br>Retired Works Secretary, Government of Orissa,<br>A/159, Sahidnagar, Bhubaneswar                    | Member    |
| 4. | Mrs. Bharati Panda<br>Director<br>Panda Technology Pvt. Ltd., Bhopal, Madhya Pradesh                                      | Member    |
| 5. | Prof. O. N. Mohanty<br>Vice-Chancellor,<br>Biju Patnaik University of Technology, Rourkela.                               | Member    |
| 6. | Prof. Sunil Kr Sarangi<br>Director, N.I.T., Rourkela  | Member    |
| 7. | Prof. U. K. Mohanty,<br>Professor, MM Dept., N.I.T., Rourkela   | Member    |
| 8. | Prof. S. Rauta<br>Electrical Engg. Dept., N.I.T., Rourkela.   | Member    |
| 9. | Er. S. K. Upadhyay<br>Registrar & Secretary, BOG, N.I.T., Rourkela  | Secretary |

**Member Absent:**

- |    |  |        |
|----|--|--------|
| 1. | Mr. N. K. Sinha, IAS<br>Joint Secretary (Tech.)<br>MHRD., Dept. of Higher education,<br>Government of India, Shastri Bhawan, New Delhi | Member |
| 2. | Mr. S.K. Ray<br>Joint Secretary & Finance Advisor<br>MHRD, Govt. of India, Shastri Bhawan,<br>New Delhi – 110 001.                     | Member |

Leave of absence was approved for all the members absent.

**A. GENERAL AND PROCEDURAL MATTERS.**

**BOG-20(2009)-01: Welcome to all members and invitees to the meeting by the Chairman.**

Chairman welcomed all the members to the meeting.

**BOG-20(2009)-02: Confirmation of the minutes of the 19<sup>th</sup> Meeting of the BOG.**

The minutes of the 19<sup>th</sup> Meeting were sent to the members vide letter No. NITR/RG/2009/L/26 dt:13.01.2009 for correctness of recording. Comments on the correctness of the recording have been received from members were considered by Chairman. The minutes have been circulated to all members. The Board confirmed the minutes. The Board noted an error in the minutes of the B & W Committee on the subject of choice of architects for new projects. Director informed the Board that the B & W Committee is aware of the error and it will be corrected in the next meeting of the B & W Committee. The Board noted the delay in progress of the major construction project and the circumstances leading to the delay. Prof. G.C. Mitra was requested to visit the campus, examine technical issues [soil test, foundation, superstructures etc.] and to advise the administration on the future course of action including architect selection.

**BOG-20(2009)-03: To report on the action taken on the decisions made in the 19<sup>th</sup> Meeting of BOG held on 29.12.2008 and to discuss matters arising out of the minutes.**

A summary of actions taken against the decisions of the BOG in its 19<sup>th</sup> Meeting held on 29<sup>th</sup> December, 2008 was presented for Board's consideration.

The Board noted the actions taken on the decisions made in the 19<sup>th</sup> meeting held on 29<sup>th</sup> December, 2008. The letter from MHRD regarding appointment of Registrar is awaited.

(Annexure- A1 , Page No. 10)

**BOG-20(2009)-04: Implementation of 6<sup>th</sup> Pay Commission Report and various allowances as per Govt. Of India guideline for Pensioners.**

MHRD, vide letter No No.F.21-68/2008 TSIII dt.25.02.2009 has communicated for implementation of the recommendation of the 6<sup>th</sup> Pay Commission for Pensioners.

Board approved the proposal for implementation.

(Annexure- A2 , Page No. 11)

**B. POLICY AND IMPORTANT ADMINISTRATIVE MATTERS.**

**BOG-20(2009)-05: Report of the Sub-Committee on staff structure and Pay Scale of Non-Teaching employees of NIT Rourkela.**

The Board vide resolution No.BOG-19(2008) -03 had appointed a Sub-Committee on staff structure and pay scale of non-teaching employees of NIT Rourkela. The report of the Sub-Committee was put up on the table for consideration of the Board.

The Chairman, of the Sub-Committee Prof. O.N. Mohanty was advised to discuss further and submit the final proposal in the next meeting.

(Annexure- A3 , Page No.12 - 18 )

**BOG-20(2009)-06: To approve the Audit Manual.**

The CAG, during last audit, had advised for creation of an Audit Manual for the Institute. The draft audit manual was presented for consideration of the Board.

The Board provisionally approved the Audit Manual for implementation. Registrar was advised to discuss with G.M. (Finance), MECON along with Asst. Registrar (IA) and incorporate suggestions (if any) and submit the final Audit Manual in the next meeting of the Board.

(Annexure- A4, Page No. 19 -52)

**BOG-20(2009)-07: To approve implementation of conduct rules of IIT, Delhi in NIT Rourkela.**

MHRD Vide letter No.F.20-46/2003-TS-III dt.09.11.2003.had communicated to follow conduct rules of IIT Delhi.

It was noted by the Board that the proposal has already been approved by the Board vide resolution No. BOG-3(2003) : 23. Therefore the conduct rules of IIT Delhi is in vogue at NIT Rourkela. The Administration was directed to give wide publicity of the contents among the employees.

(Annexure- A5, Page No. 53 - 59)

**BOG-20(2009)-08: Provisional Payment of various allowances to faculty, Academic staff and Officers as recommend by the 6<sup>th</sup> Pay Commission.**

Pending pay revision, various allowances and facilities may be allowed for faculty, academic staff and officers as per Government of India rules. The notional grade pay is fixed at the minimum of the scale as approved by the Govt.

**Pay and Grade Pay:**

Pay Scale	Pay Band	Grade Pay
Rs.16400 – 22400/-	PB-4	Rs.10,000
Rs.12000 – 18300/-	PB-3	Rs.7600
Rs.10000 - 15200/-	PB-3	Rs.6600
Rs.8000 – 13500/-	PB-3	Rs.5400
Rs.6500 - 10500/-	PB-2	Rs.4200

**Various Allowance:**

- 1) Dearness Allowance (DA)
- 2) House Rent allowance
- 3) Transport Allowance
- 4) Family Planning Allowance
- 5) Non-Practicing Allowance.
- 6) Children Education Allowance
- 7) Conveyance Allowance
- 8) Traveling allowance
- 9) Addition/ Changes in the CCS (LTC) Rules, 1988.

Board approved the proposal except Dearness Allowance (DA) and House Rent allowance. Non-Practicing allowance has already been implemented for Doctors.

Annexure- A6, Page No. 60 - 61)

**BOG-20(2009)-09: Discussion on the future plan and direction of growth for the Institute.**

The draft future plan of the Institute was presented before the Board. The Board appreciated the draft proposal and advised to identify the parameters on which the Institute will be judged. An external TQM consultant may be engaged if required. Final growth plan of the Institute may be submitted in the next meeting.

(Annexure- A7 , Page No.62 -86)

**C. ACADEMIC MATTER: Nil**

**D. ROUTINE ADMINISTRATIVE MATTERS:**

**BOG-20(2009)-10: Proposal for constitution of various Committees for Academic, Administrative and Development Activities of the Institute.**

For decentralization of administration and collective decision making, several committees have been functioning in the Institute to advise and assist the Director. A comprehensive list of such committees, along with their structure and functions were presented to the Board for its records and guidance. The Board noted the contents and offered the following suggestions:

- 1) Public Grievance Redressal Committee (A4) - One BOG member to be nominated by Chairman, Board of Governors. The error is corrected in the Minutes[. Annexure A6]
- 2) Press and Public Relations Committee (D4) - This Committee is for keeping Press & Public informed about academic and student action and not allowed to bring out press release related to Administration, Policy Matters or any personnel issues, or any other matter that has potential for creating controversy. All press releases of the Institute related to administrative matters shall be issued by the Registrar or by the Director. The administration was directed to designate a spokesperson of the Institute to deal with the press on behalf of the Institute.

(Annexure- A8, Page No.87 - 126)

**BOG-20(2009)-11: Proposal for transfer of un-disbursed Scholarship of amount Rs.6.19 lakhs to the Institute Development Fund.**

Scholarship received from various donors are generally disbursed to the students concerned immediately and the stamped receipts towards payment to students are sent to the concerned donors.

Since from REC days for a long time, there is no claimant both receivers and donors for the above mentioned amount as per the details given by the CAG Auditors. It is possible that the scholarships have been paid to the concerned students from the Institute account, but no details are available. In view of the above, it is proposed to transfer the un-disbursed amount of Rs.6.19 (six lakhs and nineteen thousand only) to the Institute Development Fund and close the unsettled amount for making the records clean.

Board approved the proposal.

(Annexure- A9, Page No.127 - 130)

**BOG-20(2009)-12: Proposal for extension of contractual services.**

BOG vide resolution No. BOG-12(2007)-25/1 dt.9.2.2007 had approved the contract period of Prof. A. K. Panda, Prof. Y. K. Sahu and Prof. A. K. Sahoo up to 30.06.2009. Now massive construction work is on going and more is expected to be taken up shortly. The service of Prof. A. K. Panda, Prof. Y. K. Sahu and Prof. A. K. Sahoo are essential because we do not have any Senior Engineering positions. It is proposed to extend their tenure till 30.06.2011. Prof. Y. K. Sahu, Prof. A. K. Panda and Prof. A. K. Sahoo may be given remuneration of Rs.25000/- P.M. (consolidated).

The Board approved the proposal with following modification. The term of is extended up to 30.06.2011 and Prof. Y. K. Sahu, Prof. A. K. Panda and Prof. A. K. Sahoo may be given remuneration of Rs.30,000/- P.M. (consolidated).

**BOG-20(2009)-13: Approval of Dr. Samir Patra as visiting Faculty in the Department of Life Science.**

The new Department Life Science is functional from the current academic session. Dr. Samir Patra was working in Italy and his Bio-data is enclosed for consideration as Visiting Professor. He has been temporarily given appointment as Visiting Professor with consolidated remuneration of Rs.35,000/- P.M.

Board approved the proposal.

**BOG-20(2009)-14: Recommendation of Sri R. C. Khuntia, M.P. (Rajya Sabha) for reinstatement in service of Mr Sanatan Nayak, Ex-Hostel Cooking Helper.**

A letter enclosing with representation of Sri Sanatan Nayak, Ex-Hostel Cooking Helper was received from Mr. R. C. Khuntia, Member of Parliament (Rajya Sabha), National Vice-President, Indian National Trade Union Congress for reinstatement in service of Mr. Sanatan Nayak, who served as cooking helper from 1978 to 1981 in REC era.

The Board noted the contents of the note from the Hon'ble MP. It observed that the Institute has no provisions for providing preferential treatment to ex-casual workers.

**BOG-20(2009)-15: Report on the case filed by Sri K. N. Barik at the Office of the Regional Labour Commissioner ©, Rourkela.**

Sri K. N. Barik has filled a case in the office of the Regional Labour Commissioner (Central), Rourkela for appointment in regular position. The case is presented below:

- 1) Sri K. N. Barik was allowed to work in the Department between 19.2.97 to 12.7.99 by the then HODs to let him learn various works on the personal request of his father, who was a regular employee of the Institute. The arrangement was purely made on personal basis at the department level and the college (NIT was REC at that time) had not played any role on the same.



- 2) Sri Barik was hired as a M/R skilled worker w.e.f. 13.7.99 purely on temporary basis and was given short period terms on renewal basis and was paid regularly for the terms. Agreement for each term clearly spelt that his engagement was not related to any permanent post and will terminate automatically unless renewed. He was fully aware of the terms and conditions. His engagement was not renewed after 30.6.2006 for any further period and hence his temporary engagement was deemed to have been terminated on that day. Sri Barik also had not requested for renewal of his term at any time thereafter till he filled a complaint before the RLC, Rourkela on 7.7.2008 on this matter.
- 3) Due to lack of eligibility criteria (educational qualification and age limit) could not be sort listed in the selection process for a regular post held vide Advertisement No.NITREStt/Advt.01/06 dt.17.03.06. The status was also clarified/ substantiated by MHRD and the decision was communicated him. Hence, it is not possible to offer any regular post to Sri Barik.

The Board noted the contents of the case.

**BOG-20(2009)-16: Personnel issues.**

**1) Re-appointment of Mrs. Archana Mallick:**

The Board vide resolution No. NOG-19(2008)-13© had approved the resignation of Mrs. Archana Mallick, Lecturer, MM. After separation of service for more than three months from NIT, she applied for reappointment. Since, the separation is more than three months, as per rules this needs to be referred to the Government. In the present case, BOG may consider her request for reappointment as BOG is the appointment authority.

The Board did not approve the proposal for re-appointment. However, she can apply for fresh appointment during the ensuing faculty selection scheduled during 27<sup>th</sup> April to 30<sup>th</sup> May, 2009.

**2) Resignation:**

Dr. Kalyan Gayen, Lecturer, Department of Biotechnology & Medical Engineering of this Institute has tendered his resignation on 16.03.09 and has requested to relieve him from the Institute. Dr. Gayen is on E.O.L. (without pay) for pursuing post doctoral study at University of California, USA. He was relieved from Institute service from 23.08.2007 (afternoon). Since he has not joined after leave, it is suggested that his resignation may be accepted w.e.f. 23.08.2007 (afternoon).

The Board approved the resignation of Dr. Kalyan Gayen w.e.f. 23.08.2007 (AN).

**E. MISCELLANEOUS ITEMS:****BOG-20(2009)-17: PARTICIPATION IN CONFERENCE /TRAINING/ WORKSHOP  
(Foreign Countries):**

The following faculty members were deputed/allowed for training/  
conference/ workshop in foreign countries or on long leave on approval of  
Chairman, BOG, as per normal Practice.

Sl. No.	Name & Designation	Department	Duration	Training/ Conference	Place of Training / Conference	Country/ Laboratory
1.	Prof. S.K. Acharya Asst. Professor	ME	03.12.08 To 05.12.08	International Conference	National University of Singapore	Singapore (NUS)
2.	Prof. S. S. Mohapatra, Professor	ME	08.12.08 To 11.12.08	IEEE International Conference	Hotel Furama River Front	Singapore
3.	Prof. B. Majhi Professor	CS	29.10.08 To 31.10.08	International Conference	Venice	Italy
4.	Prof. K.P. Maity Professor	ME	22.09.08 To 24.09.08	International Conference	Trollhattan	Sweden
5.	Prof. Ramakar Jha Professor	CE	01.12.08 To 05.12.08	International Conference	Univ. of California, Irvine	USA
6.	Prof. K.K. Mohapatra, Professor	EC	01.12.08 To 03.12.08	International Conference	Penary	Malayasia
7.	Prof. B.K. Pal Professor	MN	22.02.09 To 25.02.09	National Western Mining Conference	Denver, Colorado	USA
8.	Mr. Ajit Kumar Sahoo, Lecturer	EC	22.01.09 To 24.01.09	International Conference	Singapore	Singapore
9.	Prof. Anup Kumar Panda Professor	EE	10.02.09 To 13.02.09	International C onference	Gippsland, Victoria	Australia
10.	Prof. K. K. Mahapatra	EC	10.02.09 To 13.02.09	International Conference	Gippsland, Victoria	Australia
11.	Prof. B.B. Biswal Professor	TP	22.01.09 To 24.01.09	International Conference	ICCET-2009	Singapore
12.	Prof. S.K. Patra Professor	EC	22.01.09 To 24.01.09	International Conference	ICACC- 2009	Singapore
13.	Prof. K.B. Mohanty Asst. Professor	EE	25.03.09 To 27.03.09	International Conference	Emmanuel College, Cambridge	England
14.	Prof. R.K. Patel Asst. Professor	CY	22.03.09 To 26.03.09	National Meeting of American Chemical Society	Salt Lake City,	USA

15.	Mr. Madhan M. Asst. Librarian	BPCL	16.03.09 To 17.03.09	International Workshop of Experts	Amsterdam	UK
16.	Prof. Alok Satapathy Asst. Professor	ME	29.03.09 To 01.04.09	Technology & Business Management (ICTBM-09)	Al-Ghurair University	Dubai
17.	Prof. U.C. Pati Lecturer(SG)	EC	30.03.09 To 02.04.09	IEEE Symposium on Computation Intelligence for Image Professing (CIIP 09)	Sheraton Music City Hotel, Nashville, TN	USA
18.	Prof. Swarup Ku. Mahapatra, Professor	ME	15.04.09 To 17.04.09	Eurotherm Seminar	Lisbon	Portugal

**EXTRA ORDINARY LEAVE (E.O.L) AND LIEN :**

01.	Prof. (Mrs.) Suprava Patnaik, Asst. Professor	EE	01.01.09 To 31.12.09	Extension of Lien period for One more year	SVNIT, Surat	Gujarat
-----	---	----	----------------------------	--	-----------------	---------

The Board noted the above.

**BOG-20(2009)-18: Any other item with the permission of the Chair**

**1) Request of Prof. K. C. Biswal.**

Prof. K. C. Biswal, Professor, Department of Chemical Engineering of this Institute has been selected for the post of Principal CET, Bhubaneswar for a period of three years . Initially his Lien for one year from 29.04.2009 to 28.04.2010 has been approved by the Honorable Chairman, BOG. Now due to his pre assignments, Prof. Biswal has requested to join CET Bhubaneswar on 8<sup>th</sup> of May 2009 and to relieve him on 7<sup>th</sup> of May 2009 from this Institute.

Board approved the request of Prof. K. C. Biswal for lien from the Institute for one year and he will be relived on 7<sup>th</sup> May, 2009.

**2) Selection of Faculty Position, 2009.**

The interviews for the selection of various faculty positions during the year 2009 have been scheduled during 27.04.2009 to 30.05.2009 as per the programme enclosed.

The Board noted the above. Chairman, BOG was authorized to approve nomination of experts on behalf of the Board and the recommendation of the Selection Committees for issue of appointment letters. The recommendations of the selection committees will be reported to the Board in the next meeting.

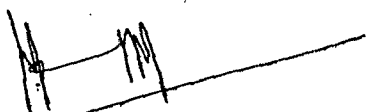
3) **Appointment of Mr. Kamdev Biswal, on contract for supervision of different on going projects at NIT, Rourkela.**

Mr. Kamdev Biswal, Diploma Engineer, retired from RSP, SAIL, Rourkela. He has applied to work on contract for supervision of different on going projects at NIT, Rourkela. Now massive construction work is on going and more is expected to be taken up shortly. The Board is requested to approve the hiring of service of Mr. Kamdev Biswal (on contract) initially for a period of one year. He may be given remuneration of Rs.10,000 – Rs.12,000/- P.M. (consolidated) as decided by a committee to be constituted by Director.

The Board felt that contractual appointments at this level are best handled at Directors level and did not consider the proposal.

4) The next meeting of Board of Governors will be held in June, 2009. The date will be finalized in consultation with the Chairman, BOG.

The meeting ended with thanks to the Chair.



(S.K. Upadhyay)

Registrar and Secretary

Board of Governors, NIT., Rourkela



( Drona Rath)

Chairman

Board of Governors, NIT., Rourkela

**ACTION TAKEN ON THE 19<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS,  
NIT ROURKELA, HELD ON 29<sup>TH</sup> DECEMBER, 2008 AT NEW DELHI.**

BOG-19(2008)-03	To report on the action taken on the decisions made in the 18 <sup>th</sup> Meeting of BOG held on 26.09.2008 and to discuss matters arising out of the minutes.	Under progress
BOG-19(2008)-04	Report of the Building & Works Committee.	Implemented
BOG-19(2008)-05	Annual Report and CAG Audit Certificate on the Accounts of the Institute for the year 2008- 2009.	Implemented
BOG-19(2008)-06	Implementation of 6 <sup>th</sup> Pay Commission Report and various allowances and facilities as per Government of India guideline for Non-teaching employees of NIT., Rourkela except Faculty and Officers.	Implemented
BOG- 19(2008)-07	Policy on induction of Adjunct Faculty	Implemented
BOG- 19(2008)-08	Rules for creation of Centres of Excellence.	Implemented
BOG- 19(2008)-09	Appointment of Registrar.	Implemented
BOG- 19(2008)-10	Approval of candidates to be awarded degree and Medals in the 6 <sup>th</sup> Convocation – 2008 to be held on 17.01.2009	Implemented
BOG- 19(2008)-11	Confirmation of Faculty members.	Implemented
BOG- 19(2008)-12	PARTICIPATION IN CONFERENCE./ TRAINING / WORKSHOP (Foreign Countries):	Implemented
BOG-19(2008)-13	Personnel issues: a) Consideration of past service for purpose of awarding pension benefits of Prof. G. S. Rath, EC b) Extra Ordinary Leave: Dr.(Mrs.) I. Das, HS c) Resignation: Mrs. Archana Mallick, MM	Implemented
BOG-19(2008)-15 (a)	a) Writing letters by Employees/ Service Associations to higher authorities without proper channel.	Implemented

  
REGISTRAR

NO.F-21-68/2008 TS  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Education Bureau

- 6 March 2009

New Delhi, dated 25<sup>th</sup> February, 2009

1893

05/3/09

10

The Director,  
(All National Institutes of Technology),

Sub: Applicability of Orders issued by the Government on revision of Pension and various allowances to the employees of Central Government in pursuance of the 6<sup>th</sup> CPC recommendations, as accepted by the Government, to the employees of Central Autonomous Bodies.

Sir,

The question of extension of Orders issued by the Government on revision of Pension and various allowances to the employees of Central Government in pursuance of the 6<sup>th</sup> CPC recommendations, as accepted by the Government, to the employees of Central Autonomous Bodies under the administrative control of the Ministry of HRD has been under consideration. It has now been decided in consultation with the Ministry of Finance that the various Orders issued by the Government on revision of Pension and various allowances to the employees of Central Government in pursuance of the 6<sup>th</sup> CPC recommendations, as accepted by the Government, would also be applicable to the employees of the Central Autonomous Bodies (CABs) where the revised pay scales have already been implemented with the approval of the Government and whose pattern of emoluments structure and allowances are identical to those of the Central Government employees. With regard to pension, the position will however, depend on the pension regime adopted by such Organisations with the approval of the Government.

2. It is requested to take further necessary action in respect of the adoption of such orders, with the approval of Board of Governors of the respective NITs.

Yours faithfully,

*Madan Mohan*  
(Madan Mohan)  
Director

*26-2-09*

*may please be noted and put up to BOG.*  
*5/3/09*



*National Institute of Technology  
Rourkela*

**Minutes of the meeting of the Sub-Committee on pay scale of Non-teaching staff  
of NIT Rourkela**

The Board vide resolution No- BOG-18(2008)5 decided to constitute a committee consisting of the following members to look into the staff structure of the Institute.

Prof. O.N. Mohanty, BOG Member	Chairman
Prof. M. Chakrabarty, BOG Member	Member
Prof. S. Rauta, BOG Member	Member
Prof. J.K. Satapathy, EE	Member
Er. S.K. Upadhyay, Registrar	Secretary

The committee would discuss with all sections of employees before finalizing the report. The committee under reference vide resolution No.BOG-19(2008)-06 would also look into pay related grievances of the employees. However, two representatives of NTESA will be invited for deliberation regarding pay related issues to the meeting. The report will be submitted before the next BOG meeting.

The Committee met on 05<sup>th</sup> Mar, 09 at NIT, Rourkela, 20<sup>th</sup> Mar, 09 at BBSR, 27<sup>th</sup> Mar, 09, 08<sup>th</sup> April, 09 at NIT, Rourkela and on 16<sup>th</sup> April, 09 at Bhubaneswar.

**Members Present:**

Prof. O.N. Mohanty, BOG Member	Chairman
Prof. M. Chakrabarty, BOG Member	Member
Prof. S. Rauta, BOG Member	Member
Prof. J.K. Satapathy, EE	Member
Er. S.K. Upadhyay, Registrar	Secretary

The Committee interacted with following employees on 5<sup>th</sup> & 27<sup>th</sup> March, 09 at NIT, Rourkela.

Mr. R.C. Mallick, Sr. Assistant	} For Non teaching employees
Mr. B.K. Pradhan, Technical Assistant	
Mr. B. Acharya, Asst. Registrar (Aca)	} For Officers
Mr. K.P. Panigrahi, Asst. Registrar (IA)	
Prof. K.C. Biswal, CH	} For Faculty
Prof. B.B. Biswal, T&P	

(A) The committee discussed and found that the issues raised by the Employees Association can be classified into the following categories:

- I. During rationalizing the pay scale the MHRD was approached by the NIT for providing clarifications. It was stipulated by MHRD that those employees who were in higher scale under Government of Orissa, during pre-NIT time would be deemed to have consumed one ACP. The NTESA was however of the view that the scale in which they were appointed in the Institute should be taken as entry level scale and ACP given by Central Government to employees drawing Central Govt. Scale should be applicable to them over the enhanced scales granted by REC, in the absence of all comparable ACP Scheme.

- II. It was also claimed that some of the employees would get a lower salary than their counterparts in the state Government (who were in the same scale in the pre-transfer period) as result of the interpretation that one ACP was already consumed.
- III. The pay scales of the officers like Asst. Registrar, Asst. Librarian, Physical Education and others are lower than the scales of similar cadres at other comparable institutes under MHRD. These need to be upgraded.

(B) The committee went through the following documents.

1. Approval of Scale of Pay of Engineering Colleges of Govt. of Orissa, letter vide letter No.VTTI-13/2000 5354/I., dated 25<sup>th</sup> March, 2000.
2. Computation of salary etc. which the employees would have got in State Govt., had they continued there using the time bound pay up gradation rule of the State Government.
3. No formal document was available from the Government of Orissa allowing higher scale to REC as compared to other State Govt. Institutes.
4. A schematic diagram along with a broad job description for each post (for deciding on the staff structure).
5. The letter from the NTESA No-NTESA/RKL/009 dated 18.03.2009.
6. Presentation Report by Mr. R.C. Mallick & Mr. B.K. Pradhan.
7. Representation from various employees regarding their Pay Anomalies.
8. Director's Committee report on Pay Structure (Constituted by MHRD).
9. Documents received from MHRD.

After examining all the documents, the Committee observed the following.

- (i) MHRD vide letter No.F.20-46/2003-TS-III(pt.IV) dated June 7, 2004 had directed for rationalization of Pay Scale of Non Teaching Employees of NITs where they have mentioned replacement scales of pay as notified under CCS (revised Pay) Rules 1997 for the Central Government employees.
- (ii) MHRD had directed vide letter No.F.20-38/2003-TS-III dated June 11, 2004 for adoption of Central pattern of scales of pay / DA /DR for its employees / pensioners w.e.f. 01-04-2004 as circulated by this Ministry vide OM No. F.20-46/2003-TS-III (Pt.IV) dated 7<sup>th</sup> June 2004 for implementing 50% of DA / DR with basic pay/pension, where rationalisation of Pay Scale was precondition for implementation of the above.
- (iii) MHRD vide letter No.F.48-5/2004-IFD dated 28-3-2005 directed that the employees who were drawing a higher scale of pay (say at ACP-1) than his entitlement with reference to entry grade, he might be allowed to retain his existing scale and he would deem to be treated as having been granted premature ACP-1 and he would be considered for 2<sup>nd</sup> ACP on completion of 24 years of service from the date of his a higher scale of pay whichever is later.
- (iv) Further MHRD vide letter No.F.No.3-17/2008-TS-III dated 14<sup>th</sup> January, 2009 had clarified that higher replacement scale of pay given to any employee or group of employees on personal basis on account of their having scale of pay have to be adjusted against the benefits under the ACP Scheme.



- (v) Rationalization of pay scale was done for NIT, Rourkela vide letter No- E.48-5/2004-IFD dated 05.01.2006 by MHRD. Committee also went through the report of the Sub-Committee of the previous Board on implementation of rationalized Pay Scale.
- (vi) It was observed that MHRD had approved entry level scale for Junior Assistant scale as 3050- 4450 and System Programmer 7500-12000 respectively. The Board, however, vide resolution No- BOG-09-2005-09 dated:-07.02.2006 had rationalized the scales as 3200-4900 and 8000-13500 respectively. .

(C) Staff Structure

The MHRD vide letter No. 28.3/08-IFD dated 8<sup>th</sup> May, 2008 directed the norms relating to the faculty and non-faculty as follows.

- A faculty/ Student ratio of 1:10 for IITs, IIMs, IISc, IISERs NITIE with flexible cadre structure.
- Faculty / Student ratio of 1:12 for NITs, ISM, IIITs and other centrally funded technical institutions with inter-se faculty ratio of 1:2:4.

The Committee went through recommendation of Director's Committee (constituted by MHRD) of Staff Structure of NITs. The distribution of non-teaching staff among the cadres is recommended to be as follows:

i) Technical (Laboratories, Library & services)	60%
ii) Ministerial	25%
iii) Subordinate(Group D)	15%
Total =	100%
iv) Officers	10%

The draft Staff Structure was circulated among Officers, Teacher's Association and NTESA. These comments have been considered by the Committee.

Accordingly, the following Staff Structure is proposed.

Proposed Staff Structure

Sl. No	Position	Sanctioned/ Proposed	Existing	$\delta$ (+) /(-)	No. of employee to be Retired	
					09-10	10-11
01	Faculty	230 (Sanctioned)	181	(-) 49	02	08
02	Officers	23 (Proposed)	17	(-) 6	00	01
03	Technical	138 (Proposed)	74	(-) 64	02	01
04	Ministerial	57 (Proposed)	82	(+) 25	02	01
05	Supporting	35 (Proposed)	138	(+) 103	05	06
Total:					11	17

### Proposed Final Staff Structure for 2008-09

Sl. No.	Name of Post	Existing Pay Scale	Nature of Post	Proposed Final Staff Structure	
				No. of post	Scale of Pay
	1	2	3	4	5
1.	Professor	16400-22400	Teaching	33	16400-22400
2.	Asst. Professor	12000-18300	Teaching	66	12000-18300
3.	Lecturer	8000-13500	Teaching	131	8000-13500
	<b>Total</b>			<b>230</b>	
<b>OFFICERS:</b>					
4.	Registrar	16400-22400	Administrative	01	16400-22400
5.	Dy. Registrar / Finance Officer / Asst. Registrar	8000-13500, 12000- 18300 / 6500-10500	Administrative	07	12000-18300 / 12000-18300 / 8000-13500
6.	Senior Medical Officer	10000-15200	Administrative	01	12000-18300
7.	Medical Officer	8000-13500	Administrative	01	8000-13500
8.	Security Officer	6500-10500	Administrative	01	8000-13500
9.	Librarian / Dy Librarian	10000-15200	Academic	01	16400-22400 / 12000-18300
10.	Asst. Librarian	6500-10500	Academic	02	8000-13500
11.	Executive Engineer	-	Technical	01	12000-18300
12.	Asst. Engineer	6500-10500	Technical	03	8000-13500
13.	Sr. System Administrator	-	Technical	01	12000-18300
14.	System Administrator	8000-13500	Technical	02	8000-13500
15.	Senior Student Activity Officer	-	Academic	01	12000-18300

16.	Student Activity Sports Officer	6500-10500	Academic	01	8000-13500
	<b>Total</b>			<b>23</b>	
<b>TECHNICAL</b>					
17.	Technical Asst/Library Information Asst./Pharmacist/Medical Technician/ Lab. Assistant	5000-8000	Technical	38	5500-9000
	Lab. Assistant	3200- 4900			
18.	Junior Engineer.	5000-8000		02	5500-9000
19.	Senior Technical Asst.	5500-9000	Technical	20	6500-10500
20.	Sr. Technical Asst. (SG)	6500-10500	Technical	10	7500-12000
21.	Mechanic/ Driver	3200-4900	Technical	38	3200-4900
22.	Senior Mechanic	4000-6000	Technical	20	4000-6000
23.	Sr. Mechanic (SG)	5000-8000	Technical	10	5000-8000
	<b>Total</b>			<b>138</b>	
<b>MINISTERIAL</b>					
24.	Jr. Superintendent /Secretary Gr. II	5500-9000 / 5000-8000	Administrative	13	5500-9000
25.	Superintendent / Secretary Gr. I	-	Administrative	07	6500-10500
26.	Sr. Superintendent / Secretary (SG)		Administrative	04	7500-12000
27.	Junior Assistant	3200-4900	Administrative	13	3200-4900
28.	Senior Assistant	4000-6000	Administrative	07	4000-6000
29.	Sr. Assistant (SG)	5000-8000	Administrative	04	5000-8000
30.	Stenographer	4000-6000	Administrative	05	4000-6000
31.	Sr. Stenographer	5000-8000	Administrative	02	5500-9000

32.	Sr. Stenographer (SG)	-	Administrative	02	6500-10500
	<b>Total</b>			<b>57</b>	

SUBORDINATE STAFF					
33.	Attendant	2650-4000	Subordinate	20	2650-4000
34.	Sr. Attendant	3050-4590	Subordinate	10	2750-4400
35.	Sr. Attendant (SG)	4000-6000	Subordinate	05	3050-4590
	<b>Total</b>			<b>35</b>	

The distribution of Asst. Registrar will be as follows.

AR(Academic),AR(Purchase&Works),AR(Accounts&Audit),AR(SRICCE&IPR),AR(Establishment). As students strength increases, separate post for IPR may be created.

It is found from the above table that there are surplus employees in Ministerial and Supporting staff. For supporting staff the Committee recommends the following.

Training / retraining of supporting staff and redeployment in suitable position.

No fresh recruitment in supporting staff.

For surplus Group – D(supporting) staff, as some services are being outsourced, they will be redeployed as per suitability. While the employee's abilities, training and personal preference will be considered by the administration during redeployment, decisions of administration shall be binding on all employees.

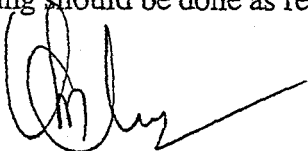
Necessary action may be taken up for filling of essential posts for Officers and Technical staff only. Sanction of 51 positions for faculty have already been approved by MHRD. Corresponding 55 numbers of posts may be filled up in Officers and Technical Category immediately.

Category	No. of Post	Scale of Pay (Pre-revised)	Revised Scale of Pay
Asst. Registrar	02	8000-13500	PB-3 (15600-39100)+GP(5400)
Students Activity Officer	01		
Executive Engineer(Civil)	01	12000-18300	PB-3 (15600-39100)+GP(7600)
Asst. Engineer (Electrical)	01	6500-10500	PB-2 (9300-34800)+GP(4200)
Sr. System Administrator	01	12000-18300	PB-3 (15600-39100)+GP(7600)
Technical Assistant / Lab. Assistant	25	5500-9000	PB-2 (9300-34800)+GP(4200)
Mechanic	24	3200-4900	PB-1 (5200-20200)+GP(2000)

(D) The committee further recommends the flexible Staff Structure for employees as recommended by Director's Committee (constituted by MHRD).

### General Recommendations:

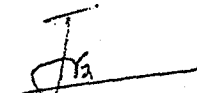
1. It is learnt that the final staff structure is under active consideration of MHRD and is going to be notified shortly. In view of the above the present scale may continue till the final scale is notified by MHRD.
2. At present as per Govt. of India guideline the relaxation in age for internal candidate is 5 years or the age of 40. It is proposed that there should not be any relaxation in qualification and experience for internal candidates, but age can be relaxed for exceptional candidates having 15 years regular experience, while applying for advertised posts in the Institute.
3. Where the existing incumbents do not fit into the proposed structure, their cases may be considered as follows:
  - a) Identification of such cases.
  - b) Ratification by MHRD.
  - c) Continuation of service till their superannuation.
4. The pay scales of the officers like Asst. Registrar, Asst. Librarian, Physical Education and others are lower than the scales of similar cadres at other comparable institutes under MHRD. These need to be upgraded as suggested.
5. The proposed structure is given based on the recommendation on 5<sup>th</sup> Pay commission. Proper mapping should be done as recommended in the 6<sup>th</sup> Pay Commission.



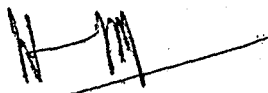
(Prof. M. Chakrabarty)  
Member



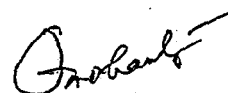
(Prof. S. Rauta)  
Member



(Prof. J.K. Satapathy)  
Member

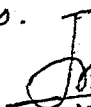


(Er.S.K. Upadhyay)  
Secretary




(Prof. O.N. Mohanty)  
Chairman

\* I do not agree to point <sup>3</sup>(c) because after ratification by MHRD, the case may be considered as per GOI norms.

  
17/04/09

\* All the officers drawing lower than the scales of similar cadres at other comparable institutes under MHRD, need to be upgraded as suggested

  
17.04.09

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862.

2. The second part is a report from the Secretary of the Interior, dated January 10, 1862.

3. The third part is a report from the Secretary of the Treasury, dated January 10, 1862.

4. The fourth part is a report from the Secretary of the War, dated January 10, 1862.

5. The fifth part is a report from the Secretary of the Navy, dated January 10, 1862.

6. The sixth part is a report from the Secretary of the State, dated January 10, 1862.

7. The seventh part is a report from the Secretary of the Interior, dated January 10, 1862.

8. The eighth part is a report from the Secretary of the Treasury, dated January 10, 1862.

9. The ninth part is a report from the Secretary of the War, dated January 10, 1862.

10. The tenth part is a report from the Secretary of the Navy, dated January 10, 1862.

11. The eleventh part is a report from the Secretary of the State, dated January 10, 1862.

12. The twelfth part is a report from the Secretary of the Interior, dated January 10, 1862.

13. The thirteenth part is a report from the Secretary of the Treasury, dated January 10, 1862.

14. The fourteenth part is a report from the Secretary of the War, dated January 10, 1862.

15. The fifteenth part is a report from the Secretary of the Navy, dated January 10, 1862.

16. The sixteenth part is a report from the Secretary of the State, dated January 10, 1862.

17. The seventeenth part is a report from the Secretary of the Interior, dated January 10, 1862.

18. The eighteenth part is a report from the Secretary of the Treasury, dated January 10, 1862.

# **INTERNAL AUDIT MANUAL**

**[Including Checklists]**



**NATIONAL INSTITUTE OF TECHNOLOGY**

**ROURKELA – 769 008 [ORISSA]**

## TABLE OF CONTENTS

Para No.	CONTENT	Page No.
<b>PART - I</b>		
1	Introduction	1
2	Internal Audit in NITR	1
3	Scope of Internal Audit in NITR	2
4	Internal Audit vs. Internal Control	3
5	Independence of Internal Audit	4
6	Rights and Responsibilities	5
7	Annual Audit Programme	5
8	Frequency of Internal Audit	6
9	Review of Internal Control	7
10	Preparation for Field Audit	8
11	Internal Audit Report	9
12	Follow-up & Review	11
<b>PART - II</b>		
<b>BILLS OF OUTSIDE AGENCIES, CONTRACTORS, Etc.</b>		
A.1	Common Checks for all bills	13
A.2	Minor work/maintenance under Rate Contract	13
A.3	Major works [Running Bills]	14
A.4	Major works [Final Bills]	14
A.5	Out-sourced Services	15
A.6	Procurement without Tender	15
A.7	Procurement through Tender [National]	15
A.8	Procurement through Tender [Foreign]	16
A.9.1	Printing services	16
A.9.2	Vehicle/Transport services	16
A.9.3	Bills of authorized medicine shops	16
A.9.4	Bills from tie-up hospitals	17
A.9.5	Bills of institute Canteen/GH	17



Para No.	CONTENT	Page No.
<b>REIMBURSEMENT BILLS OF STAFF</b>		
B.1	Traveling Allowance	17
B.2	Leave Travel Concession	18
B.3	Medical expenses	18
B.4.1	Telephone/Inter-com expenses	19
B.4.2	Mobile expenses	19
B.4.3	Fuel expenses	19
B.4.4	Book Grant	19
B.4.5	Membership Grant	20
B.4.6	Summer course	20
B.4.7	SRICCE Vouchers	20
B.5	Miscellaneous claims	20
<b>PURCHASE AND WORKS REQUISITIONS</b>		
C.1	STE Proposal	21
C.2	Comparative Statement	21
C.3	Purchase Order	22
C.4	Work Order	22
C.5	Purchase / Works Requisition	23
<b>AUDIT AND P.S.V.</b>		
D.1	Departments/Centers/Halls	24
D.2	Establishment Section	24
D.3	Technical Services Section	25
D.4	P.F Section	26
D.5	Cash & Cheque Section	26
D.6	SRICCE [For issue of U.C's]	26
<b>APPENDICES</b>		
I	List of Audit Units with max. audit days [Para # D.1]	
II	Form – IA / 01 [Para # C.5]	
III	Form – IA / 02 [Para # C.6]	
IV	Format of Report forwarding letter [Para # 11.5]	
V	Format of Internal Audit Report [Para # 11.4]	

## PART – I

### 1. INTRODUCTION

Internal audit is an independent appraisal activity seeking to provide the management of the organization a reasonable assurance regarding the following:-

- 1.1. That all assets of the organization are safeguarded against all kinds of losses and misuses.
- 1.2. That management policies, decisions, and guidelines issued from time to time are duly followed.
- 1.3. That the accounting controls designed to ensure the reliability of financial records are actually in operation.
- 1.4. That the financial and other operating controls are actually in operation.

### 2. INTERNAL AUDIT IN NITR

Internal audit in National Institute of Technology, Rourkela [NITR] is an administrative function under the registry aiming to support the other offices and departments of the institute in carrying out their respective functions while maintaining a balanced co-ordination among them. The Internal Audit Office is under the administrative control of the Registrar and is headed by an Assistant Registrar.

### 3. SCOPE OF INTERNAL AUDIT IN NITR

3.1. Scope of Internal Audit in NITR, will have the following broad components:-

- a. Vetting of all Purchase and Work proposals,
- b. Vetting of proposals for procurement of goods/ services and awarding of works on the basis of Single Tender Enquiry [STE],
- c. Pre-payment audit of all bills/invoices,
- d. Pre-payment audit of all reimbursement to the staff,
- e. Audit of GPF/CPF/NPS accounts of the staff,
- f. Physical stock verification,
- g. Audit of administrative activities of the sections, departments, hostels, Guest House, etc.

3.2. Its activities in these regards will be directed to ensure that –

- a. the assets of the institute are adequately safeguarded against losses and misuses,
- b. the accounting and other information generated are accurate and reliable,
- c. that the prescribed systems and procedures are being followed in the day to day operations of the institute,

- d. the management's policies, decisions, directives, and guidelines are being adhered to,
- e. transactions and the operations in the various sections and departments are carried out with reasonable efficiency and effectiveness,
- f. the resources are utilized with maximum efficiency, responsibility, and dignity to attain the objectives of the institute,
- g. propriety and integrity is observed in all purchases, contracts and other financial transactions.

3.3. The scope of Internal Audit as enumerated at Para # 3.1 may be reviewed from time to time by the management who may add to, delete from, or amend these as and when necessary.

3.4. The Internal Audit may also be required to take up special investigative assignments on behalf of the management.

#### 4. **INTERNAL AUDIT Vs. INTERNAL CONTROL**

Fields of internal audit and internal control are distinct. Any system of internal audit presupposes the existence of a system of proper and effective internal checks. Internal check

is the responsibility of the line supervisors in all departments. The appraisal of these internal checks will be one of the functions of internal audit. However, internal check systems may be developed in consultation with the Internal Auditor.

## 5. **INDEPENDENCE OF INTERNAL AUDIT**

To ensure effective and un-biased discharge of above functions, it is essential that Internal Audit be objective and has the necessary organizational status as follows:-

### 5.1. Objectivity

To ensure objectivity, Internal Auditor will not be given line authority over any operational or financial functions or become involved in the preparation of records (although it may advise in these matters) or be considered as a source of temporary staff for other work (notably finance and accounts work) of the institute.

### 5.2. Organizational Status

The Head of Internal Audit in the institute will be an officer of a rank not below that of an Asst. Registrar and will report to the Director through the Registrar.

## 6. **RIGHTS AND RESPONSIBILITIES**

6.1. Internal Audit will have full right of access to all records, assets and personnel of the institute for performance of its activities as defined above. However, the audit staff shall be discreet in the use of confidential information acquired in the course of their work and shall not use the same for their personal gain nor use them in a manner detrimental to the interest of the institute and the welfare of its employees

6.2. Internal Auditor will be free to review and critically appraise any activity in any Section/ Department but this will not relieve the Heads of the Section/ Department of their responsibilities as internal auditing is only a staff or advisory function.

6.3. The Internal Audit will be informed [for their record] of all changes in internal control procedures prior to their implementation.

## 7. **ANNUAL AUDIT PROGRAMME**

7.1. The Head of Internal Audit will, before the commencement of each financial year, draw up and get

approved, an Annual Audit Programme, according to which the audit for that financial year will be carried out. This annual programme may be broken up into quarterly/monthly audit programme.

7.2. The annual programme will state the various areas/units which will be subjected to audit and the requirement of man-days for each such area/unit. The plan shall be constructed after taking into account the coverage during the previous years, discovery of any major observation in a particular area/unit during the previous financial year, suggestions of the Government/Statutory Auditors, if any, and special assignments to be taken up as per the management instructions and the budgetary constraints.

7.3. The Registrar will monitor the progress of work every month and based on the coverage obtained, or on special considerations, will arrange for special audits or authorize modifications in the programme.

## 8. FREQUENCY OF INTERNAL AUDIT

8.1. Regarding frequency of internal audit, there is no fixed or general pattern. Frequency of audit in a

particular area or of a particular department will depend on a number of factors like nature of operations, transactions, management's needs, materiality, etc. However, it will be ensured that the major departments are covered at least once in each year except the Central Library which will be covered once in every 3-5 years.

8.2. The priority of each area and the intensity of audit therein will depend on the materiality concept, e.g. (a) budget allotted, (b) percentage of utilization of fund, (c) number of sub-units covered, and (d) the effectiveness of the internal control system. Whereas budget allotted and percentage of utilization permit objective treatment, considerable discretion and judgment has to be exercised in evaluating the prevailing internal control in the units/areas.

8.3. The examination of the Internal Audit would be more detailed in the units/areas where the internal controls are observed to be comparatively weak.

## 9. REVIEW OF INTERNAL CONTROL

9.1. A broad review of internal control system will be made at the commencement of each financial year to



take note of changes effected in the system and procedures since the previous review was undertaken. The adequacy of controls imbibed in the flow and custody of various assets, documents and information will be assessed through study of respective system flowcharts on each area. Evidently, all laxities of the system may not be equally vital and the Internal Audit will assess the gravity of individual defects observed during the review.

- 9.2. An internal control evaluation report will be prepared showing the Internal Audit vis-à-vis Department's views of the internal controls and the suggestions on the inadequacies of the system.

## 10. PREPARATION FOR FIELD AUDIT

- 10.1. Before the commencement of the audit of a unit/department, each member of internal audit will be explained and will familiarize himself with the functions of the department / activity / system under audit, organization chart showing the authority and responsibility, observations/findings in the previous reports and follow-up thereon and the procedures

followed. This will help in working out/updating the plan of individual audits including the extent of checks to be carried out and audit techniques to be used. It will also help in locating fields which are comparatively weak in internal control and hence require a thorough checking. The audit plan need not be rigid and will have flexibility for modifying it in the course of audit in the light of observations and findings.

10.2 The Annual audit Programme will be circulated to all Units/Departments at the commencement of each year. In addition to that, audit schedule will be intimated to the particular Unit/Department concerned by about a week in advance of commencement of audit of that Unit/Department, except in case of surprise checks. The Unit/Department may also be informed of the work to be undertaken and the records which will be required for audit.

1

## **INTERNAL AUDIT REPORT**

1. The Internal Audit report will specify name of the Unit/Department under audit and the period covered by the audit, the extent of checking including the

limitations, if any, under which the audit was carried out, the observations (set out in order of their relative importance) being lapses, lacunae and discrepancies observed and noted in the course of the audit, suggestions for improvement and the points raised in the earlier reports and the suggestions made therein.

11.2. Minor discrepancies/lacunae will be brought to the notice of the departmental heads through on-spot suggestions [verbal/written]. Only material discrepancies will be incorporated in the Audit Report.

11.3. In cases where the unit/department has not agreed with the audit observation the report will contain the views of the unit/department along with views of the Internal Audit and its further observations.

11.4. The Audit Report will contain four parts as follows:-

- a. Part – I [Introductory] containing a description of the Department/Unit covered, name and designation of the Head, the scope and period covered by audit.
- b. Part – II containing records examined and/or areas covered during the course of audit.
- c. Part – III containing the major positive findings [appreciations] observed during the audit, and

d. Part - IV containing major audit observations with suggestions for improvement.

[A sample Audit Report is given in Annexure - V]

11.5. The Audit Report will be prepared in quadruplicate - first copy will be submitted [along with a covering letter] to the Head of the Unit/Department within 15 days of the completion of audit for necessary action with a copy to the Registrar and the Director for information. One copy will be kept as Office Copy in the Audit Report File maintained for each financial year.

[Format of covering letter is given in Annexure - IV]

11.6. In addition to the usual reporting, the Internal Audit will submit Memos, highlighting important lacunae, which will require immediate management attention, as and when such lacunae are observed.

## 12. FOLLOW-UP & REVIEW

12.1. It will be the responsibility of Internal Audit to verify particularly, whether or not the units/departments have implemented its suggestions, and generally, whether any follow-up action has been taken. If some follow-up action has been taken, though not on the lines

suggested, Internal Audit will examine the adequacy of the alternative action taken.

12.2. Internal Audit will take up with Head of Units/ Departments for the un-complied items of the reports as a follow-up action after 90 days of submission of the Audit Report.

12.3. In addition to the quarterly follow-up action, Internal Audit will also prepare a report, at half-yearly intervals [i.e. at the end of September and March], on the follow-up action taken by the Units/Departments during the six preceding months. This report will indicate areas on which follow-up action has been taken on the lines suggested by it, areas in which its recommendations have not been accepted but some adequate alternative action has been taken, and areas where no follow-up action has been taken by the Units/Departments.

12.4. While Quarterly Follow-up Reports, if any will be submitted to the respective Heads, Half-yearly Review Reports will be submitted to the Director.

\*\*\*\*\*

## PART - II

### A. CHECKLIST FOR PRE-PAYMENT AUDIT OF BILLS OF OUTSIDE AGENCIES, CONTRACTORS, Etc.

#### **1.1 Common Checks for all types of bills**

- ✓ Certification by concerned HOD/PIC/OIC,
- ✓ Stock/Service entry certification in appropriate Register(s),
- ✓ Appropriateness of Forwarding Form,
- ✓ Acceptable format of the bill regarding Serial Number, Date, Name and address of the agency,
- ✓ Arithmetical accuracy of the calculations,
- ✓ Originality and authenticity in general.

#### **2. Minor work/maintenance under Rate Contract**

- ✓ Initial proposal by concerned authority,
- ✓ Estimate/Proposal by JE and approval of competent authority in appropriate form,
- ✓ Work Order by the AEE (C),
- ✓ Measurement by JE and certification by PIC,
- ✓ Certificate of satisfaction by the user (who may be same as proposing authority) authority,

- ✓ Rates billed by the agency match with Rate Contract,
- ✓ Deduction of TDS [IT and/or VAT] as applicable.

### 3. Major works [Running Bills]

- ✓ Measurement Sheet and bill duly certified by PIC and/or Dean (PD),
- ✓ Rates billed by the agency match with the W.O.
- ✓ Arithmetical accuracy of the calculations,
- ✓ Proper adjustment of previous running bills and/or advances, if any,
- ✓ Compliance of statutory requirements like EPF/ESIC, royalty on MRM, etc. as applicable,
- ✓ Deduction of TDS [IT and VAT].

### 4. Major works [Final Bills]

- ✓ All checks as for running bills,
- ✓ Completion within time or approval for extension with/with-out waiver of L.D charges,
- ✓ Cumulative amount billed within contract value,
- ✓ Justification by PIC and/or Dean (PD) for extra items, deviations, etc. and approval of Director to the same, if any.

## **5. Out-sourced Services**

- ✓ Bill amount and frequency matching with contract/agreement.
- ✓ Compliance of statutory requirements like EPF/ESIC, as applicable.

## **6. Procurement without Tender [Direct Purchase]**

- ✓ Gross value of bill not exceeding the stipulated limit,
- ✓ Probability of splitting in order to keep each related bill within the stipulated limit,
- ✓ Proprieties of the procurement,
- ✓ Competitiveness of the rates,

## **7. Procurement through Tender [National]**

- ✓ Availability of Purchase Order,
- ✓ Comparison of the bill/invoice with P.O,
- ✓ Delivery within scheduled [extended] date,
- ✓ Recommendation for deduction of L.D charges, if applicable,
- ✓ Tax/Statutory [Excise/Customs/VAT/CST/ST/ET] related issues, if any,
- ✓ Entry in Major Asset Register, if applicable.



## **8. Procurement through Tender [Foreign]**

Due to their varied and complicated nature, cases of foreign procurement are checked case to case basis.

## **9. Bills of specific nature**

### **9.1 Printing Services**

- ✓ As per Rate Contract in case of enlisted agency,
- ✓ Approval and comparatively lower rate in case the agency is not enlisted,

### **9.2 Vehicle/Transport Services**

- ✓ Purpose of hiring the service and approval for same if applicable,
- ✓ Type of vehicle hired is in approved list,
- ✓ Rate charged as per Rate Contract,

### **9.3 Bills of authorized medicine shops**

- ✓ Bills supported by prescription of the treating doctor [institute/IGH/CWSH],
- ✓ Alternative medicines only if approved by the prescribing doctor,
- ✓ Signature of the employee/dependant on the bill,
- ✓ Correctness of the abstract bill,

**9.4 Bills from tie-up hospitals.**

- ✓ Authorization by AMA in case of local hospitals,
- ✓ Referral by IGH and authorization letter by establishment in case of out side hospitals,
- ✓ Admissibility of billed amount under CGHS and/or CS (MA) Rules for determining amount recoverable from the employee.

**9.5 Bills of institute Canteen/GH**

- ✓ Availability of proper requisition and or approval,
- ✓ Rates billed as per approved/standard rates,
- ✓ Approval for deviation from standard menu/rate,
- ✓ Acknowledgement of guest, if applicable.

**CHECKLIST FOR PRE-PAYMENT AUDIT OF  
REIMBURSEMENT BILLS OF STAFF**

**1. Traveling Allowance**

- ✓ Office Order authorizing the travel,
- ✓ Original ticket and/or boarding pass in support of journey undertaken,
- ✓ Original receipt in support of stay at guest house or hotel, if any,

- ✓ Calculation of TA based on eligibility,
- ✓ Calculation of DA as admissible,
- ✓ Compliance of specific requirements, if any like delivery of seminar talk, submission of attendance certificate, etc.
- ✓ Correctness/Completeness of the TA bill.

## 2. Leave Travel Concession

- ✓ Office Order authorizing the travel,
- ✓ Original ticket and/or boarding pass in support of journey undertaken for self and dependents,
- ✓ Correctness/Completeness of the LTC bill/claim, and submission of bill within stipulated (extended) time,
- ✓ Calculation of point-to-point fare as admissible.

## 3. Medical expenses

- ✓ Prescription of authorized doctor,
- ✓ Essentiality Certificate by the prescribing doctor,
- ✓ Cash Memo/Receipt for medicine, tests, fees, etc.,
- ✓ Post-treatment recommendation of institute doctor for treatments at places other than IGH/CWSH,
- ✓ Admissibility of the claim under CGHS and/or CS (MA) Rules.

**4. Specific entitlements**

**4.1 Telephone/Inter-com expense**

- ✓ Declaration of official calls in proper form giving full details as required,
- ✓ Recommendation of the HOD,
- ✓ Exempted amount restricted as per approved limit.

**4.2 Mobile expenses**

- ✓ Used RCV's and/or money receipt for payment of bills or purchase of RCV's,
- ✓ Claimant and claim restricted as per approved list,
- ✓ Periodicity of the claim.

**4.3 Fuel expenses**

- ✓ Declaration of actual expense in appropriate format,
- ✓ Approval of Dean (PD) / PIC / Registrar / Director,
- ✓ Claimant and claim restricted as per approved list,

**4.4 Book Grant**

- ✓ Cash Memo in support of purchase of books,
- ✓ Claim restricted as per approved limit,

- ✓ Periodicity of the claim.

#### 4.5 Membership Grant

- ✓ Money receipt or copy of Credit Card Statement in support of payment of membership fee,
- ✓ Claim restricted as per approved limit,
- ✓ Periodicity of the claim.

#### 4.6 Summer Course

- ✓ Specific approval of the Director for the course,
- ✓ Details of classes taken and name of the faculty members recommended by the HOD,
- ✓ Amount payable as per approved rate.

#### 4.7 SRICCE Vouchers

- ✓ Certification by the P.I and concerned HOD,
- ✓ Stock/Service entry in the Project Register,
- ✓ Other Checks as applicable to F&A vouchers.

#### 5. Miscellaneous Claims

Claims not covered above and claims of miscellaneous nature will be examined on case to case basis depending upon specific circumstances, approval, etc.

**CHECKLIST FOR VETTING OF  
PURCHASE AND WORKS REQUISITIONS**

**STE Proposal**

- ✓ Enquiry sent to the original manufacturer or copy-right/patent holder of the intended goods/services,
- ✓ In case the proposed firm is not the original manufacturer or copy-right/patent holder of the intended goods/services, the firm should be an authorized dealer/distributor of the intended goods/services,
- ✓ Proper justification for STE in Form - 1G and 1H,
- ✓ Approval of the Director.

**2. Comparative Statement**

- ✓ Quotations valid in all respects only are considered,
- ✓ Comparison has been made on the basis of Gross Value [F.O.R. - NIT Campus] inclusive of all taxes and freight, etc.,
- ✓ Entry Tax has been included for out-side Orissa firms,
- ✓ Similar make/model quoted by different bidders are not accepted for few and rejected for the rest,
- ✓ Signature of all members of the Dept. Purchase Committee in case proposal value exceed Rs. 1.0 lakh,

- ✓ Validity period of any quotation has not expired on the date of preparation of Comparative Statement, and validity period of the quotation of selected firm(s) has not expired as on date of placing Purchase Order,
- ✓ Recommendation has been made separately for each item/work based on lowest price,
- ✓ Proper justification [mainly technical unsuitability] has been given for not recommending lowest price
- ✓ Name and address of bidders given overleaf or in a separate sheet attached to the Comparative statement

### 3. Draft Purchase Order

- ✓ P.O is prepared on basic price and all applicable taxes and other charges like freight, etc. are shown separately with respective rates/amount,
- ✓ Delivery period is by specific date [e.g. dd/mm/yy/yy],
- ✓ Terms of payment is clear and as per institute rule or as specifically approved for the case,
- ✓ There should be no ambiguous/confusing/mis-interpretable term in the order.

### 4. Draft Work Order

- ✓ W.O is prepared for gross value clearly containing rates for different types of items [Schedule of Rates],

- ✓ Completion period and free maintenance and/or guarantee period is clearly specified [e.g. 12 months],
- ✓ Stipulations for deposit of ISD and/or deduction of SD and conditions for release of same is specific,
- ✓ Terms of payment including release of [mobilization] advance is clear and as per institute rule or as specifically approved for the case,
- ✓ Terms for settlement of deviations and/or extra items are clear and specific,
- ✓ Escalation clause, if any must be clear and specific,
- ✓ Legal jurisdiction, arbitration clause, and mode of settlement in case of any disputes is clear and specific,
- ✓ Requirement of signing any agreement before commencement of work is clearly specified,
- ✓ Compliance to safety norms and payment/recovery of statutory levies are clearly specified,
- ✓ Responsibility at/of work-site, use of institute resources, and mode of handing over after completion is clearly specified.

## 5. Purchase/ Works Requisition

General Checklist for vetting of Purchase/Works Requisitions is as per Form - IA / 01 and Form - IA / 02 as given in Annexure - II and III, respectively.



## **CHECKLIST FOR AUDIT OF ACTIVITIES OF DEPARTMENTS / SECTIONS**

### **1. Departments/Centers/Halls**

- ✓ Proper stock entry for all purchases,
- ✓ Proper accounting/entry of issue, transfer, and disposal etc. in the Stock Registers,
- ✓ Initial of the Faculty-in-Charge or H.O.D against the entries in the Stock Registers,
- ✓ Identification of obsolete and unserviceable items,
- ✓ Verification of stock at physical location and matching with Stock Register(s),
- ✓ Proper maintenance of permanent advance, if any,
- ✓ Proper maintenance of Leave and Attendance Registers.

[List of units and maximum days are given in Anx. - I]

### **2. Establishment Section**

- ✓ Proper calculation and maintenance of Leave Accounts / Records of all employees,
- ✓ Regularity in making entries in the Service Books and their cross-checking with the Acquittance Roll by F&A Section at fixed intervals,

- ✓ Fixation of initial basic pay on new appointments and internal promotions,
- ✓ Processing of Orders for payment and/or release of terminal benefits on retirement, resignation, etc.,
- ✓ Restoration of commuted value of pension and enhancement of basic (family) pension,
- ✓ Scrutiny of LTC Orders and Claims [admissibility, eligibility, etc.],
- ✓ Issue of Medical/Health Book to employees and dependants [eligibility, category, etc.].

### 3. **Technical Services Section**

- ✓ Allotment of vehicle against proper requisition,
- ✓ Maintenance of Log Book for use of vehicles,
- ✓ Allotment of accommodation in the Guest House against proper booking and/or approval,
- ✓ Classification of guests in to proper category and fixation of charges accordingly,
- ✓ Occupancy vis-à-vis allotment of accommodation,
- ✓ Proper realization of charges and timely deposit of same at Cash Section
- ✓ General monitoring and supervision of materials handed over to the Contractor.

#### 4. P.F Section

- ✓ Proper and timely posting of contributions, recoveries, refunds, and disbursements [PFW/TA], etc. in individual accounts of the beneficiaries,
- ✓ Correctness of calculation of interest on accumulations in individual subscriber account,
- ✓ Correctness of Annual Statements,
- ✓ Correctness of calculation of Final Payments.

#### 5. Cash & Cheque Section

- ✓ Surprise checking of physical cash balance,
- ✓ Undelivered/Cancelled/Blank M.R's and Cheques,
- ✓ Timely deposit of statutory deductions [from salary and bills] and proper filing of Tax Returns,
- ✓ Scrutiny of Personal Ledgers of parties.

#### 6. SRICCE

- ✓ Sanction letter from the sponsoring agency vis-à-vis actual receipt of grant,
- ✓ Proper classification of the expenditures,
- ✓ Vouching of major expenditures,
- ✓ Correctness of the format and figures of the U.C.

\*\*\*\*\*

APPENDIX - I

**LIST OF AUDITEE UNITS AND TENTATIVE (MAXIMUM) DAYS  
FOR PREPARATION OF ANNUAL AUDIT PLAN**

Sl. No.	NAME OF THE UNITS	MAX. DAYS
<b>TEACHING DEPARTMENTS</b>		
1	Bio-Medical & Bio-Technology	5
2	Ceramic	5
3	Chemical	5
4	Civil	8
5	Computer Science	8
6	Electrical	8
7	Electronics & Communication	8
8	Mechanical	8
9	Metallurgy	5
10	Mining	5
11	Chemistry	3
12	Humanities	1
13	Life Science	3
14	Management	3
15	Mathematics	2
16	Physics	3
<b>COMMON FACILITIES</b>		
1	Central Workshop	5
2	Computer Center	5
3	Library	5
4	Student Activity Center	5
5	Training & Placement Cell	5
6	Library Books [once in 3-5 years]	20
<b>HALLS OF RESIDENCE</b>		
1	J R D Tata Hall	5
2	M Visweswaraya Hall	5
3	G D Birla Hall	5
4	Dhirubhai Ambani Hall	5
5	M S Swaminathan Hall	5
6	C V Raman Hall	5
7	Homi Bhabha Hall	5
8	Kiran Majumdar Shaw Hall	10
<b>OTHER UNITS</b>		
1	Registry [Important Sections]	20
2	Estate Maintenance	20
3	Chief Warden's Office	4
4	Dispensary	1
5	Special Audits and Follow-ups	35
<b>Total days available in a year for audit (apx.)</b>		<b>230</b>



## FORM - IA/01

## CHECKLIST FOR VETTING OF PURCHASE REQUISITIONS

Sl. No.	PARTICULARS OF CHECKS REQUIRED	CHECKING BY DEPTT.	VETTING BY IA
[1]	[2]	[3]	[4]
1	In case of STE, enquiry sent to the manufacturer	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, copy of dealership certificate of the agency attached	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
2	In case of LTE, enquiry sent to at least SIX firms	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
3	Required time allowed for submission of quotations	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
4	In case of LTE, at least THREE quotations received	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
5	No quotation received directly from any vendor by hand	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
6	Any quotation received after due date but not opened	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
7	Quotations opened on due date and time as fixed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
8	Quotations opened in presence of at least 2 members of DPC	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
9	All members present signed on envelopes and quotations	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
10	Comparative Statement prepared based on price-inclusive of all taxes as applicable, freight, etc. for all firms	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
11	Recommendation in favor of lowest bidder [L <sub>1</sub> ]	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, justification for rejection noted in the C.S	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
12	Recommendation for different items made separately	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
13	In case of procurement of foreign items, P.O to be placed on the foreign agency [may be through Indian agent]	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, payment [to Indian agent] to be made in INR only	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
14	Terms of payment recommended as per institute rule	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
15	P.R No., [Budget] A/c Head and ID mentioned correctly	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
16	All required forms are properly filled and signed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
17	All papers including a draft P.O are arranged properly [based on "DATE"] in one file and this Checklist is put on top	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
18	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as 01	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
19	P.R. No., Name of Department, etc. mentioned on file cover	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N

[Faculty/Officer-in-Charge]

[H.O. / H.O.C]

[Dealing Asst. / Accountant]

[Asst. Registrar (IA)]



## APPENDIX - III

NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA - 769 008

## FORM - IA / 02

## CHECKLIST FOR VETTING OF WORKS REQUISITIONS

Sl. No.	PARTICULARS OF CHECKS REQUIRED	CHECKING BY DEPTT.	VETTING BY IA
[1]	[2]	[3]	[4]
1	Original Proposal from the concerned authority enclosed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
2	Drawings, Estimate and Proposal prepared and approved	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
3	Mode [STE/LTE/OTE] of tendering approved	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
4	In case of LTE, enquiry sent to at least SIX [registered] firms	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
5	In case of OTE, advertisement released in at least one local and one national daily and also hosted at institute web-site	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	Minimum time allowed for submission of quotations/bids	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
6	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
7	In case of LTE, at least THREE quotations received	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
8	Any quotation received directly from any agency by hand	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
9	Any quotation received after due date but not opened	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
10	Quotations opened on due date and time as fixed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
11	All members [min. 2] present signed on envelopes and bids	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	Whether single-stage bid system followed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
12	If No, Price bids of only technically acceptable firms opened	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	EMD was asked and submitted by all firms	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
13	If No, quotations with-out EMD rejected	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	Lowest bidder was recommended	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
14	If No, reason recorded and approved by competent authority	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
	Whole work recommended in favor of only one agency	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
15	If No, distribution at L <sub>1</sub> rate and in prescribed ratio	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
16	W.R No., [Budget] A/c Head and ID mentioned correctly	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
17	All required forms are properly filled and signed	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
18	LOI issued before vetting and/or fund booking	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
19	All papers including a draft W.O are properly filed [based on "DATE"] and this Checklist is put on top of main file.	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
20	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as 01.	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N
21	W.R. No., Name of work, etc. mentioned on file cover	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N

[CE(E) / Jr. Engr. / Stp. Eng.]

[AE(E) / AEE(C) / V.P / P.I.C]

[Dealing Asst. / Accountant]

[Asst. Registrar (IA)]



NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA - 769 008

INTERNAL AUDIT OFFICE

No. - NITR / IA / YY / M /

Date- DD / MM / YY

HOD [XYZ]

**Sub:- Report on Internal Audit & Physical Stock Verification of the Department of XYZ for the year 20XX-YY.**

I am to forward the Report on Internal Audit & Physical Stock Verification of the Department of XYZ for the year 2008-09.

It is requested that the Audit Suggestion(s) given at Part-IV may please be implemented within one month of receipt of the report and Follow-up Requirements listed at Part-V of the report may please be complied within the date stipulated therein.

The implementation and/or compliance status will be verified on DD / MM / YY for submission of report to the competent authority.

**Asst. Registrar (IA)**

Encl. - As above

CC :-

1. Registrar for information.
2. Secretary to Director for kind information of the Director.

APPENDIX - V

REPORT ON INTERNAL AUDIT AND PHYSICAL STOCK VERIFICATION OF THE  
DEPARTMENT OF XYZ FOR THE YEAR 20XX-YY

PART-I: INTRODUCTORY

- A. Name of the HOD : Prof. ABC, Professor
- B. Period of Audit : 20XX – 20YY
- C. Scope of Audit : i. Physical Stock Verification  
ii. Checking of Permanent Advance  
iii. Checking of Stock Entry  
iv. Checking CL A/c and Attendance Register
- D. Name of the Auditor : i. Sri KLM, Designation

PART-II: RECORDS EXAMINED

The department produced the following records and Stock Registers for verification.

1. Master Stock Registers
2. Permanent Advance Register/ Cash Book
3. Laboratory Stock Registers
4. Leave Register and Attendance Register

PART-III: AUDIT APPRECIATIONS

1. The unserviceable/unused materials including those available with the department but not in any Stock register, were written off and disposed by following appropriate procedures.
2. CL Account of the staff members were verified with Attendance Register and found to be in order.

PART-IV: AUDIT SUGGESTIONS

1. During the course of physical stock verification, it was found that the items written-off and disposed were not deducted from the Stock Registers. It is advised that the written off materials may be deducted from the Stock Registers to regularize the current stock position.
2. It is advised that Stock Registers as specified in the new purchase procedure may be maintained. The stock of the balance materials need not be carried over to the new Stock Registers.

PART-V: FOLLOW-UP REQUIREMENT

Sl. No.	Follow-up Action / Compliance Required	By Date
1.		
2.		
3.		

Asst. Superintendent (IA)

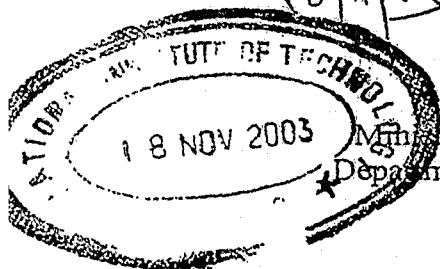
Asst. Registrar (IA)



[illegible]

8268 <sup>Encl.</sup> **Conduct Rules of**  
**I.I.T. Delhi**

E. A. Annexure A.5



No.F.20-46/2003-TS-III

Government of India

Ministry of Human Resource Development  
Department of Secondary & Higher Education

New Delhi  
November 9, 2003

**OFFICE MEMORANDUM**

**Subject:-** Service Conditions of the Employees of Regional Engineering Colleges upon their conversion as National Institutes of Technology (NITs) with deemed university status.

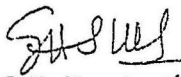
\*\*\*\*\*

The Government had taken over the full administrative and financial control of all the seventeen Regional Engineering Colleges (RECs) [now converted as National Institutes of Technology with deemed university status] located at Allahabad, Bhopal, Calicut, Durgapur, Hamirpur, Jaipur, Jalandhar, Jamshedpur, Kurukshetra, Nagpur, Rourkela, Silchar, Srinagar, Surat, Surathkal, Tiruchirappalli and Warangal vide notification No. F.35-1/2002-TS-III dated 14<sup>th</sup> May 2003 and it was stated therein that the terms and conditions governing the Institutions and their employees would be issued separately. After careful consideration of various aspects of the existing rules & regulations it has been decided to introduce the following administrative measures so as to ensure uniformity in rules & regulations governing service conditions of the employees in NITs.

- (1) **Period of Probation on Recruitment:-** The period of probation of on fresh recruitment in NITs for both teaching and non-teaching employees shall be same as per practice in vogue in Indian Institute of Technology (IIT), Delhi;
- (2) **Leave Rules:-** Leave Rules including sabbatical leave for faculty in NITs shall be same as is prevalent in IIT, Delhi.
- (3) **Conduct & Disciplinary Rules:-** Conduct & Disciplinary Rules for employees of NITs shall be same as is prevalent in IIT Delhi.
- (4) **Medical Rules:-** The employees of NITs shall be entitled to reimbursement for medical attendance and treatment in the similar manner as is available to other Central Government employees under Medical Attendance Rules of the Government.
- (5) **Travelling Allowance & Daily Allowance:-** Payment of TA/DA to the employees of NITs shall be governed in the similar manner as is being regulated under Fundamental Rules (FR) & Supplementary Rules (SR) for other Central Government employees.

- (6) **Leave Travel Concession:-** The system of LTC will be same as per practice being followed in the Central Government in this regard. The existing practice of leave encashment facility being followed in some of the Institutes shall be dispensed with immediately.
- (7) **Performance Assessment System:-** The performance assessment system for the faculties of NITs shall be similar to assessment system being followed in IIT Roorkee.
- (8) **Career Advancement Scheme [CAS]:-** Separate order has already been issued vide OM No. F.20-18/2003-TS-III dated 15-09-2003 regarding implement of Career Advancement Scheme for the faculty.
- (9) **Assured Career Progression (ACP):-** The provision of the scheme of ACP issued by the Department of Personnel & Training, Govt. of India vide OM No.35034/1/97-Estt.(D) dated 9-8-1999 for employees of Central Government having no promotional avenues shall also be applicable to similarly placed employees of NITs.
- (10) **Working Days:-** NITs may adopt the practice of 5-days or 6-days week depending upon decision of its own Board of Governors subject to the stipulation of the minimum working hours as prescribed by All India Council for Technical Education (AICTE) in this regard i.e. @ 40 hrs per week.
- (11) **Holidays:-** NITs will adopt the same practices of holidays as is being observed by the IIT of the region in which the NIT is located.

**Date of effect:-** The above provisions shall be effective after necessary adoption by the respective BOGs of NITs.

  
(Dr. G L Jambulkar)  
Deputy Educational Adviser  
Tel: 2338-4276

To

1. The Directors of all NITs

## SCHEDULE B

## INDIAN INSTITUTE OF TECHNOLOGY DELHI

*(See Statute 13 (17))*

## Conduct Rules

## 1. Application

The provisions contained in this Schedule shall apply to all employees of the Institute.

## 2. Definitions

In this Schedule unless the context otherwise requires

(a) "Competent authority" means :

- (i) "The Board of Governors" in the case of Director.
- (ii) "The Director" in the case of all other employees.

(b) "Members of the family" in relation to an employee includes.

- (i) the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and
- (ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the Institute.

## 3. General

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he may be appointed by the Institute.

- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

#### 4. Taking Part in Politics and Elections

- (i) No employee shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall he subscribe in aid or assist in any manner any political movement or activity.
- (ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

#### 5. Connection with Press or Radio or Patents

(1) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

(2) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

**Note :** Subject to the restrictions noted below members of the staff are at liberty, without any sanction as contemplated in paragraph 5(2) above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political thing-

Publication of articles relating to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

#### 6. Criticism of the Institute

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion—

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or
- (ii) which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organisation or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

#### 7. Evidence before Committee or any other Authority

(1) Save as provided in sub-paragraph (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-paragraph (1) no employee giving such evidence shall criticise the policy or any action of the Institute or the Central Government or any State Government.

(3) Nothing in this paragraph shall apply to—

- (a) evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given in any departmental enquiry ordered by the Institute authorities.

#### 8. Unauthorised Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

#### 9. Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person

other than relations any gift or more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

#### 10. Private Trade Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to as regards acceptance of remuneration as may be laid down by the Board.

#### 11. Investments, Lending & Borrowing

(1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

#### 12. Insolvency, Habitual Indebtedness and Criminal Proceedings

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.

(2) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

#### 13. Moveable, Immoveable and Valueable Property

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the Institute may prescribe in this behalf of all immoveable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

**14. Vindication of Acts and Character of Employees**

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

**15. Marriages etc.**

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the Institute service.

**16. Representations**

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

**17. Punishment, Appeals, etc.**

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

**18. Interpretation**

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.



## PART - A

## Section I

Revised Pay Bands and Grade Pays for posts carrying present scales in Group 'A', 'B', 'C' & 'D' except posts for which different revised scales are notified separately.

(In Rs.)

Present Scale			Revised Pay Structure		
Sl. No.	Post/ Grade	Present Scale	Name of Pay Band/ Scale	Corresponding Pay Bands/ Scales	Corresponding Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)
1	S-1	2550-55-2660-60-3200	-1S	4440-7440	1300
2	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
3	S-2A	2610-60-2910-65-3300-70-4000	-1S	4440-7440	1600
4	S-3	2650-65-3300-70-4000	-1S	4440-7440	1650
5	S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800
6	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
7	S-6	3200-85-4900	PB-1	5200-20200	2000
8	S-7	4000-100-6000	PB-1	5200-20200	2400
9	S-8	4500-125-7000	PB-1	5200-20200	2800
10	S-9	5000-150-8000	PB-2	9300-34800	4200
11	S-10	5500-175-9000	PB-2	9300-34800	4200
12	S-11	6500-200-6900	PB-2	9300-34800	4200
13	S-12	6500-200-10500	PB-2	9300-34800	4200
14	S-13	7450-225-11500	PB-2	9300-34800	4600
15	S-14	7500-250-12000	PB-2	9300-34800	4800
16	S-15	8000-275-13500	PB-2	9300-34800	5400
17	New Scale	8000-275-13500 (Group A Entry)	PB-3	15600-39100	5400
18	S-16	9000	PB-3	15600-39100	5400
19	S-17	9000-275-9550	PB-3	15600-39100	5400
20	S-18	10325-325-10975	PB-3	15600-39100	6600
21	S-19	10000-325-15200	PB-3	15600-39100	6600
22	S-20	10650-325-15850	PB-3	15600-39100	6600
23	S-21	12000-375-16500	PB-3	15600-39100	7600
24	S-22	12750-375-16500	PB-3	15600-39100	7600
25	S-23	12000-375-18000	PB-3	15600-39100	7600
26	S-24	14300-400-18300	PB-4	37400-67000	8700
27	S-25	15100-400-18300	PB-4	37400-67000	8700
28	S-26	16400-450-20000	PB-4	37400-67000	8900
29	S-27	16400-450-20900	PB-4	37400-67000	8900
30	S-28	14300-450-22400	PB-4	37400-67000	10000
31	S-29	18400-500-22400	PB-4	37400-67000	10000
32	S-30	22400-525-24500	PB-4	37400-67000	12000

33	S-31	22400-600-26000	HAG+ Scale	75500- (annual increment @ 3%) -80000	Nil
34	S-32	24050-650-26000	HAG+ Scale	75500- (annual increment @ 3%) -80000	Nil
35	S-33	26000 (Fixed)	Apex Scale	80000 (Fixed)	Nil
36	S-34	30000 (Fixed)	Cab. Sec.	90000 (Fixed)	Nil

## Section II

Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006

### PB-1 (Rs.5200-20200)

Grade pay	Pay in the Pay Band	Total
1,800	5,200	7,000
1,900	5,830	7,730
2,000	6,460	8,460
2,400	7,510	9,910
2,800	8,560	11,360

### PB-2 (Rs.9300-34800)

Grade pay	Pay in the Pay Band	Total
4,200	9,300	13,500
4,600	12,540	17,140
4,800	13,350	18,150

### PB-3 (Rs.15600-39100)

Grade pay	Pay in the Pay Band	Total
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

### PB-4 (Rs.37400-67000)

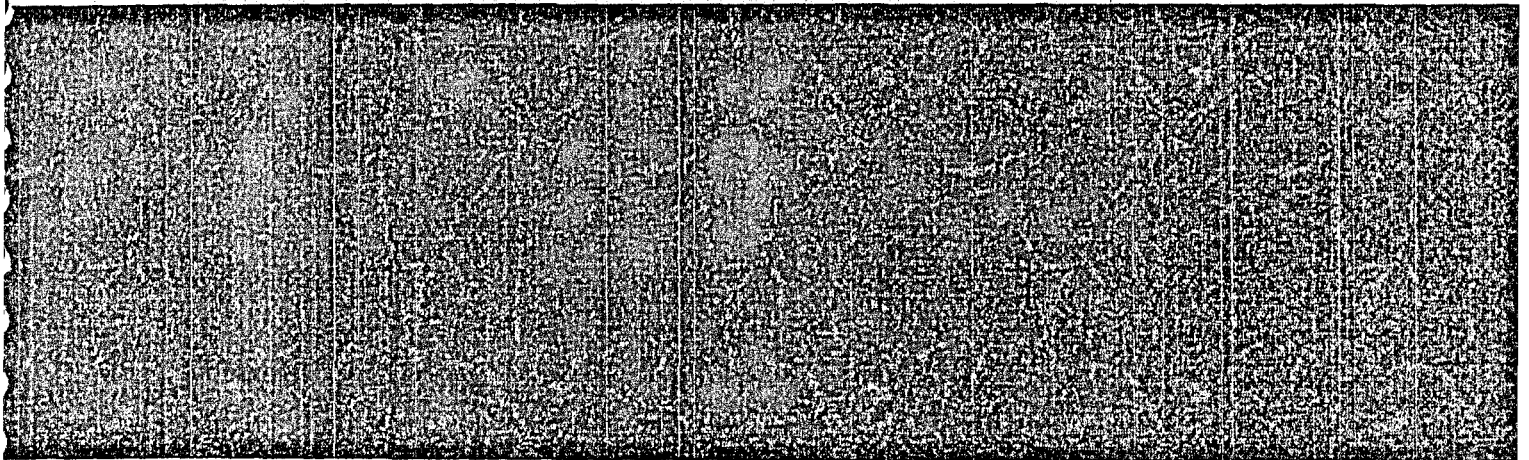
Grade pay	Pay in the Pay Band	Total
8,700	37,400	46,100
8,900	40,200	49,100
10,000	43,000	53,000
12,000	47,100	59,100

NATIONAL INSTITUTE OF TECHNOLOGY



ROURKELA

*The Warehouse of Technical Excellence*



*The Growth Plan Profile*

NIT Rourkela: *Creating Intellectual Capital*

<http://www.nitrkl.ac.in>

# NIT ROURKELA

## *Mission*

*To advance and spread knowledge in the area of science and technology leading to creation of wealth and welfare of humanity*

## *Vision*

*To become an internationally acclaimed institution of higher learning that will serve as a source of knowledge and expertise for the society and be a preferred destination for undergraduate and graduate studies.*

## *Quality Policy*

*Every student and employee of NIT Rourkela as well as all external agencies providing service to the Institute shall strive to achieve quality, speed and economy (in that order of importance) in all their endeavors. They will employ and create TECHNOLOGY to enhance productivity, protect the environment and uphold human dignity.*

## *Guiding Principles*

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Build an environment that is conducive to academic pursuit, nurturing creative thoughts and inculcating a spirit of inquiry.</li><li>• Promote free exchange of knowledge and experience with others, while respecting each others right to intellectual property.</li><li>• Ensure quality, speed, economy and transparency in all spheres of our activities.</li><li>• Create a truly multicultural community and promote cultural bonding and teamwork among all.</li></ul> | <ul style="list-style-type: none"><li>• Provide opportunity to every member of the Institute for achieving academic excellence, developing all round personality and realizing his or her full potential.</li><li>• Adopt state of the art technology in all endeavors.</li><li>• Serve the society around, using the knowledge and expertise of the Institute.</li></ul> |
|--|---|

## Our History .....

On 15<sup>th</sup> August, 1961, NIT Rourkela was founded as the Regional Engineering College as the joint undertaking of the Government of India and Government of Orissa for imparting quality education in the field of engineering and technology. The FIVE engineering branches that were opened in the year of inception were the Civil Engineering, Chemical Engineering, Electrical Engineering, Mechanical Engineering, and Metallurgical Engineering along with FOUR basic science and humanities departments, i.e, Physics, Chemistry, Mathematics, and Humanities. With time, more departments such as the Mining Engineering (1980), Computer Science and Engineering, (1986), Electronics and Instrumentation Engineering (1987), and Ceramic Engineering (1994) were added.

**NIT Rourkela .....**  
***Where every student,  
staff or faculty attains  
his potential***

## Ours Today .....

*What we have to learn to  
do, We learn by doing*

*- Aristotle*

On June, 26<sup>th</sup> 2002 the college was designated as the National Institute of Technology, Rourkela with full administrative control by the Ministry of Human Resources Development, Government of India. Coinciding with the 47<sup>th</sup> Foundation Day of REC/NIT Rourkela on 15<sup>th</sup> August 2007, it was declared as the Institute of National Importance by an act of the Parliament. Over the years, NIT Rourkela has strived to establish itself as one of the Premier National level Institutions for technical education for the country. The Institute has made stupendous growth in the recent years with addition of FIVE more departments such as the Electronics and Communication Engineering (2005), Biomedical Engineering (2007), Biotechnology Engineering (2007), Department of life science (2009), and the Department of Management (2009) to its fold.

## We Strive .....

To be counted among the best technological institutes of India in terms of innovation, entrepreneurship and creation of intellectual wealth. It is passionately committed to making our country a world leader in technology and science and to inculcate the commitment among all its students. The target is to be known round the world for our academic standards.

**NIT Rourkela: *Creating Intellectual Capital***

<http://www.nitrkl.ac.in>

## NITR the Campus: Our Privilege

The NITR campus is spread over 260 hectares of picturesque landscape against a hilly backdrop creating a tranquil environment for scholastic pursuits by students, staff and faculty. En-route the Howrah - Mumbai main line of South Eastern railway, it is well connected by rail and road with the rest of India. Rourkela has a small airport, the nearest major airports being at Ranchi, Kolkata and Bhubaneswar.

The campus is a mini township by itself with all modern facilities including its own water-supply system, well-lit roads, restaurants and a small market complex for day to day needs. There are eight well maintained halls of residence, seven for boys and one for girls, providing a comfortable and enjoyable social environment.

The rich student life of NITR extends in three directions – one is around the departments and centers that are accessible on 7x24 hour basis not only to faculty and research students but also to the junior undergraduate pursuing a technical hobby. The second major focus is the Student Activity Centre (SAC) which is the nerve centre of all extracurricular activities – be it sports, music, drama, amateur radio or social work. A unique feature of the NIT system is the cultural mix of students from all parts of India. The social life of the NITian is enriched by this multicultural environment. The third and the most important part of the student's life are built around the hostels. The Institute is completely residential and discourages all forms of segregation among students. Harassment of the fresher is considered below the dignity of an NITian. All matters of hostel management – be it the mess menu or the colour of the roses to be planted in the garden, are decided by the student body.

NITR has been fortunate to have a host of renowned personalities as its guests on several occasions. Notable among the recent visitors are Dr. K. KASTURIRANGAN, Honourable Member of Parliament (Rajya Sabha) and former chairman of the Indian Space Research Organisation, Space Commission and Secretary to the Government of India in the Department of Space, Former Chairman ISRO and advisor to the Prime Minister of India, Dr. Anil Kakodkar, Chairman, Atomic Energy Commission of India, Prof. R. Natarajan, former Chairman, AICTE, Prof. C. S. Jha, Ex-Director, IIT, Kharagpur and Ex- VC, BHU and Mr. Subroto Bagchi, Co-founder and Chief Operating Officer for Mind Tree Consulting, besides others.

## NITR Administration & Operation

NIT Rourkela is an autonomous academic institute, created by an act of Parliament to impart education in technology and science at international standards. It is administered by a Board of Governors (BOG) nominated by the President of India, who is the visitor to the Institute. The Director is the executive head of the institution. He chairs the Senate, which is the authority on all academic

NIT Rourkela: *Creating Intellectual Capital*

<http://www.nitrkl.ac.in>

matters. The Senate comprises of all the Professors of the Institute and a few members nominated by the Chairman, BOG. It is responsible for the maintenance of standards of instruction, education, examination and all other academic matters. Other relevant administrative roles are performed by the Registrar, the Deans, Heads of Departments and Centers, Wardens and members of the faculty.

## NITR Alumni: Our Pride

NITR has more than 15000 strong alumni base, its members spread around the globe. Many of them have reached positions of eminence in their chosen fields of industry, business, academic, research or entrepreneurship. Our alumni are playing valuable roles in management of the Institute apart from serving as brand ambassadors for their alma mater and serving as role models for the future generations. The relationship between the Institute and alumni has to be made more intimate for the following reasons:

- 1) Institute Industry partnership will grow.
- 2) More donations from Alumni to the Institute will help in future.
- 3) The students can take help from Alumni to do their projects both inside and outside the country.
- 4) Alumni can help in identifying adjunct faculty for the Institute.
- 5) Association of Alumni with the Alma mater will help in revising our academic curriculum as per the present day requirement, to provide scholarship to the needy and poor students.

## NITR: Security

The Security of the Campus has become a serious issue in view of the happenings in the Indian Institute of Science, Bangalore and other reputed Institutes of national importance. Moreover, the Institute is located in the Sundargarh District of Orissa adjacent to Jharkhand State making vulnerable to frequent disturbances in the area. Completion of Boundary Wall, security road, regular patrolling has to be done for security and safety of the faculty, staff, students, buildings and equipment etc. Security staff have to be strengthened to meet the requirement of security threats from outside.

The staff requirement for security will be met from-

- i) Regular Security staff.
- ii) Outsourcing security services to the outside agencies.

## NIT Rourkela: *Creating Intellectual Capital*

<http://www.nitrkl.ac.in>



## **NITR: Road Network**

In view of the expansion of hostels and academic building, faculty houses as well as access to hitherto unused areas, it is proposed to construct additional road network in the campus. The approximate length will be around 30 kilometers.

## **NITR: Office Automation**

Like any other modern University, the entire campus has to work on paperless office and necessary infrastructure is required to be made for the same.

## **NITR: Technology Incubation Centre**

A Centre for Technology incubation is proposed for development of new technology and new patents. The centre will constantly be in touch with industries for development of new products and marketing them. Reputed industries will be invited for establishing their own centre inside the Campus for direct collaboration with NIT.

## **NITR: Centre for Tribal Development**

National Institute of Technology, Rourkela is located in the District of Sundargarh, Orissa which is predominantly tribal dominated. Involvement of the Institute with the people in the vicinity will go a long way in development of the area. The Institute can adopt some nearby villages and help them in using day to day modern technology for their upliftment and living.

## **NITR Academic Programmes**

The Institute has a diversified academic programme with the departments offering specialized courses at undergraduate, postgraduate and doctoral levels. Admission to the Institute is mostly through national level competitive examinations like the All India Engineering Entrance Examination (AIEEE) for the undergraduate programmes, the Graduate Aptitude Test in Engineering (GATE) for postgraduate programmes and special tests conducted by the Institute for its research programmes.



## ACADEMIC DEPARTMENTS

Biotechnology & Medical Engineering  
Ceramic Engineering  
Chemical Engineering  
Chemistry  
Civil Engineering  
Computer Science & Engineering  
Electrical Engineering  
Life Sciences

Electronics & Communication Engineering  
Humanities & Social Sciences  
Mathematics  
Mechanical Engineering  
Metallurgical and Materials Engineering  
Mining Engineering  
Physics  
School of Management  
Industrial Design

## CENTRES

Training & Placement  
Computer Centre  
Central Workshop  
Centre for Tribal Development  
Center for Technology Incubation

## CENTRES OF EXCELLENCE

Centre for Industrial Refrigeration & Cryogenics  
Centre for Industrial Electronics & Robotics  
Centre for Development of Nano-materials  
Centre for Materials Science & Engineering

With the introduction of OBC reservation, NIT Rourkela's strength for admission to B. Tech degree program is expected to go up to 650 per year in the year 2010 from the present level of 420 per year (2008-09). The present total student strength in the bachelor program is 1735. Admission to the degree programs in the following disciplines are offered is offered.

## NITR Academic Programs

NIT Rourkela has adopted modern and flexible curricula at all levels. The syllabi cover a wide range of topics, from the classical to the most modern, and the teachers have the full freedom to incorporate the latest developments in the field. Some of the innovative features of the NITR curriculum are: Open Electives, Short Term Industrial Exposure, seminars and Creative Technical Writing in senior UG, PG and Research programmes and Extra Academic Activities and Value Education. The institute offers Undergraduate (B. Tech.) in the following disciplines.

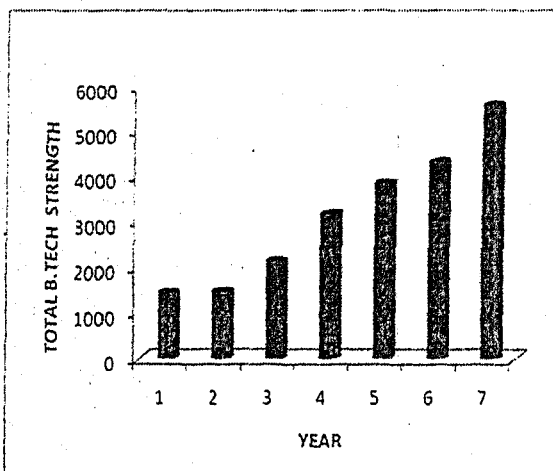
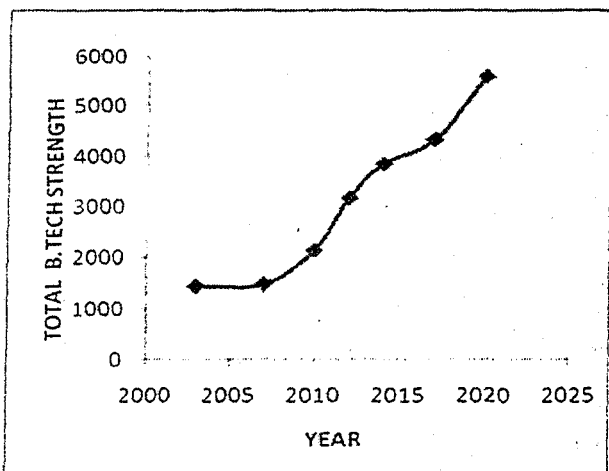
### B. Tech Courses

The prospective growth plan is envisaged over a time horizon of over 10 years (i.e up to 2020 AD). NIT Rourkela has visionary planning to enhance the B. Tech intake capacity to 5595 in 29 degree programs offered by 14 departments as per the list at Annex – A. This reserves a provision to open one more new department along with capacity addition alteration of the existing departments. The details of the growth plan is as per the followings

NIT Rourkela: *Creating Intellectual Capital*

<http://www.nitrkl.ac.in>

YEAR	2003	2007	2010	2012	2014	2017	2020
ADMISSION / YEAR	360	420	675	960	990	1350	1545
STUDENT STRENGTH IN THE YEAR	1442	1478	2146	3171	3840	4320	5595



Graphical presentation of the campus strength versus the year of growth for B. Tech program

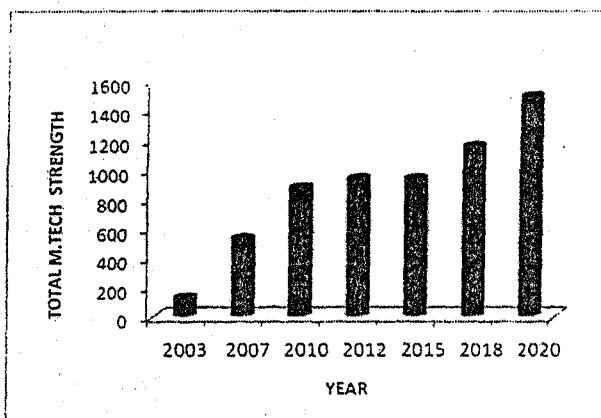
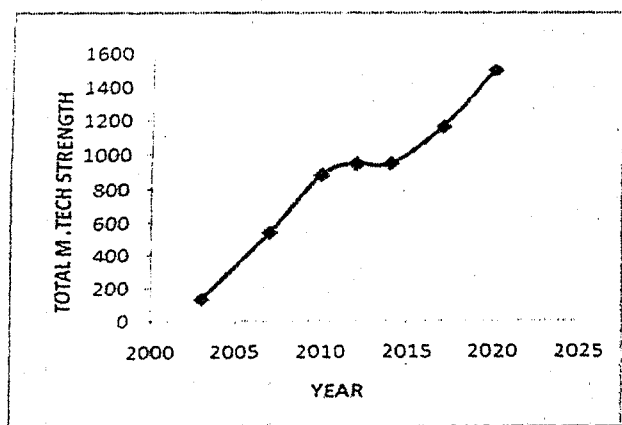
## Postgraduate Programs

### M. Tech Degree

The Institute plans for a stupendous growth of its M. Tech programs in the coming 10 years. From the present 26 specialized degree programs with the intake capacity of 534 per year (or 1068 in two years) as per 2008 - 09, the growth plan is to take the number of M. Tech degree programs to 49 by 2020 with intake of 850 students (M. Tech strength of 1505 in the year 2020), that includes the dual degree programs. Year wise growth plans covering the time horizon of 2010, 2012, 2014, 2017, and 2020 is given below as per the details at the Annex -A.

- |                                  |  |
|----------------------------------|--|
| 1 Biotechnology                  | 7 Electrical Engineering                     |
| 2 Biomedical Engineering         | 8 Electronics & Instrumentation Engineering. |
| 3 Ceramic Engineering            | 9 Electronics & Communication Engineering    |
| 4 Chemical Engineering           | 10 Mechanical Engineering                    |
| 5 Civil Engineering              | 11 Metallurgical and Materials Engineering   |
| 6 Computer Science & Engineering | 12 Mining Engineering                        |

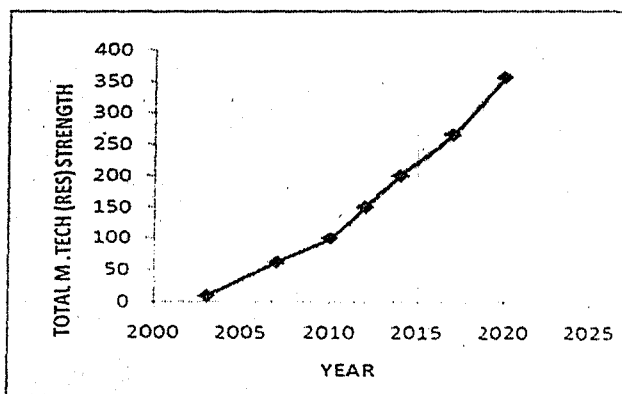
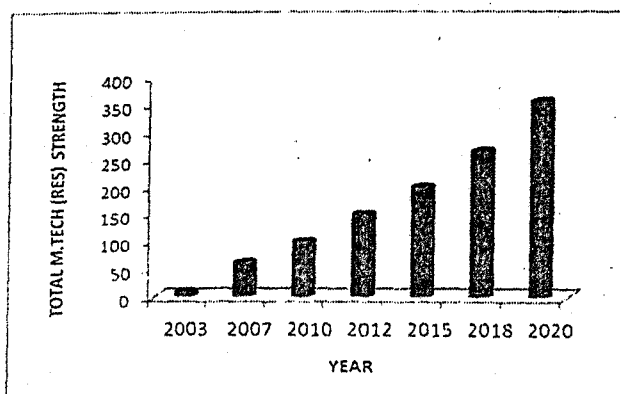
YEAR	2003	2007	2010	2012	2014	2017	2020
ADMISSION	54	286	475	475	510	655	850
Student strength (2 batches)	133	540	886	950	950	1165	1505



Graphical presentation of the campus strength versus the year of growth for M. Tech program

Similarly there is a planning to increase the intake strength of M. Tech by Research up to 355 by the year 2020 AD. The growth plan is shown in the figures below. Department wise details are presented at Annex – A.

YEAR	2003	2007	2010	2012	2014	2017	2020
Total Student strength	09	62	100	150	200	265	355

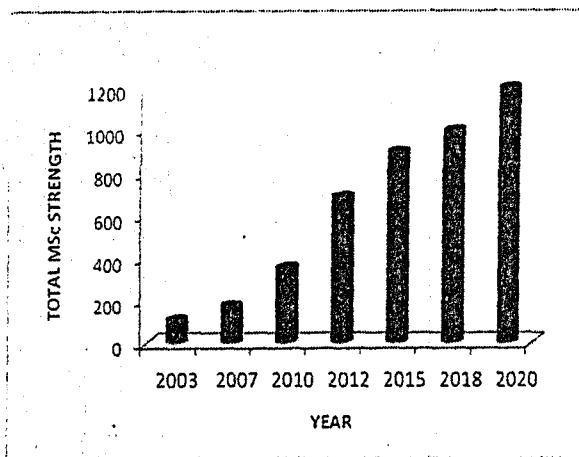
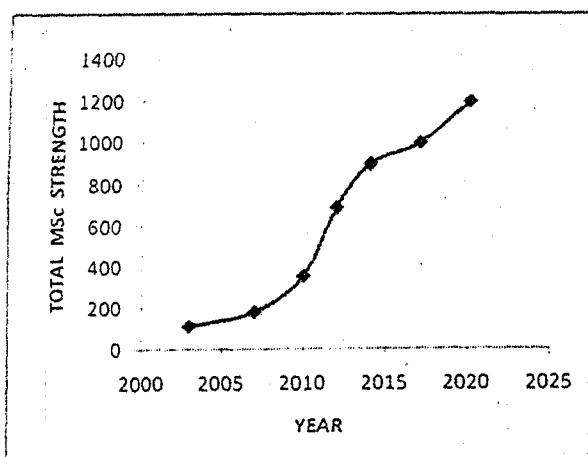


Graphical presentation of the campus strength versus the year of growth for M. Tech (Res.) program

## M. Sc and MA Courses

The departments of Physics, Chemistry and Mathematics are offering M. Sc. Courses in the respective specializations. The department of Humanities is planning to offer MA course. The proposed growth plan for the basic science and Humanities departments are as follows.

YEAR	2003	2007	2010	2012	2014	2017	2020
ADMISSION	54	90	195	255	270	310	340
Student Strength Including 5 years integrated program	114	180	360	690	900	1000	1200

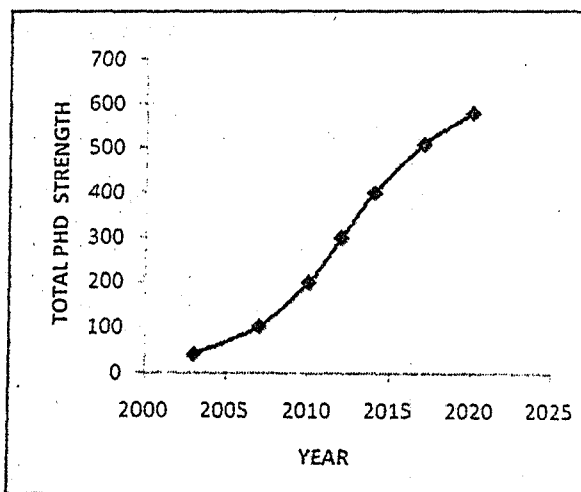
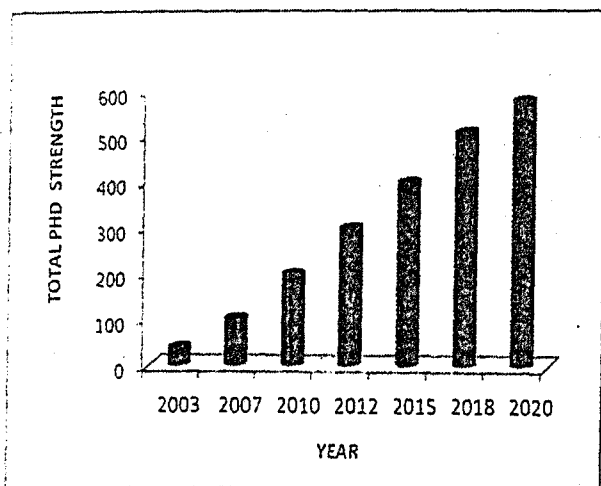


Graphical presentation of the campus strength versus the year of growth for M. Sc – MA program

## Research Program

NIT Rourkela is globally known as one of the premier institutes for its quality B. Tech program. The institute plans for enhancement of its research program. In the next 10 years it is proposed to enhance the number of Ph. D scholars from the present 110 (year 2008 – 09) to 580 by 2020 AD, the details of which are given below as per the Annex - A.

YEAR	2003	2007	2010	2012	2014	2017	2020
Ph. D Students Strength in the Year	41	103	200	310	420	510	580

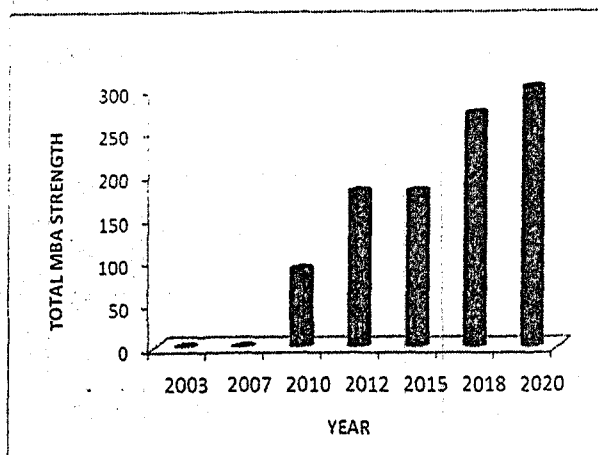
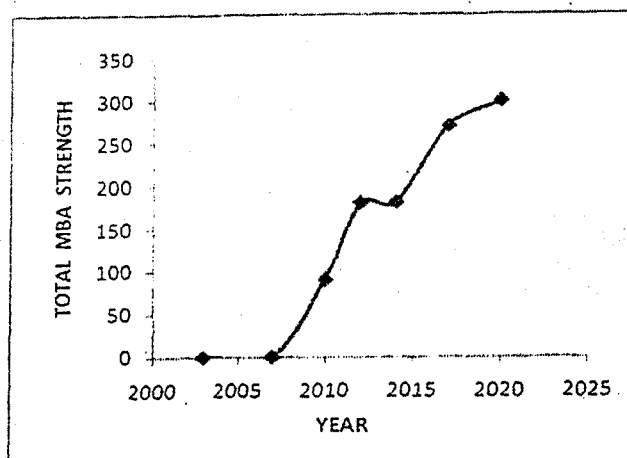


Graphical presentation of the campus strength versus the year of growth for Ph. D program

## MBA

There is planning to open the department of Master in Business Management at NIT Rourkela starting from the year 2009 with intake of 30 students. The present planning is to enhance this program by the introduction of integrated MBA taking the strength to 300 in 2020 AD as per the details of which are given below as per the Annex - A.

YEAR	2003	2007	2010	2012	2014	2017	2020
Students Strength in the Year	0	0	60	120	120	150	150
Integrated MBA			30	60	60	120	150

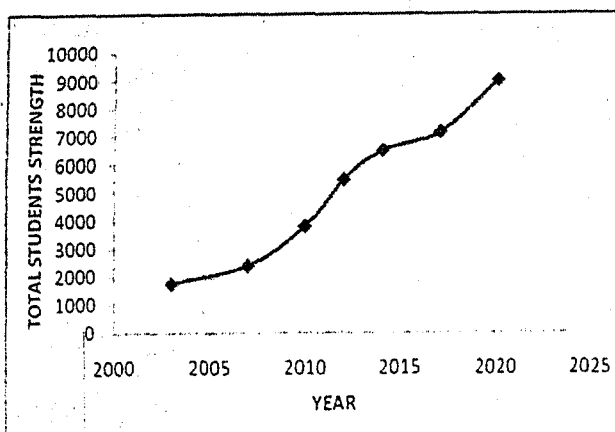
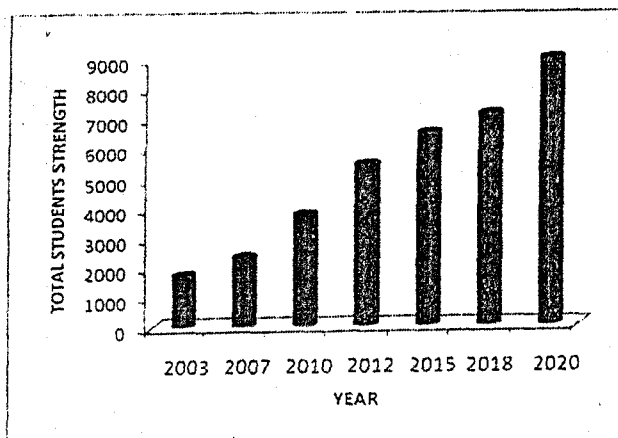


Graphical presentation of the campus strength versus the year of growth for MBA program

## TOTAL SEATS

It is proposed to increase the strength of students in the campus from all the programs from 3837 in 2010 AD to 8985 in the year 2020 AD. The growth plan keeps a provision of a new department suitably in the year 2014 AD. Abstract of the student's strength in the years 2010, 2012, 2014, 2017, and 2020 AD are as per the following Table.

YEAR	2003	2007	2010	2012	2014	2017	2020
B. Tech for 4 Years	1442	1478	2140	3165	3840	4320	5595
M. Tech for 2 Years	133	540	886	950	950	1165	1505
M. Tech (Res) for 2 Years	09	62	100	150	200	265	355
M. Sc for 2 Years	114	180	360	690	900	580	650
Ph. D for 3-4 years	41	103	200	300	400	510	580
M. B. A for 2 years including integrated	0	0	90	180	180	270	300
<b>TOTAL CAMPUS STRENGTH</b>	<b>1739</b>	<b>2363</b>	<b>3776</b>	<b>5435</b>	<b>6470</b>	<b>7110</b>	<b>8985</b>



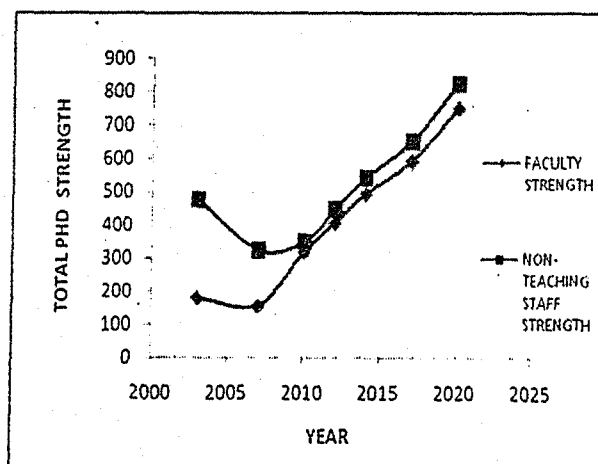
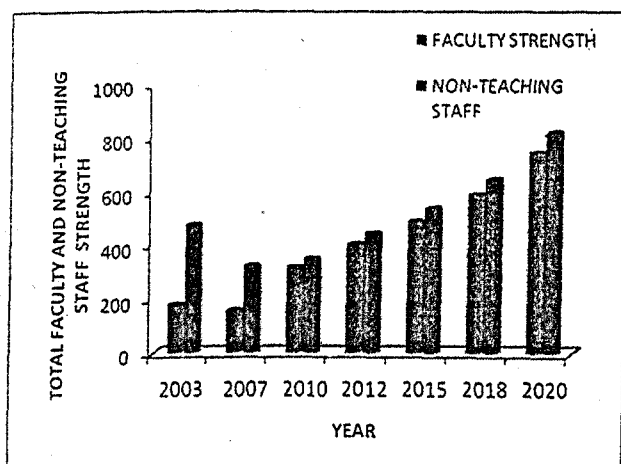
Graphical presentation of the campus strength versus the year of growth for all the programs

## NITR: Faculty and Staff

With the planning for enhancing the student strength of the campus up to 2020 AD as above, the faculty and nonteaching employee strength needs to be enhanced. As per the guidelines of MHRD, the ratio of faculty to student shall be 1:12. Similarly the non-teaching strength needs to be enhanced from 352 in the year 2010 to 824 in the year 2020 AD. The ratio of faculty to non-teaching is maintained in 1: 1.1. Accordingly, the proposed faculty strength needs to be enhanced from 320 in the year 2010 to 749 in 2020 AD and non teaching to 824 from the present strength of 352 (2010) as per the followings.

YEAR	2003	2007	2010	2012	2014	2017	2020
TOTAL FACULTY STRENGTH	180	180	315	453	539	592	749
TOTAL STRENGTH NON-TEACHING STAFF	477*	400*	352	449	543	652	824

\*The actual strength of non-teaching staff



Graphical presentation of the faculty strength and non-teaching staff strength versus the year of growth

## NITR: Infrastructure Requirement

Keeping in line the growth plan of the institute, there needs to create requisite floor space for the class rooms, the laboratories, the centres, seating for the newly recruited faculty, and other staff. For the room space of each faculty, a floor area of 25 sq. m is considered good, while for nonteaching staff 60% of the faculty space is considered in the present estimate. For creating hostel accommodation, the consideration is 25 sq. m of space per student while the space requirement for the Labs and the centres, the requirements considered is 10 sq. m per student. With this, the additional floor space to be created for campus strength of 8985 by the year 2020 is around 2.386 lakh sq. m. for the institute and the hostels. Besides, for residential accommodation of the staff, the floor space requirement shall be 93500 sq. m for faculty and 34700 sq. m for the other staff. Budgetary requirement including possible inflation shall be around 710 crores. This is inclusive of the cost of furniture and equipments that are required for the development but exclusive of water and power supply. Accordingly, the details of the developmental plan is as follows

YEAR	2010	2012	2014	2017	2020
ADDITIONAL FLOOR AREA FOR FACULTY	$(320-230)*25 = 2250 \text{ Sq.m}$	$(408-320)*25 = 2200 \text{ Sq.m}$	$(494-408)*25 = 2150 \text{ Sq.m}$	$(592-494)*25 = 2450 \text{ Sq.m}$	$(749-592)*25 = 3925 \text{ Sq.m}$
ADDITIONAL FLOOR AREA FOR HALLS, LABS-CENTRES	$(3837-2761)*(25+10) = 37660 \text{ Sq.m}$	$(4896-3837)* = 37065 \text{ Sq.m}$	$(5929-4896)*35 = 36155 \text{ Sq.m}$	$(7110-5929)*35 = 41335 \text{ Sq.m}$	$(8985-7110)*35 = 65625 \text{ Sq.m}$
ADDITIONAL FLOOR AREA FOR NON-TEACHING STAFF	60% of Faculty = 1350 Sq.m	60% of Faculty = 1320 Sq.m	60% of Faculty = 1290 Sq.m	60% of Faculty = 1470 Sq.m	60% of Faculty = 2355 Sq.m
REQUIRED TOTAL FLOOR AREA FOR INSTITUTE-HOSTEL	41 260 Sq.m	40585 Sq.m	39595 Sq.m	45255 Sq.m	71905 Sq.m
QUARTERS FOR FACULTY	$(320-230)*180*9000 = 14.60 \text{ Cr}$	$(408-320)*180*11000 = 12.7 \text{ Cr}$	$(494-408)*180*13000 = 17.4 \text{ Cr}$	$(592-494)*180*16000 = 28.2 \text{ Cr}$	$(749-592)*180*19000 = 53.7 \text{ Cr}$
QUARTERS FOR NON-TEACHING STAFF	0	0	$(543-477)*100*13000 = 8.6 \text{ Cr}$	$(652-543)*100*16000 = 17.4 \text{ Cr}$	$(824-652)*100*19000 = 32.7 \text{ Cr}$
COST OF CONSTRUCTION	$41260*9000 = 37.1 \text{ Cr}$	$40585*11000 = 44.6 \text{ Cr}$	$39595*13000 = 51.5 \text{ Cr}$	$45255*16000 = 72.4 \text{ Cr}$	$71905*19000 = 136.6 \text{ Cr}$
COST OF FURNITURES AND EQUIPMENTS	28.3 Cr	32.7 Cr	37.5 Cr	42 Cr	42 Cr
TOTAL COST	80 Cr	90 Cr	115 Cr	160 Cr	265 Cr

## NITR: Water Supply

Water is going to be an important issue of the developmental plan. Though NIT Rourkela has financed for its water pumping, treatment and supply scheme from the river Koel, the water supply system is currently operated and managed by the PHD Department of Government of Orissa as per

NIT Rourkela: *Creating Intellectual Capital*

<http://www.nitrkl.ac.in>

the decision taken in 1996. Over the last 12 years, private houses have come up in the water supply pie route. There is lots of proliferation of this water en-route to NIT campus, where by NIT gets nearly a quarter of the pumped water. With the current supply rate, it is not possible to enhance the campus student and staff strength. With time, the demand for water shall be as follows

YEAR	2010	2012	2014	2017	2020
Requirement for students@ 100 liters par capita per day	3837*100 383700= lit/day	4896*100 = 489600 lit/day	5929*100 = 592900 lit/day	7110*100 = 711000 lit/day	8985*100 = 898500 lit/day
Requirement for staff quarters@ 200 liters par capita per day	(320+352)*4*150 = 403200 lit/day	(408+449)*4*150 = 514200 lit/day	(494+543)*4*150 = 622200 lit/day	(592+652)*4*150 = 746400 lit/day	(749+824)*4*150 = 943800 lit/day
Total Requirement of drinking water per day	786900 lit/day = 7.8 lac Lit/day	1003800 lit/day = 10 lac Lit/day	1215100 lit/day = 12.1 lac Lit/day	1457400 lit/day = 14.6 lac Lit/day	1842300 lit/day = 18.4 lac Lit/day

While the institute is just managing the drinking water supply to its staff and the students with additional augmentation from the ground water supply from the deep wells dug around the Naga pond, it is rather impossible to sustain the growth plan without getting additional feed from other sources. The suggestions put forth are as follows.

1. Strengthen the Naga pond by dredging the area so that a good amount of water can be stored. If the pond is deepened, it is expected that good quantity of Ground water shall flow into the pond.
2. Possibility of RSP supplying the additional amount of 0.50 MGD (22.7 lac liters) of water per day out of its own drinking water schemes of 24 MGD of water can be persuaded further. Some steps have already been taken by the Director NIT to which RSP has formally agreed.
3. Steps shall have to be taken to minimize the illegal connection of the NIT's own water supply system enroute to the campus.
4. More exploitation of the ground water sources from the campus

## NITR: Construction of New 33/0.4 KV Substation

The Institute is drawing power more than 1000 KVA from WESCO. The Load requirement of the Institute may be increased up to 5000 KVA in coming 5 years. As recommended by WESCO and as per statutory requirement, the same must drawn through 33 K.V. Sub-Station. Accordingly the proposal, for the construction of 33/0.4 KV substation is under process.

1. Possibility of connecting domestic load from existing 11 KV power supply and Academic and other load from new 33 KV substation may be explored. Since there may be 2 connections, the scheme may be finalized in consultation with WESCO.



2. The project may be done on turnkey basis, the Quotations being asked from reputed switch gear manufacturers only.

The growth is directly related to the quality power supply to the institute.

In terms of costs, provision for 54 Crores has been kept for the supply of power and water to the Institute, the phasing of which is as per the followings

YEAR	2010	2012	2014	2017	2020
WATER AND POWER SUPPLY	10 Cr	10 Cr	10 Cr	10 Cr	14 Cr

## NITR: Cost of Expansion

In a conservative sense, the growth plan envisages expenditure of the order of 711 crores for a campus student population of 8985 by the year 2020 AD. This is besides the expenditure on the other infrastructural expenditures such as the water and power supply schemes. With these two items considered, the total growth plan shall be for a budgetary expenditure of Rs. 765 Crores in a phased manner. The phasing of the expenditure is as follows

YEAR	2010	2012	2014	2017	2020
BUDGETARY PHASING OF THE GROWTH EXPENDITURE	80 + 10 = 90 Cr	90 + 10 = 100 Cr	115 + 10 = 125 Cr	160 + 10 = 170 Cr	266 + 14 = 280 Cr

## NITR: Medical Facilities

The dispensary needs a relook. It is required to have at least 3 regular Doctors with associate staff. Specialists especially in the area of Pediatric, Medicine and Gynecology may be appointed on contract at least twice in a week. Our dispensary needs to add more equipment for the regular pathological and essential testing.

## NITR: Management of Intellectual Property

- National Institute of Technology, Rourkela (hereinafter called the Institute) is dedicated to research, teaching, and extension of knowledge to the public. The Institute recognizes its responsibility to produce and disseminate knowledge. Inherent in this responsibility is the need to encourage the production of creative and scholarly works and the development of new and useful materials,

## NIT Rourkela: Creating Intellectual Capital

<http://www.nitrkl.ac.in>

devices, processes, and other intellectual property, some of which may have potential commercial value. These activities contribute to the professional development of the individuals involved, enhance the reputation of the Institute, provide additional educational opportunities to students, and promote public welfare. The Institute has a responsibility of bringing new knowledge into use by the general public. Such knowledge or technology often has commercial value and should be treated as a financial asset to be used, conserved and applied in such a way as to generate an appropriate financial return. Transfer of such information or technology through licensing satisfies both the above objectives, i.e., dissemination for use and realization of financial returns.

Technological and social developments in recent years have broadened the scope of information and technology that can have potential commercial value and, therefore, should be treated as assets subject to Institute ownership and control. In addition to new machines, compositions of matter, and written materials which traditionally have been the subject of patents and copyrights, computer software, video courses, etc. are now normal outcomes of Institute activities. Thus, a broad policy covering all aspects of intellectual property needs to be created to provide widespread protection to the originators of such property.

Over the past decade, appreciation of the commercial value of intellectual property has grown both within the academic community and in the society at large. Concerns related to confidentiality, publication, and ownership of intellectual property are now commonplace. The pace of modern science, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection, and commercialization of intellectual property in the Institute. This has resulted in establishment of the Intellectual Property Committee (IPC) and the Intellectual Property Policy (IPP) to encourage creation and protection of intellectual property in the Institute.

This IP Policy applies to all Institute employees and students, regular or contractual. Every member of the academic community, student, non-teaching and teaching staff alike, must be knowledgeable about intellectual property both to protect their own rights and to respect the rights of others. The Institute IP Policy is intended to encourage a healthy atmosphere conducive to research and development through a generous system of rewards and incentives for the creation of intellectual property while at the same time giving proper consideration to the economic rights and responsibilities of the Institute.

The strength of the Institute lies in its faculty, students, technical and administrative staff. This document is intended to introduce, regulate, and organize issues related to intellectual property within the Institute. It also reaffirms the Institute's commitment to scientific endeavors, academic

excellence and the dissemination of knowledge. This policy is intended to spell out the responsibilities of the Institute and its employees and to establish a framework for ethical conduct.

It is expected that with time IPR registration from NITR shall increase substantially. In the years 2010, 2015 and 2020 the number IPR registrations are expected to be 10, 30 and 60 respectively.

Similarly it is expected that the number of publications in the reputed journals shall increase with faculty strength at the rate of at least 2 publications per faculty per year.

The institute shall give incentive to the faculty for writing test books and incentive to the National award winners and members of National Academy of Engineering and National Academy of Science.

## NITR Adjunct Faculty

An institute of higher learning is essentially a place where scholars of appropriate disciplines congregate to study, experiment, discuss, teach and propagate their knowledge. NIT Rourkela is no exception.

While most of the scholars engaged in research and teaching remain in full time employment, an institute also provides research opportunity to visiting and part time scholars. Exchange of research personnel is an avenue through which an institute creates opportunities for many more scholars than is possible with salaried employees. It is a process that benefits not only the institute but also the scholars themselves.

Such research personnel are found among those of other universities, R&D laboratories, industry and among the general populace. Such dual responsibilities are particularly relevant in Indian context. Engineers and managers employed in industry convey valuable industrial experience to the next generation through their teaching activities, and in turn, gather research tools and a spirit of scientific enquiry from the institute. It leads to invention of new products, processes and manufacturing techniques and to optimized operation of existing facilities. In short, the system of adjunct faculty creates a win-win situation for the institute, the industry and the nation.

The Adjunct Faculty programme of NIT Rourkela is based on the following principles and procedures.

1. The Institute welcomes adjunct faculty from R&D Laboratories, Industry, Government and from self employed scientific, technical and other R&D professionals. There is no limit on the number of such faculty positions.
2. No remuneration, fee, salary or honorarium shall be paid to an adjunct professor. He will, however, be eligible for reimbursement of travel expenses at actuals (subject to regulations applicable to regular faculty), local hospitality and expenses made on teaching or research activity.
3. The adjunct faculty shall be treated as a member of the department's faculty for academic purposes. The members will have full access to the laboratories they are attached to. They will carry out research, guide student projects, offer theory and laboratory classes as per their own discretion and convenience of the departments. There is no lower or upper limit on the volume or level of activity an adjunct faculty can carry out.
4. Adjunct faculty can serve as co-investigators in externally funded R&D and consultancy projects, subject to the consent of their principal employers. In special circumstances they can serve as principal investigators with approval of the director.
5. Adjunct faculty shall normally not be given major administrative responsibility within a department.
6. Adjunct faculty shall not be eligible to enroll in an academic programme leading to a degree of NIT Rourkela.
7. Proposals for adjunct faculty can come from any regular faculty member or from the willing adjunct faculty himself. In the latter case, the proposal should be forwarded by the employing organization if any.
8. Proposals can be received any time of the year, but will be considered by the appropriate committee according to a given schedule. The committee will recommend the suitability of proposed faculty member to NITR's academic programme and the designation (Professor or Assistant Professor) to be awarded. The decision of the Director shall be binding. All such appointments will be reported to the Institute Senate.
9. There is no strict academic requirement for appointment as an adjunct faculty. The following may, however, be taken as a guideline. A Ph.D. degree in any branch of engineering, science, humanities or management with five years of professional experience after Ph.D.,  
or  
A Bachelor's degree in Engineering or Master's Degree in science or humanities followed by at least 15 years of professional experience in responsible and technically challenging positions.

In either case, the proposed faculty member must hold a senior and responsible position in his own organization. As a part of his day to day activity he must be dealing with professional subjects and should be in a position of exploiting R&D in his own work.

10. Adjunct faculty members are expected to collaborate with regular faculty in R&D and pedagogic activities benefitting not only NIT Rourkela, but also their own organizations. There is no upper limit on how much brain power a faculty member dedicates to such academic activity or how much time he spends on it. The institute shall, however, review the contribution of all adjunct faculty on annual basis. Faculty members who are unable to devote at least an hour a week (average) or are not finding a common interest with other faculty members of his department may be advised to discontinue.

## NITR SRICCE

The Sponsored Research and Industrial Consultancy (SRIC) Cell of the Institute will look after the administrative and financial implementation aspects of sponsored research, industrial consultancy and testing and certification jobs taken up by the Institute. Sponsored research is defined as those time – bound R & D Projects which are sponsored by Government / National / International sponsoring agencies, autonomous bodies and private organizations. On the other hand time-bound specific problem solving projects including analysis of test results, sponsored by industries or other government and Private funding agencies will be referred to as Industrial Consultancy. The results of a sponsored research project are generally published in open literature while those of consultancy projects remain property of the sponsor. The investigator of a consultancy project receives a fee, while that of sponsored project receives no remuneration from the project funds. Under special circumstances, a sponsored research project may provide a small fee for the investigators. Finally, testing and Certification will include those specific jobs which involve only testing and certification of the results. All non MHRD projects and all Industrial consultancy projects will have a minimum of 15% of the total project cost as Institute overhead.

The complete administrative authority for implementation, extension and successful completion of all projects is entrusted to one of the Deans of the Institute. In the rest of the document, he will be referred to as Dean (SRIC), although such a formal designation may not exist. He remains primarily responsible for recruitment, selection, extension, assessment, termination of project fellows/ staff, invoking disciplinary action against any of them when the need arises, maintaining accounts, and submitting reports to the sponsors.

The term Principal Investigator (PI) refers to a faculty member of the Institute who prepares and submits the project proposal through the Institute who prepares and submits the project proposal through proper channel (see section 2.1.) and taken full responsibility of carrying out the project to completion along with the achievement of project goals. The PI may be assisted by one or more Co-Investigators (CI) for achieving the technical goals. Their names may have been included in the

proposal itself or can be added later by approval of Dean (SRIC) on request from all existing investigators. The Co-investigators will ordinarily be permanent faculty members of the Institute. In special circumstances, scientific/ technical officers of the rank of lecturer and above may also serve as CIs. In case of inter-institutional projects the Principal Investigator of the second institution will be called Co-Principal Investigator.

All the project employees (JRF/ SRF/ RA/ Project staff) will be appointed through open advertisement followed by interviews. The selection committee for the recruitment of all types of project staff and students will be constituted by Dean(SRIC) on advice of the PI and HOD.

All the project staff with the designation of JRF/ SRF. RA may register for M. Tech (Research) and Ph.D. degree. No special permission is necessary. All other staff members employed in the projects need the administrative and academic approval of the Departmental Academic Committee (PG & R) for registration in degree.

In the Industrial consultancy Projects, the principal consultant and other consultants will have the same responsibility and authority as of PI and CI of sponsored research projects. Industries interaction has to be increased to keep pace with the development outside.

The receipt of funds by the Institute from

- (a) Overhead charges levied on projects sponsored by agencies other than MHRD, and
- (b) Institute share of consulting fees and testing services will be deposited on to a special bank account called the "NIT Rourkela SRIC Fund". This fund will be used for meeting the administrative expenses of SRC, including salaries paid to any temporary staff and administrative Officer. Any surplus beyond and amount of Rs.5 lakh will be transferred to the Corpus Fund of the Institute. The existing "Consultancy Fund" will be merged with the SRIC Fund.

The bank account of SRIC fund will be operated jointly by the Administrative Officer/ Assistant Registrar and by the Dean(SRIC). Cheques of value in excess of Rs.50,000 will be signed by the Director.

The Sponsored Research Industrial Consultancy and Continuing Education Centre is generating revenue from Institute service charge on projects. The earning is deposited in SRICCE fund. It is proposed that this fund can be utilised for

- (i) Promoting SRICCE activities through support to faculty and departments for preparation of project proposals,
- (ii) supporting travel for purpose of attracting projects
- (iii) miscellaneous administrative expenses for promoting and maintaining SRICCE activities
- (iv) supporting sponsored projects temporarily where funds are awaited.

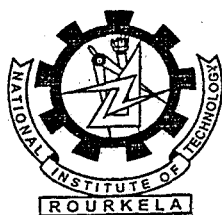
The SRICCE fund will be allowed to accumulate to Rs. 30 Lakhs. When it exceeds that value, the full sum minus Rs. 10 Lakhs will be transferred to the Institute Development Fund, Institute Maintenance Fund, Depreciation Fund, Staff Development Fund.

The Board Vide resolution No. BOG-10(2006) have approved the proposal with the following distribution among the four accounts:

Institute Development Fund	50%
Institute Maintenance Fund	20%
Staff Development Fund	20%
Depreciation Fund	10%

There are a few MHRD sponsored projects that are very old and records with sponsors are closed. There are small balances left. If the Board permits such positive and negative balances will be transferred to SRICCE fund and the individual project accounts closed in the interest of clarity of accounting.

The present turn over of SRICCE is Rs.10 crores approximately. It is expected that it will increase to Rs.100 crores by 2020



**National Institute of Technology**

**Rourkela – 769 008**

**Orissa , India**

**Ph: 0661-2462021, 2472050**

**Fax: 0661-2462999, 2472926, 2462022**

**E-Mail: [director@nitrkl.ac.in](mailto:director@nitrkl.ac.in)**

**Website: [www.nitrkl.ac.in](http://www.nitrkl.ac.in)**

**NIT Rourkela: *Creating Intellectual Capital***

<http://www.nitrkl.ac.in>



# ANNEX - A

## STUDENT AND STAFF GROWTH PLAN

### Proposed seat matrix

#### A. Undergraduate (B.Tech. & B.Des.)

Department	Branch	Annual intake		Total strength (proposed)	08-09	09-10	10-11	11-12	12-13	13-14	14-15
		Current	Proposed								
BM	BM	15	30	120	17	20	24	30	30	30	30
	BT	15	30	120	17	20	24	30	30	30	30
CE	CE	30	90	360	34	39	46	90	90	90	90
CR	CR	30	60	240	34	39	46	60	60	60	60
CH	CH	30	90	360	34	39	46	90	90	90	90
CS	CS	60	120	480	68	78	92	120	120	120	120
EE	EE	60	120	480	68	78	92	120	120	120	120
EC	EC	30	60	240	34	39	46	60	60	60	60
	EI	30	60	240	34	39	46	60	60	60	60
ME	ME	60	120	480	68	78	92	120	120	120	120
MM	MM	30	60	240	34	39	46	60	60	60	60
MN	MN	30	60	240	33	38	45	60	60	60	60
ID(B.Des)	ID	-	60	240	-	30	30	60	60	60	60
TOTAL Intake		420	960	-	475	576	675	960	960	960	960
Total Strength		1680	3840	3840	1735	1891	2146	2686	3171	3555	3840

#### B. M.Tech.

Department	Branch	Annual intake		Total strength (proposed)	08-09	09-10	10-11	11-12	12-13	13-14	14-15
		Current	Proposed								
BM	BM1	18	25	50	20	22	25	25	25	25	25
	BM2	18	25	50	20	22	25	25	25	25	25
CE	CE1	18	25	50	20	22	25	25	25	25	25
	CE2	18	25	50	20	22	25	25	25	25	25
	CE3	18	25	50	20	22	25	25	25	25	25
CR	CR1	18	25	50	20	22	25	25	25	25	25
CH	CH1	18	25	50	20	22	25	25	25	25	25
CS	CS1	18	25	50	20	22	25	25	25	25	25
	CS2	18	25	50	20	22	25	25	25	25	25

EE	EE1	18	25	50	20	22	25	25	25	25	25
	EE2	18	25	50	20	22	25	25	25	25	25
EC	EC1	18	25	50	20	22	25	25	25	25	25
	EC2	18	25	50	20	22	25	25	25	25	25
ME	ME1	18	25	50	20	22	25	25	25	25	25
	ME2	18	25	50	20	22	25	25	25	25	25
	ME3	18	25	50	20	22	25	25	25	25	25
MM	MM1	18	25	50	20	22	25	25	25	25	25
MN	MN1	18	25	50	20	22	25	25	25	25	25
ID(M.DES)	ID1	-	25	50	-	15	25	25	25	25	25
TOTAL		324	475	-	360	411	475	475	475	475	475
TOTAL STRENGTH		648	950	950	684	771	886	950	950	950	950

**C. M.Sc. (Existing 2 years course, intake 30; planned 5 years course with intake 30 + 2 years lateral entry intake 15)**

Department	Branch	Annual intake		Total strength (proposed) 5 yr. course	08-09 M.Sc	09-10 B.Sc.15 + M.Sc. 24.	10-11	11-12	12-13	13-14	14-15
		Current 2 yr. course	Proposed 5 yr. course								
CY	CY	30	45	180	34	39 (24+15)	45 (30+15)	45	45	45	45
MA	MA	30	45	180	34	39 (24+15)	45 (30+15)	45	45	45	45
PH	PH	30	45	180	34	39 (24+15)	45 (30+15)	45	45	45	45
HS	EC	-	45	180	-	24	30	30	45	45	45
LS	LS	-	45	180	-	24	30	30	45	45	45
TOTAL INTAKE		90	225	-	102	165	195	195	225	225	225
TOTAL STRENGTH		180	900	900	192	267	360	510	690	870	900

**D. OTHER RESEARCH & POSTGRADUATE PROGRAMMES**

Programme	Current strength	Total strength (proposed)	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Ph.D	100	400	100	150	200	250	300	350	400
M.Tech.(Res)	50	200	50	75	100	125	150	175	200
MBA (INTAKE)			-	30	60	90	90	90	90
TOTAL MBA				30	90	150	180	180	180

## TOTAL STRENGTH

Programme	Current strength	08-09	09-10	10-11	11-12	12-13	13-14	14-15
B.Tech.	1680	1735	1885	2140	2680	3165	3555	3840
M.Sc.	180	192	267	360	510	690	870	900
M.Tech.	648	684	771	886	950	950	950	950
MBA	-	-	30	90	150	180	180	180
M.Tech.(Res)	50	50	75	100	125	150	175	200
Ph.D.	100	100	150	200	250	300	350	400
Total	2658	2761	3178	3776	4665	5435	6080	6470

## ANNUAL INTAKE

Programme	Current strength	08-09	09-10	10-11	11-12	12-13	13-14	14-15
B.Tech.	420	475	570	675	960	960	960	960
M.Sc.	90	102	165	195	195	225	225	225
M.Tech.	324	360	411	475	475	475	475	475
MBA	-	-	30	60	90	90	90	90
M.Tech.(Res)	50	50	75	100	125	150	175	200
Ph.D.	100	100	150	200	250	300	350	400
Total	984	1087	1401	1705	2095	2200	2275	2350

## STAFF POSITION

	Current strength	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Faculty	169	230	261	315	389	453	492	539
Non-Teaching	311	253	287	346	428	498	541	593
Total	480	483	548	661	817	951	1033	1132

**National Institute of Technology  
Rourkela**

**Committees for  
Academic, Administrative and Development Activities**



**January 2009**

## PREAMBLE

An institution thrives on the work put in by its constituents – faculty, staff and students. The larger the participation of its members, the higher is the growth rate. While high end decisions on academic programmes, student intake, staff structure, pay scale and grants are decided by the Board of Governors or the Ministry of HRD, the institute enjoys full autonomy in carrying out its day to day administration. These functions are carried out in our institute by the Director, the Deans, Heads of Departments, Registrar, Faculty, Officers, and senior staff members. Subjective decisions as well as objective evaluations are carried out by committees created out of these individuals to ensure collective decision making. This booklet documents the structure and functions of those committees. In most cases, existing practices have been recorded; in a few cases, where practices are yet to take a firm root, a structure is proposed for the first time. It is hoped that availability of this written document will facilitate smooth administration of the different functions of the Institute.

Most of the committee members in institute level are nominated by the Director. It is, however, expected that the Director's choices will be governed by advice of concerned Deans, HoDs and Chairmen of committees. The Director does have the obligation to reject a committee's advice, to remove committee members for reasons of non-performance, misconduct or lack of team spirit. As the chief executive officer and legally accountable for the performance of the Institute, he even has the option to dismiss an entire committee. But, let us hope that any such situation will never arise.

In most cases, tenure of members is given as 2 years. Since we are already in the middle of an academic year, committees formed now will manage the affairs of the Institute till the end of the academic year i.e. June 30, 2009.

We shall formally re-constitute the committees before the expiry of the current academic year, so that they can take charge on July 1, 2009.

While some members will have a tenure of 2 years, some will serve for one year only. It is a special arrangement for the first year. In future, every year, approximately half the members of all committees will complete their tenure, making way for new members. The committees will thus function as permanent entities with a judicious mixture of youth and experience.

The success of any scheme depends on the sincerity of the functionaries. Faculty members and non teaching officials are the primary stake holders in the management of an institution of higher learning. Our future, and that of our students, depends on the sincerity with which we perform our duties. I hope all my colleagues will do their best in making this self-help scheme a success. Needless to say we shall all operate within the NIT Act, the statutes and ordinances and orders of the Board of Governors and of the Government.

Sunil Kr Sarangi  
Director



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA**

**A. High Level Committees**

- A1. The Teacher's Council
- A2. Committee of Deans and Heads of Departments
- A3. Planning and Development Committee
- A4. Internal Grievance Redressal Committee
- A5. Republic Grievance Redressal Committee
- A6. Committee against Sexual Harassment
- A7. Administrative Efficiency, Ethics & Vigilance Committee

**B. Senate Committees**

- B1. Research Program Evaluation Committee
- B2. Postgraduate Program Evaluation Committee
- B3. Undergraduate Program Evaluation Committee
- B4. Examination Malpractice Committee
- B5. Standing Institute Disciplinary Committee
- B6. Curriculum Development and Monitoring Committee
- B7. Academic Programme Oversight Committee
- B8. Time Table Committee
- B9. Convocation Committee
- B10. Training and Placement Committee
- B11. Library Committee
- B12. Intellectual Property and Entrepreneurship Development Committee

**C. Committees on Student and Alumni issues**

- C1. SAC Executive Council
- C2. Societies under SAC
- C3. Hall Management Council
- C4. Committee for Alumni Relations (CFAR)

**D. Administrative Committees**

- D1. Staff Development Committee
- D2. Institute Information & Archives Committee
- D3. House Allotment Committee
- D4. Press and Public Relations Committee
- D5. Write off and Disposal Committee
- D6. Technology Implementation and Safety Committee
- D7. Medical Advisory Committee
- D8. Board of Trustees for Provident Fund
- D9. Committee for On-campus Business
- D10. Community Welfare Committee
- D11. Committee for Management of places of Worship.

**E. Works and Maintenance Committee:**

- E1. Civil Works Committee
- E2. Electrical Works Committee
- E3. Mechanical facilities (R & AC, Water supply, Vehicles) com
- E4. Cleanliness & Sanitation Committee
- E5. Lawns and Gardens Committee
- E6. Furniture Committee
- E7. Telephone and Electronics Committee
- E8. Computer and Networking Committee
- E9. Major Equipment Purchase and Maintenance Committee

**F. Departmental Committees (For each department)**

**F1. Departmental Faculty Committee**

**F2. Departmental Administrative Committee**

Faculty in charge of Facilities and Maintenance  
Faculty in charge of Departmental Computer facility  
Faculty in charge of Departmental Library

**F3. Departmental Academic Committee**

Faculty in charge of UG Projects (UG)  
Faculty in charge of SIRE  
Faculty in charge of Placement  
Faculty in charge of Departmental Seminars  
Faculty advisors of different batches of B Tech

**F4. Departmental Academic Committee (PG & R)**

Faculty in charge of PG projects of different specializations.  
Faculty in charge of Placement  
Faculty in charge of Departmental Seminars  
Faculty Advisory of different batches of M.Tech/M Sc  
Faculty in charge of Ph.D. and M Tech (R) projects.

**F5. Departmental Purchase Committee**

Faculty in charge of petty expenditure

**G. Hall Committees (For each Hall of Residence)**

- G1. The General Body of the Hall
- G2. Hall Executive Committee
- G3. Hall Disciplinary Committee
- G4. Mess Committee
- G5. Hall Activities Committee
- G6. Hall Environment Committee
- G7. Maintenance Committee

## **A. HIGH LEVEL COMMITTEES**



### A1. The Teacher's Council

Name of Committee :	The Teachers' Council
Functions :	The highest advisory body covering all aspects of the Institute – academic and administrative. Although its members are faculty members, it works for the welfare of the whole institute, not limited to the interests of the teaching community.
Responsible to :	Director
Frequency of Reporting:	Once every semester
Financial Authority :	None
Tenure :	Permanent
Chairman :	Director
Secretary :	Nominated by Director in a meeting of the council
Members :	All members of the faculty

### A2. Committee of Deans and Heads of Departments

Name of Committee :	Committee of Deans and Heads of Departments
Functions :	To advise director on all administrative matters, and on academic matters in emergency situations
Responsible to :	Director
Frequency of Reporting:	Once a month.
Financial Authority :	Without limit; Advice not binding on Administration
Tenure of Members :	HODs: 3 years; Deans: 2 years
Chairman :	Director
Secretary :	Registrar
Members :	All Deans; Chief Warden All Heads of all Departments All Heads of Centres (CC, Library, T & P Centre, SAC, CFAR All Coordinators of Centres of Excellence - CIRCT, CDNM, CIER, MEC Head, Institute Medical Facility Invitees: As decided by Director from time to time PIC – Examination, Time Table, Convocation, Chairman, Committees, D1 – D11, E1 – E9

### A3. Planning and Development Committee

Name of Committee :	Planning and Development Committee
Functions :	To work out the future course of the Institute; to decide on major growth avenues; to work out the plan budget and monitor plan expenditure.
Responsible to :	Director
Frequency of Reporting:	Once every semester
Financial Authority :	None
Tenure of Members :	One Year
Chairman :	Director ✓
Secretary :	Dean (PD) ✓
Members :	Dean (AA), Dean (SR), Dean (SA), Dean (AR), Dean (Ad) FW 2 internal Board members; Registrar
Invitees :	2 to 4 members nominated by Director from among alumni and other reputed Citizens.

1. S.S. Mohanty, ED, RSP, Alumni
2. Uday Patel, Alumni
3. A.P. Mishra, Vice President LB
4. President Chamber of Commerce

#### A4. Public Grievance Redressal Committee

Name of Committee : Public Grievance Redressal Committee

Function :

- (i) To consider all grievance of parents of students and public citizens against the institute and to recommend corrective measures for consideration of the Director or the BOG.
- (ii) To take proactive steps to explain institute rules, regulations and other relevant issues through circulars and other means so that most complaints can be addressed to at their root.

Responsible to	:	BOG	
Frequency of reporting:	:	As needed, at least once every year.	
Financial Authority	:	None	
Tenure of Members	:	2 years	
Chairman	:	One BOG member nominated by Chairman, BOG.	←
Members	:	Dean (SA), Dean (AR), Dean (Adm)	←
	:	One public figure of High Stature nominated by BOG	←
	:	2 members of Local alumni nominated by Director	←
	:	Chairman, Press & Public Relation Committee.	
	:	Registrar	

} BOG  
Registrar  
Kumar Bishra  
Bimal Bishra

**Note:** Reports of this committee will be placed before the BOG along with comments of the Directors if so advised by the committee.

#### A5. Internal Grievance Redressal Committee

Name of Committee : Grievance Redressal Committee

Functions :

- (i) To consider all grievances of faculty, staff and students against administrative decisions on issues within the scope of the local administration and to recommended corrective measures for consideration of Director or BOG.
- (ii) To explain relevant rules to students and staff members and through circulars, explanatory notes and discussion meetings so that unfounded grievances can be addressed to at source.

Responsible to	:	Director	
Frequency of Reporting	:	As needed; at least once every year	
Financial Authority	:	None	
Tenure of Members	:	Two Years	
Chairman	:	Dean (Admn)	
Secretary	:	Registrar	
Members	:	Dean (SA), Dean (AR)	
	:	One retired employee nominated by director	←
	:	One alumnus nominated by director	←

KJR Bishra  
Registrar  
Kumar Bishra  
Ann Bishra

**Note:** Reports of this committee will be placed before the BOG along with comments of the Directors if so advised by the committee.

#### A6. Committee against Sexual Harassment

Name of Committee : Committee against Sexual Harassment

Functions :

- (i) To create awareness among employees on the prevailing rules on sexual harassment in work place and to create confidence among employees at all levels.
- (ii) To consider complaints of sexual harassment in work place and to recommend remedial measures.

Responsible to : Director [Through Dean (Ad)]  
Frequency of Reporting: As needed; at least twice in a year  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : A Senior female Professor / Officer of the Institute nominated by ~~Director~~ Mrs Rg, MA  
Members : 2 faculty or staff members (one female) ← Sushil Das EE  
2 reputed persons from outside the Institute (one must be female) ← N.R. Mohan CE, S. Sunanda  
Deputy/Asst.Registrar (Admn) as Non Member Secretary — KP Priguchi

Note: Reports of this committee will be presented to the BOG by the Director along with his own observations if so advised by the committee.

#### A7. Administrative Efficiency, Ethics & Vigilance Committee

Name of Committee : Administrative Efficiency, Ethics & Vigilance Committee

Functions :

- (i) To monitor the Institute's administrative system covering all departments, all facilities and all sections of Registry, and to suggest methods for improvement of efficiency and transparency.
- (ii) To address to complaints of malpractice by Institute officials.
- (iii) In case of unethical conduct, financial or otherwise, to serve as the Investigating Committee
- (iv) To suggest changes in rules and procedures to eliminate wasteful or unethical practices if any at the root.
- (v) To monitor performance of all administrative (Category D) and works (Category E) committees and to advise Director on their improvement or re-constitution.

Responsible to : Director  
Frequency of Reporting: Twice a year plus as needed  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : A senior professor nominated by Director R. A. Rehore  
Members : One internal BOG member, 17 S. Rant  
Two faculty members, two members of non-teaching staff and two local alumni nominated by the Director Ayo Thyuli D.,  
Ann Rakt

Note: Reports of this Committee will be presented to the BOG by the Director along with his own observations, if so advised by the committee.

Santanu Das B.C. Ray  
DK Agul  
AK Ray  
→ Sarang Ray  
Manoj Kumar Ray  
02

## **B. SENATE COMMITTEES**

## **B1. Research Programme Evaluation Committee**

Name of Committee : Research Programme Evaluation Committee

Functions :

- (i) To suggest the norms of admission of scholars to various research programmes leading to D.Sc., Ph.D., M.Tech.(Res) degrees of the Institute.
- (ii) To scrutinize and recommend on the proposals of the Departmental Committees for Postgraduates Studies & Research, in respect of offering research scholarships, fellowships and associateships.
- (iii) To recommend draft regulations pertaining to academic and residential requirements for research programmes leading to D.Sc., Ph.D., M.Tech.(Res) degrees.
- (iv) To scrutinize and recommend on the proposals of Doctoral and Masters Scrutiny Committees in respect of registration, progress and continuance of research programmes for individual scholars, and award of degrees on the basis of adjudication of thesis and viva voce.
- (v) To ensure that all norms of academic and residential requirements for each research scholar/fellow are strictly followed.
- (vi) To advise the Doctoral and Masters Scrutiny Committee on any matter relating to the research programmes of the students.
- (vii) To examine any proposal for a student of M.Tech. (Res) programme to be shifted to Ph.D. Programme and vice versa.
- (viii) To examine and recommend cases of advancement of thesis submission proposed by DSC.
- (ix) To recommend to the Senate the award of the doctoral degree on the basis of academic norms and regulations laid down for the purpose.
- (x) Frequency of the Meetings: Before every Senate Meeting
- (xi) Any other function assigned by the Senate or by the Director on behalf of the Senate.

Responsible to : Senate  
Frequency of Reporting: Once before every Senate meeting  
Financial Authority : None  
Tenure of members : 2 Years [2 members retire every year]  
Chairman : Dean (AA)  
Members :

- Dean of Student Affairs
- Four Senate Members to be nominated by the Senate, for a period of two years by rotation.
- 2 Members will be inducted during alternate years.
- Heads of the Depts concerned to be co-opted,
- Deputy/Asst. Registrar (Academic) -Non-Member Secretary

## **B2. Postgraduate Programme Evaluation Committee**

Name of Committee : Postgraduate Programme Evaluation Committee

Functions :

- (i) To consider the recommendations of DAC (PG&R) on matters relating to M. Tech. Programme and to make suitable recommendations to Senate
- (ii) To frame and revise curricula for the M. Tech. Courses of study for all Departments
- (iii) To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.
- (iv) To make periodic review of ordinances, regulations and instructions pertaining to M. Tech. Programmes and recommended to the Senate any modification thereof.
- (v) To co-ordinate postgraduate admissions and examination of Departments.
- (vi) To review the academic performances in the postgraduates studies and to make suitable recommendations to the Senate regarding declaration of results and award of degrees and diplomas.
- (vii) To recommend to the Senate the award of stipends, scholarships, prizes & medals as per rule and such other conditions and norms as may be stipulated for the awards.
- (viii) Any other function assigned by the senate or by the Director on behalf of the senate.

Responsible to	:	Senate
Minimum Frequency of Reporting	:	Once before every Senate Meeting and as needed
Financial Authority	:	None
Tenure of Members	:	Ex officio
Chairman	:	Dean (AA)
Members	:	Dean (Students Affairs) Professor In-charge Examination The Chairmen of All DAC (PG&R) Deputy/Asst. Registrar (Academic) -Secretary

## **B3. Undergraduate Programme Evaluation Committee**

Name of Committee : Undergraduate Programme Evaluation Committee

Functions :

- (i) To consider the recommendations of the Departmental Academic Committee on matters relating to under-graduate programme and to make suitable recommendation to the Senate.
- (ii) To frame and revise curricula for the under-graduate courses of study.
- (iii) To ensure that all norms and regulations pertaining to under-graduate programme are strictly followed.
- (iv) To make periodic review of ordinances, regulations and instructions pertaining to under-graduate programme and to recommend to the Senate any modification thereof.

- (v) To recommend to the Senate the results of all U.G. examinations and award of degrees.
- (vi) To review the academic performances of students in general and make suitable recommendations to the Senate.
- (vii) To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
- (viii) To draw off general time table for the under-graduate course and finalize the UG academic calendar to be put up to the Senate.
- (ix) To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.
- (x) Any other function assigned by the Senate or by the Director on its behalf.

Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester and once before every Senate meeting.
Financial Authority	:	None
Tenure of Members	:	Ex officio
Chairman	:	Dean (AA)
Members	:	<ul style="list-style-type: none"> <li>• Dean (Students Affairs)</li> <li>• Professor In-charge, Time Table</li> <li>• Chairmen of all Departmental Academic Committees</li> <li>• Head, Central Workshops</li> <li>• Professor in charge of Examination</li> <li>• Deputy / Assistant Registrar (Academic) - Secretary</li> </ul>

#### **B4 . Examination Malpractice Committee**

Name of Committee	:	Examination Malpractice Committee
Functions	:	<p>To decide on steps to check examination malpractice.</p> <p>To examine cases of examination malpractice and take remedial measures.</p>
Responsible to	:	Senate
Frequency of Reporting:	:	Once after every examination if needed.
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Professor in Charge, Examinations
Members	:	<p>Concerned invigilator reporting the incident</p> <p>Two faculty members nominated by Senate for 2 years</p> <p>The instructor of the course may be co-opted if felt necessary by the Chairman.</p>

#### **B5. Standing Disciplinary Committee**

Name of Committee : Standing Disciplinary Committee

Functions :

- (i) To look into all student indiscipline cases as assigned by Director, Dean (AA) or Dean (SA) establish guilt if any and to recommend corrective measures.
- (ii) To advise on general measures to be taken to eliminate student indiscipline from the campus.

Responsible to	:	Senate
Frequency of Reporting:	:	As needed
Financial Authority	:	None
Tenure of Members	:	02 Years
Chairman	:	Dean (SA)
Members	:	<ul style="list-style-type: none"> <li>• Chief Warden of Halls</li> <li>• Warden of Hall of residence of the concerned student (if needed)</li> <li>• 2 members of faculty nominated by the Senate for two years</li> <li>• 2 senior students nominated by the senate for one year</li> <li>• Deputy/Asst Registrar (Academic) – secretary.</li> </ul>

#### **B6. Curriculum Development and Monitoring Committee**

Name of Committee : Curriculum Development and Monitoring Committee

Functions :

- (i) To continuously monitor curricula and syllabi of all departments, review student feedback as provided by the departments, collect views of experts from other institutions and from industry and to present to the Senate revisions of curricula in consultation with departments.
- (ii) To promote availability of courses of one department to students of other departments.
- (iii) To review curricular changes proposed by departments and recommended them to Senate.

Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Senior faculty member nominated by the Senate
Members	:	4 members of faculty nominated by the Senate

#### **B7. Academic Programme Oversight Committee**

Name of Committee : Academic Programme Oversight Committee

Functions :

- (i) To oversee operation of theory, tutorial and laboratory classes around the institute.
- (ii) To examine if departmental academic committees are adequately monitoring their own programmes and taking remedial action in case of deficiencies.
- (iii) To examine if laboratory classes and student projects are conducted seriously and identify scope for improvement.
- (iv) To help departments in remaining upto date in matters of enrolment, registration and other formalities of Ph.D. and M.Tech (R) Students.
- (v) To guide departments in identifying deficiencies in academic programmes and taking remedial measures.
- (vi) To submit reports to Director, typically once a month. The director will place them before the full senate in every meeting.



Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Senior faculty member nominated by the Senate
Members	:	4 members of faculty nominated by the Senate

#### **B8. Time Table Committee**

Name of Committee : Time Table Committee

Functions :

- (i) To fix time table slots and room assignments.
- (ii) To work out the Time Table for the UG programmes
- (iii) To monitor compliance with published time table
- (iv) To identify difficulties of students and teachers and to take remedial measures.

Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester, and as needed
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Senior faculty member nominated by Senate
Members	:	<ul style="list-style-type: none"> <li>• Three Faculty members nominated by the Senate</li> <li>• Assistant Registrar (Acad)</li> </ul>

#### **B9. Convocation Committee**

Name of Committee	:	Convocation Committee
Functions	:	To make all arrangements and conduct the convocation
Responsible to	:	Senate
Frequency of Reporting:	:	Once every year
Financial Authority	:	As per budget allocation
Tenure of Members	:	Two Years
Chairman	:	Senior faculty member nominated by Senate
Members	:	Faculty, officers and staff members nominated by Director in consultation with Chairman, Convocation Committee for different activities.

#### **B10. Training and Placement Committee**

Name of Committee : Training and Placement Committee

Functions :

- (i) To monitor the placement activities and make recommendations on policy matters
- (ii) To guide departments to ensure that all students are given SIRE opportunities in reputed organizations.
- (iii) To approve SIRE plans formulated by the departments for B.Tech. and M.Sc. students in coordination with Professor T & P.

Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester
Financial Authority	:	None
Tenure of Members	:	Two Years
Chairman	:	Professor, Training & Placement
Members	:	One representative of each department with a UG or PG programme, to be nominated by HOD taking into cognizance views of concerned students. The chairman can invite student members to participate in the meetings.

### **B11. Library Committee**

Name of Committee : Library Committee

Functions :

- (i) To recommend policies on:
  - a. Operation of Library
  - b. Procurement of books, journals and subscription to electronic library services
- (ii) To decide on list of books, journals and other resources to be procured within allocated budget
- (iii) Any other matter related to Library

Responsible to	:	Senate
Frequency of Reporting:	:	Once every semester
Financial Authority	:	Within Budget allocation
Tenure of Members	:	Two Years
Chairman	:	Senior Professor appointed by Senate
Members	:	One nominee of each department All officers of library

### **B12. Intellectual Property and Entrepreneurship Development Committee**

Name of Committee : Intellectual Property and Entrepreneurship Development Committee

Functions :

- (i) To advise Dean (SR) and Director on matters relating to creation and protection of intellectual property.
- (ii) To advise Dean (SR) and Director on matters relating to development of entrepreneurship among faculty, staff and students.
- (iii) To examine all applications for IP protection and recommend measures to be taken.
- (iv) To promote activities leading to creation of intellectual property.
- (v) To take measures and organize events leading to development of entrepreneurship.

Responsible to	:	Director
Frequency of Reporting	:	Once every semester, plus as needed
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Dean (SRICCE)
Members	:	Professor in charge, IPED 2 faculty members and 2 technical staff nominated by the Senate Officer in charge of IPED in SRICCE

## **COMMITTEES ON STUDENT AND ALUMNI ISSUES**

### **C1. SAC Executive Council**

Name of Committee	:	SAC Executive Council
Functions	:	To administer all SAC activities
Responsible to	:	Dean (SA)
Frequency of Reporting:	:	4 times a year or more
Financial Authority	:	Within allocated budget
Tenure of Members	:	One Year
Chairman	:	President SAC
Members	:	All Vice Presidents All convenors of societies

### **C2. Societies under SAC**

Names of Societies

- (1) Technical society
- (2) Games & Sports society
- (3) Cultural society
- (4) Music and films society

Functions:

- (i) To administer and promote corresponding student activity
- (ii) To promote and support satellite societies

Responsible to	:	President SAC
Frequency 2 Reports	:	As needed, at least once a month except during vacations
Financial Authority	:	As per SAC budget
Tenure members	:	one year
Chairmen	:	Vice Presidents of societies
Member	:	Elected and nominated members of SAC

### **C3. Hall Management Council**

Name of Committee : Hall Management Council

Functions :

- (i) To frame policies related to management of halls of residence and welfare of residents.
- (ii) To monitor working of the hostels including cleanliness, food service, student relations, intra-hall sports and cultural competitions.

Responsible to	:	Director
Frequency of Reporting:	:	Twice every semester
Financial Authority	:	As per budget allocation
Tenure of Members	:	Ex - officio
Chairman	:	Chief Warden
Members	:	All Wardens and Assistant Wardens All General Secretaries of Halls

### **C4. Committees for Alumni Relations (CFAR)**

Name of the committee: Committees for Alumni Relations

Functions :

- (i) To maintain official records of all alumni
- (ii) To establish link with alumni and alumni organisations, and answer queries.
- (iii) To publish news letter and maintain web site for alumni

(iv) To administer alumni sponsored activities in the Institute.

(v) To contact industry and alumni for chair professors, faculty and student fellowships, travel grants and other forms of support.

(vi) To raise money for the institute development fund.

Responsible to	:	Director	
Frequency	:	once every semester	
Financial authority	:	As per the Institute budget allocation	
Tenure of members	:	2 years	
Chairman	:	Dean (AR), Dean (SA), President SAC	
Members	:	2 members of Institute faculty	
		2 local alumni not employed in NIT (from within state of Orissa)	
		2 alumni of high stature living outside Orissa.	
		1 senior manager from industry who is not an alumnus.	

Saroj Patel  
~~B. B. Prasad~~  
~~Sarath~~

Uday Patel  
Kum. Borku  
Bhanu  
Mohd  
Deepa ...

Note : The committee will use electronic media to ensure participation of external alumni.

Alumni steel.?

## **D. ADMINISTRATIVE COMMITTEES**

## D1. Staff Development Committee

Name of Committee : Staff Development Committee

Functions :

- (i) To conceive and document programmes for staff training, improvement of work environment and other welfare measures.
- (ii) To organize training of non-teaching staff and officers to improve efficiency and work output.
- (iii) To promote mutual assistance among staff members in improvement of quality.
- (iii) To improve motivation among staff members, and to take measures (e.g. counseling) towards control of drinking, paan and gutka chewing and absenteeism.
- (vii) To propose measures for improvement of working conditions of staff.

Responsible to : Director  
Frequency of Reporting: Twice a year  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : Dean (Admn)  
Members :

- 2 members from faculty and officers and staff nominated by Director
- One nominee each of all service associations.
- 2 members of alumni nominated by Director.

g SK Sahu ME  
S Mehra EC.  
Asu  
Arin Rathi

## D2. Institute Information & Archives Committee

Name of Committee : Institute Information & Archives Committee

Functions :

- (i) To design and maintain Institute web site.
- (ii) To design and print "Institute Profile" and other promotional material.
- (iii) To maintain archives of Institute regulations, faculty publications, plans and drawings.
- (iv) To design all publications of the Institute, including annual report, brochures, curricula, communication directory, project record book calendar etc.
- (v) To arrange and supervise printing and distribution of these publications.
- (vi) To create and maintain posters and electronic display material.

Responsible to : Director  
Frequency of Reporting: Twice every semester  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : One senior faculty member nominated by Director  
Members :

- 4 Members of faculty & officers nominated by the Director
- 2 members of non teaching staff nominated by Director

B. Mayhi  
S. Paria  
Mandhan  
Rathi  
K S Babu  
Manoj Patra  
Mehra

### **D3. House Allotment Committee**

Name of Committee : House Allotment Committee

Functions :

- (i) To work out seniority and decide allotment of residential quarters to Institute employees on accordance with the regulations.
- (ii) To examine requests for out-of-turn allotments and put up to Director for consideration

Responsible to	:	Director (through Dean (AD))
Frequency of Reporting:	:	once a year, or as needed.
Financial Authority	:	None
Tenure of Members	:	2 years
Chairman	:	Senior faculty member nominated by Director
Secretary	:	Deputy/Asst registrar (Admin)
Members	:	One nominee each of all service associations.

### **D4. Press and Public Relations Committee**

Name of Committee : Press Public Relations Committee

Functions :

- (i) To interact with press, electronic media and the public.
- (ii) To identify events such as new R & D or consultancy projects, good student projects, student activities, seminars etc and report them to the media.
- (iii) To proachievly look for unusual events in the Institute, collect information and share with media in a fair and transparent manner, then avoiding the spread of misinformation.
- (iv) To organize seminars for keeping public and press informed about Institute activities.
- (v) To maintain directory of press and media personnel.

Responsible to	:	Director
Frequency of Reporting:	:	2 times a year
Financial Authority	:	None
Tenure of Members	:	Two Years
Chairman	:	A senior faculty member or officer nominated by Director
Secretary	:	A faculty or staff member nominated by Director
Members	:	Nominee of Dean (SR), AR or officer in charge of IPED Nominee of Dean (SA), preferably a vice president of SAC Security officer One faculty member nominated by Director One staff member nominated by Director

*Mr Mohan*  
*C.K. Saha*

**Note : The committee shall work within guidelines set by the administration on all administrative issues.**

This Committee is for keeping Press & Public informed about academic and student action and not allowed to bring out press release related to Administration, Policy Matters or any personnel issues, or any other matter that has potential for creating controversy. All press releases of the Institute related to administrative matters shall be issued by the Registrar or by the Director. The administration was directed to designate a spokesperson of the Institute to deal with the press on behalf of the Institute.



#### **D5. Write off and Disposal Committee**

Name of Committee : Write off and Disposal Committee

Functions :

- (i) To examine proposals from departments for writing off surplus, obsolete, damaged or lost materials, and to recommend proposals to the Director and BOG.
- (ii) To assign disposal value to written off material.
- (iii) To examine proposals of departments to remove components from written off stores.
- (iv) To assist in auction of written off stores.
- (v) To examine and recommend old files and documents for disposal.

Responsible to : Director  
Frequency of Reporting: 2 times in a year  
Financial Authority : nil  
Tenure of Members : 2 years  
Chairman : A senior faculty member nominated by Director  
Secretary : AR (P & W)  
Members : 2 faculty members nominated by Director  
HOD of concerned department.

#### **D6. Technology Implementation and Safety Committee**

Name of Committee : Technology Implementation and Safety Committee

Functions :

- (i) To introduce technology and modern gadgetry, in institute's own activities.
- (ii) To monitor all such gadgetry and ensure that they are functional.
- (iii) To make use of hand tools and measuring instruments more common among the institutes' faculty, staff and students'.
- (iv) To visit laboratories, hostels, work places and kitchens, look for obsolete and/or unsafe practices, and to advise users to use modern and safe practices.
- (v) To create awareness of technology and safety among students, staff, faculty, visitors, contractors, and contractor's personnel through posters, letters, email and all other media as it thinks fit.
- (vi) To conduct seminars, invited talks etc on modern gadgetry and/or safety practices.
- (vii) To bring out circulars, notices, booklets drawing attention to unsafe practices and advising on measures to be taken to avoid them.
- (viii) Safety will include electrical, chemical, fire, water and sports related events both on campus (academic departments, residences and hostels) and off campus (e.g. study tour, picnics) activities.
- (ix) Safety of personnel is of utmost importance. The Committee will have authority to direct any agency of the Institute to follow proper safety practice. Any willful violation of a written or oral directive, by any person in campus, will constitute a serious violation of law, and will be treated by the administration accordingly.

Responsible to	:	Director
Frequency of Reporting:	:	Once every Semester
Financial Authority	:	None
Tenure of Members	:	Permanent Committee
Chairman	:	One Senior Professor nominated by Director
Members	:	<ul style="list-style-type: none"> <li>• 2 faculty members specializing in safety &amp; environment issues.</li> <li>• Security Officer.</li> <li>• 2 technical staff nominated by director</li> <li>• 1 alumni or other citizens conversant with safety practices.</li> </ul>

#### **D7. Medical Advisory Committee**

Name of Committee : Medical Advisory Committee

Functions :

- (i) To advise Director on policies on dispensing medical services.
- (ii) To create rules and procedures for making it easy for staff members to obtain services.
- (iii) To create procedures that eliminate fraudulent practices, if any
- (iv) To assist administration in choosing medical services such as services of specialist doctors and technicians.

Responsible to	:	Director
Frequency of Reporting:	:	Twice a year
Financial Authority	:	Within allocated budget
Tenure of Members	:	2 Years
Chairman	:	Dean (Administration)
Members	:	<ul style="list-style-type: none"> <li>• All Medical Officers</li> <li>• 2 members of faculty and officers nominated by Director.</li> <li>• One nominee each of all service associations.</li> <li>• upto 2 medical experts from outside, nominated by Director.</li> </ul>

#### **D8. Board of Trustees for Provident Fund**

Name of committee : Board of Trustees for Provident Fund

Functions :

- (i) To recommended investment schemes for PF funds.
- (ii) To examine advance and withdrawal applications and recommended cases for director's approval on merit of the cases.
- (iii) Any other function assigned by director.

Responsible to	:	Director
Frequency of Reports:	:	once a year
Financial Authority	:	None
Tenure of Members	:	2 years
Chairman	:	Faculty member or officer nominated by the Director
Members	:	Two nominees from each service association. Two members nominated by director.

### **D9. Committee for On-campus Business**

Name of Committee : Committee for on-campus business

Functions :

- (i) To monitor the service provided by the canteens and other businesses on campus such as stationary stores, coffee shops, book store etc., including menu, quality of food, service, cleanliness, quality of products standards of stationary, prices and behavior.
- (ii) To grade on regular basis their performance and to assist administration in renewal of their contract.
- (iii) To suggest institutional infrastructure to be made available to the businesses for more efficient service.

Responsible to : Director (through Dean(SA))  
Frequency of Reporting: Once every semester  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : One senior faculty member nominated by Director  
Members :

- Two wardens/asst wardens nominated by Chief Warden
- 1 member of non teaching staff nominated by Director
- 3 students (2 UG + 1PG) all nominated by Dean (SA)

### **D10. Community Welfare Committee**

Name of Committee : Community Welfare Committee

Functions :

- (i) To manage, maintain and improve the community Centre and its surroundings which includes
  - allotting usage of community centre to NIT employees for personal and social functions,
  - fixing charges for various usage needs,
  - making community centre available to Durgā Puja Committee for conducting Puja and related functions in the premise.
  - ensuring discipline, restraint of noise etc to safeguard interest of residents living in proximity of community centre, and
  - checking wastage of water and electricity and avoiding damage to of buildings.
- (ii) To advise Director on priorities in improvement of living conditions of campus residents (quarters, roads, water supply, sanitation) within budget allocation.
- (iii) To assist engineering staff in implementing maintenance projects
- (iv) To assist in water and electricity supply at time of shortage and in emergency.

Responsible to : Director  
Frequency of Reporting: 2 times a year  
Financial Authority : As per budget allocation  
Tenure of Members : Two Years  
Chairman : Senior faculty member nominated by Director.  
Members :

- Two members of faculty, officers and staff nominated by the Director.
- One nominee each of all service associations.
- AEE (Civil), AE (Electrical)
- PIC (Lawns and Gardens)

#### **D11. Committee for Management of Places of Worship**

Name of Committee : Committee for Management of Places of Worship

Functions :

- (i) To manage operation, finance and all other aspects of running the places of worship in campus.
- (ii) To ensure that no new places of worship (except purely personal entities inside residential quarters) comes up, except as directed by the Board of Governors.
- (iii) To ensure that places of worship are not used for political activity, illegal activity or organised (involving more than one family) worship/meals by outsiders.
- (iv) Any other activity deemed necessary for welfare of the worshippers.

Responsible to	:	Director
Frequency of Reporting:	:	Once a year
Financial Authority	:	All contributions collected from worshippers or employees
Tenure of Members	:	3 Years (one third of the members retire every year)
Chairman	:	Faculty member or officer nominated by Director.
Members	:	Three nominees from each service association Six members nominated by Director, one of them serving as Chairman and one as Treasurer.

**Note :** This Committee will take charge (including all assets and liabilities) from the present Board of Trustees for places of worship.

## **E. WORKS AND MAINTENANCE COMMITTEES**

## **E1. Civil works Committee**

Name of Committee : Civil Works Committee

Functions :

- (i) Assessing the utility of a civil project and fixing the specifications (including brands of components), if and when requested by Dean (PD) or Director.
- (ii) Examining tender documents on day of opening, negotiating and finalizing the rates and recommending the award of work.
- (iii) Keeping an eye on progress of work in various projects and advising (on own initiative) Dean (PD) / Director on any steps to be taken to ensure superior quality and timely completion of work.
- (iv) Assisting Dean (PD) and Director, when requested, in handling special situations such as major change in specifications during execution of a project, examining possible changes in contract, fixing rates for extra items levying penalty on contractor for poor work or slow progress etc.
- (v) Updating "Registered Contractors" list from time to time, covering addition of new names, deletion of poor performers and change of category.
- (vi) Working out schedule of rates and Rate contracts for maintenance and minor civil works,
- (vii) To serve as purchase committee for procurement of stores for estate (civil) and award of contracts.
- (viii) If the estimated construction value exceeds Rs. 20 lakhs, Dean (PD) will be the Chairman of the Committee and the Chairmen listed above will serve as a member.

Responsible to : Director  
Frequency of Reporting: Once per week, or as needed.  
Financial Authority : As per budget allocation  
Tenure of Members : 2 Years  
Chairman : Dean (PD)  
Members :

- Prof in charge, Civil Construction
- Prof in charge, Civil Maintenance
- 2 external members preferably alumni of the Institute, nominate by the Director
- 4 faculty members or visiting Professors nominated by Director
- AEE (Civil)

## **E2. Electrical Works Committee**

Name of Committee : Electrical Works Committee

Functions :

- (i) Assessing the utility of an electrical project and fixing the specifications (including brands of components), if and when requested by Dean (PD) or Director.
- (ii) Examining tender documents on day of opening, negotiating and finalizing the rates and recommending the award of work.

- (iii) Keeping an eye on progress of work in various projects and advising (on own initiative) Dean (PD) / Director on any steps to be taken to ensure superior quality and timely completion of work.
- (iv) Assisting Dean (PD) and Director, when requested, in handling special situations such as major change in specifications during execution of a project, examining possible changes in contract, fixing rates for extra items levying penalty on contractor for poor work or slow progress etc.
- (v) Updating "Registered Contractors" list from time to time, covering addition of new names, deletion of poor performers and change of category.
- (vi) Working out schedule of rates and Rate contracts for maintenance and minor civil works,
- (vii) To issue as purchase committee for procurement of stores for estate (civil) and award of contracts.

Responsible to	:	Director
Frequency of Reporting:	:	Once per week, or as needed.
Financial Authority	:	As per budget allocation
Tenure of Members	:	2 Years
Chairman	:	Dean (PD) or his nominee (for routine decisions only)
Members	:	<ul style="list-style-type: none"> <li>• Prof in charge, Electrical Construction</li> <li>• Prof in charge, Electrical Maintenance</li> <li>• 1 external members preferably alumnus of the Institute, nominated by the Director</li> <li>• 2 faculty members or visiting Professors nominated by Director</li> <li>• AE (Electrical)</li> </ul>

### **E3. Mechanical Facilities (R & AC, Water supply, Vehicles) committee**

Name of committee : Mechanical Facilities Committee

Functions :

- (i) To provide expertise on procurement, operation and maintenance of mechanical facilities such as R & AC equipment, drinking water fountains, water supply to academic buildings, water supply equipment, Institute vehicles, lawn mowers, cleaning equipment and other mechanical devices.
- (ii) To monitor day to day maintenance of such equipment either directly or indirectly.
- (iii) To serve as the purchase committee for procurement of mechanical equipment & consumables and award of works contracts for central services.
- (iv) To clear procurement proposals from departments for R & AC and other relevant mechanical equipment of common use.

Responsible to	:	Director
Frequency of Reporting:	:	4 times a year
Financial Authority	:	within allocated budget
Tenure members	:	2 years
Chairman	:	Senior faculty member nominated by Director
Members	:	<ul style="list-style-type: none"> <li>• 2 faculty members nominated by Director</li> <li>• 2 members of technical staff nominated by Director</li> </ul>

#### **E4. Cleanliness & Sanitation Committee**

Name of Committee : Cleanliness & Sanitation Committee

Functions :

- (i) To monitor the cleaning of the institute and hostel buildings, toilets, roads and surroundings
- (ii) To certify the performance of institute staff as well as that of contractors
- (iii) To serve as Purchase Committee for procurement of materials and services and award of contracts

Responsible to : Dean (PD)  
Frequency of Reporting: 4 times a year  
Financial Authority : Within budget allocation  
Tenure of Members : Two years  
Chairman : A faculty member nominated by Director  
Members :

- 2 members of faculty nominated by Director
- 2 members of technical staff nominated by Director
- Security Officer
- Engineering personnel assigned responsibility.

#### **E5. Lawns and Gardens Committee**

Name of Committee : Lawns and Gardens Committee

Functions :

- (i) To frame policies on the shape and look of Institute's lawns, gardens and plantation.
- (ii) To plan expenditure within allocated budget on creation of new lawns & gardens and maintenance of existing lawns including road sides.
- (iii) To maintain all land of the institute including plantation, road sides and the general landscape.
- (iv) To serve as the Purchase Committee for award of contracts for lawns and gardens.
- (v) To monitor the work of the contractor as well as the Institute's gardening staff.

Responsible to : Dean (PD)  
Frequency of Reporting: Twice every semester  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : Senior faculty member nominated by Director  
Members :

- Two members of faculty nominated by Director
- Two members of staff nominated by Director
- Concerned engineering officers
-

#### **E6. Furniture Committee**

Name of Committee : Furniture Committee



Functions :

- (i) To plan the furniture requirement of the Institute under different categories.
- (ii) To recommend specification of furniture (including brand names) to be procured.
- (iii) To work out strategies for repair/reuse of existing furniture and to hire professional carpenters/contractors for the purpose.
- (iv) To serve as the Purchase Committee for furniture for all departments.

Responsible to	:	Dean (PD)
Frequency of Reporting:	:	Twice every semester
Financial Authority	:	Within budget allocation
Tenure of Members	:	Two Years
Chairman	:	A member of faculty nominated by Director
Members	:	
		<ul style="list-style-type: none"><li>• Two members of faculty nominated by Director.</li><li>• Two members of technical staff nominated by Director.</li></ul>

**E7. Telephone and Electronics Committee**

Name of Committee : Telephone and Electronics Committee

Functions :

- (i) To plan and operate the Institute's telephone network and centralized electronic devices.
- (ii) To serve as the Purchase Committee for all expenses related to telephones and electronic devices in common use.
- (iii) To find technical solutions of telephone related problems.
- (iv) To plan, purchase, install and maintain electronic audio visual equipments
- (v) To serve as the purchase committee for Telephone, audiovisual, photocopies and electronic equipment.
- (vi) To serve as custodian of Telephone exchange, Senate Hall and other facilities as advised by Director.

Responsible to	:	Dean (PD)
Frequency of Reporting:	:	Once every semester
Financial Authority	:	Within budget allocation
Tenure of Members	:	Two Years
Chairman	:	A faculty member nominated by Director
Members	:	
		<ul style="list-style-type: none"><li>• 2 faculty members nominated by Director</li><li>• 1 member of technical staff nominated by Director.</li><li>• Concerned Engineering staff</li></ul>

### **E8. Computer and Networking Committee**

Name of Committee : Computer and Networking Committee

Functions :

- (i) To work out policies related to creation and operation of computer network, servers and software.
- (ii) To assist Head, computer centre to administer the network.
- (iii) To implement network related measures, including anti-virus and anti-spam measures in the departments.
- (iv) To create policies on procurement of computing equipment, create vendor lists and set up rate contracts.
- (v) To serve as purchase committee for procurement of computers and networking equipment for central facilities.
- (vi) To examine purchase proposals from departments and recommend them to Director for approval.

Responsible to	:	Director
Frequency of Reporting:	:	4 times in a year
Financial Authority	:	As per budget allocation
Tenure of Members	:	One Year
Chairman	:	Dean (PD)
Members	:	

- Head, Computer Centre
- Officers of computer centre.
- One member from each department nominated by the HOD.

### **E9. Major Equipment Purchase and Maintenance Committee**

Name of Committee : Major Equipment Purchase and Maintenance Committee

Functions :

- (i) To advise director on procurement of equipment [costing over Rs.10.00 lakh per equipment] for any department.
- (ii) To make policies on making equipment costing above Rs. 10.00 lakh available to users across all departments;
- (iii) To publish lists and take measures for increasing usage of expensive equipment.
- (iv) To examine difficulties in operating the equipment and to find solutions.

Responsible to	:	Director
Frequency of Reporting:	:	Once every semester plus as per need
Financial Authority	:	None
Tenure of Members	:	2 Years
Chairman	:	Senior faculty member nominated by Director
Members	:	4 members of faculty nominated by Director

**F. DEPARTMENTAL COMMITTEES  
(FOR EACH DEPARTMENT)**

### **F1. Departmental Faculty Committee**

Name of Committee : Departmental Faculty Committee

Functions :

- (i) Highest administrative and academic authority in a department
- (ii) To advise HOD on all academic and administrative matters

Responsible to	:	HOD
Frequency of Reporting	:	Twice a year
Financial Authority	:	Within budget allocation to the Department
Tenure of Members	:	Ex-officio
Chairman	:	HOD
Members	:	All faculty members of the department.

### **F2. Departmental Administrative Committee**

Name of Committee : Departmental Administrative Committee

Functions :

- (i) A small but agile committee to assist HOD in all administrative matters involving allocation of personnel and fixing priorities in infrastructure procurement and utilisation.
- (ii) To implement and monitor measures for enhancement of academic activities sponsored research and industrial consultancy.
- (iii) To organize conferences and motivate faculty members to offer short term courses to industry.
- (iv) To identify bottlenecks in implementation of departmental programmes and take remedial measures.

Responsible to	:	HOD
Frequency of Reporting:	:	5 times in a year
Financial Authority	:	As per budget allocation
Tenure of Members	:	2 years
Chairman	:	HOD
Members	:	5 members of departmental faculty nominated by the faculty committee covering all academic groups and ranks.

The administrative committee must include faculty members in charge of "Facilities and Maintenance", "Departmental Computer Facilities" and "Departmental Library". In small departments the Departmental Faculty Committee will serve as Departmental Administrative Committee.

### **F3. Departmental Academic Committee (UG)**

Name of Committee : Departmental Academic Committee

Functions:

- (i) To decide course structure and detailed syllabi of subjects offered by the Department.
- (ii) To assign teaching duties to faculty members and to make facilities available for teaching.
- (iii) To allot faculty advisors to the new batches of students admitted.

- (iv) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend to Institute level committee.
- (v) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- (vi) To assign under-graduate Projects to students of the Department.
- (vii) To constitute evaluation boards for projects, viva voce, training reports etc.
- (viii) To monitor delivery of instruction and ensure that all classes are held as per regulation.
- (ix) To monitor continuous evaluation of students by course teachers through class tests, and assignments etc.
- (x) To decide award of medals and prizes based on departmental merit or activities, where ever applicable.
- (xi) Any other duties to be assigned by the HOD.

Responsible to : HOD  
 Frequency of Reporting: 5 times in a year  
 Financial Authority : None  
 Tenure of Members : One Year  
 Chairman : A senior faculty member of department  
 Members : Four to six faculty members.

The committee should include faculty members in charge of UG projects, SIRE, placement, Departmental seminars and faculty advisors of different batches. In small departments the Departmental Faculty Committee will serve as Departmental Academic Committee.

#### **F4. Departmental Academic Committee (PG & R)**

Name of Committee : Departmental Academic Committee

Functions :

To decide course structure and detailed syllabi of subjects offered by the Department, in post graduate level.

To assign teaching duties to faculty members and to make facilities available for teaching.

To allot faculty advisors to the new batches of students admitted.

- (i) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission.
- (ii) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- (iii) To assign post-graduate Projects to students of the Department.
- (iv) To constitute evaluation boards for projects, viva voce, training reports etc.
- (v) To monitor delivery of instruction and ensure that all classes are held as per regulation.
- (vi) To monitor continuous evaluation of students by course teachers through class tests and assignments etc.

- (vii) To decide award of medals and prizes based on departmental merit or activities, whichever applicable.
- (viii) To assign thesis guides to Ph.D. and M Tech (R) students.
- (ix) To create doctoral and masters scrutiny committees for all research students.
- (x) To monitor registration, and submission of thesis, extension of scholarship etc of all research students.
- (xi) Any other duties to be assigned by the HOD.

Responsible to : HOD  
 Frequency of Reporting: 5 times in a year  
 Financial Authority : None  
 Tenure of Members : One Year  
 Chairman : A senior faculty member of department  
 Members : Four to six faculty members.

The committee should include faculty members in charge of M Tech projects, placement, Departmental seminars and faculty advisors of different M.Tech / M.Sc batches. In small departments the Departmental Faculty Committee will serve as Departmental Academic Committee.

#### **F5. Departmental Purchase Committee**

Name of Committee : Departmental Purchase Committee

Functions :

- (i) To meet at the beginning of the financial year to make plan for spending the expected funds under equipment and operating grants and to make mid-course corrections, if necessary, as and when better information is available from the Finance officer. Thereafter, the Committee should, depending on the need, meet as frequently as necessary, to ensure that no purchase proposal is delayed.
- (ii) To advise the H.O.D. on allocation of funds to different laboratories/groups and to assist the Professors In-charge of different laboratories for making the Purchases in time.
- (iii) To process the quotation call notice/bidding documents scrutinize the quotations/bids received, prepare the comparative statement and recommend the vendor/bidder on whom supply order/contract will be placed. The concerned Professors/Officers-in-Charge of Laboratories/ Offices/Projects may process all documents on behalf of the Purchase Committee. But the Committee, or the Chairman on its behalf, must examine the documents before recommending them to the H.O.D./H.O.C.
- (iv) To prepare budget for all department.
- (v) To undertake any other work entrusted by the Head of the Department/Centre/Office.

Responsible to : HOD  
 Frequency of Reporting: 2 times a year  
 Financial Authority : As per budget allocation  
 Tenure of Members : One year  
 Chairman : One senior faculty member nominated by HOD  
 Members : 5 faculty members from wide cross section of age and specialization  
 In small departments the Departmental Faculty Committee will serve as Departmental Purchase Committee.

**H. HALL COMMITTEES  
(FOR EACH HALL OF RESIDENCE)**

### **G1. The General Body of the Hall**

Name of Committee : The General Body of the Hall

Functions :

- (i) To make all important decisions on the management of the hall including procurement of goods and services, appointment of contractors for different services, food in the mess etc.
- (ii) To appoint and recall office bearers of the Hall Executive Committee.

Responsible to	:	All students of Hall
Frequency of Reporting:	:	Four times a year
Financial Authority	:	As per hall's annual revenue
Tenure of Members	:	N/A
Chairman	:	Warden
Members	:	Assistant Warden All residents of the Hall

### **G2. Hall Executive Committee**

Name of Committee : Hall Executive Committee

Functions :

- (i) Day to day administration of Hall affairs.
- (ii) Advising Wardens in important decisions.
- (iii) To hire temporary staff as needed by the hall and monitoring their work.

Responsible to	:	General Body
Frequency of Reporting:	:	4 times a year
Financial Authority	:	As per earnings of the hall
Tenure of Members	:	One Year
Chairman	:	Assistant Warden
Members	:	General Secretary and other secretaries elected by the students

### **G3. Hall Disciplinary Committee**

Name of Committee : Hall Disciplinary Committee

Functions :

- (i) To work towards maintaining cordial environment in the hall.
- (ii) In case of a breach of regulation by a student, to examine the complaints and award punishment.
- (iii) In case of major offences to report the matter to the standing Disciplinary Committee of the Institute.

Responsible to	:	Warden
Frequency of Reporting:	:	As needed
Financial Authority	:	None
Tenure of Members	:	One year
Chairman	:	Assistant Warden
Members	:	

- General Secretary
- 3 members of the hall nominated by the Warden



#### **G4. Mess Committee**

Name of Committee : Mess Committee of the Hall

Functions :

- (i) To administer outsourcing of the catering contract and to evaluate performance of the mess contractor.
- (ii) To ensure that hygienic and fresh food is supplied in the mess.
- (iii) To ensure cleanliness and hygiene of the kitchen, dining space, dish washing space, and waste disposal.
- (iv) To work out and publish mess menus, in consultation with a broad section of the residents, to provide the quality and variation of taste worthy of a national institute.
- (v) To ensure adherence of the time schedule for opening and closing of the dining hall, and that the premises are cleaned up before closing for the night.
- (vi) To ensure that students maintain proper decorum in dining hall and pay the dues of the caterer.
- (vii) To organize delivery of food to students admitted to hospitals.

Responsible to : General Body  
Frequency of Reporting: 4 times a year  
Financial Authority : As per earnings of hall under mess bill  
Tenure of Members : One Year  
Chairman : Assistant Warden  
Members :

- Mess Secretary
- One member picked at random from each wing of Hall

#### **G.5. Hall Activities Committee**

Name of Committee : Hall Activities Committee

Functions : To administer and stimulate sports and cultural activities in a hall

Responsible to : General Body of the Hall  
Frequency of Reporting: 4 times a year  
Financial Authority : As per Hall's budget allocation  
Tenure of Members : One Year  
Chairman : Assistant Warden  
Members :

- Activity Secretary of the Hall
- One member from each wing of the hall

#### **G6. Hall Environment Committee**

Name of Committee : Hall Environment Committee

Functions :

- (i) To monitor and administer environmental control measures in the hall.
- (ii) To monitor performance of contractors engaged in cleaning and gardening.
- (iii) To maintain cleanliness of the hall, particularly that of the rooms of the residents, corridors, lawns, gardens and surroundings and to employ personnel to assist in the job.
- (iv) To implement methods for disposal/utilization of all trash, vegetable waste and left-over foods.
- (v) To monitor performance of the cleaning and gardening contractors engaged by the HEC.

Responsible to	:	General Body
Frequency of Reporting:		4 times a year
Financial Authority	:	As per Hall's budget allocation
Tenure of Members	:	One Year
Chairman	:	General Secretary
Members	:	
		<ul style="list-style-type: none"> <li>• Environment Secretary of the Hall</li> <li>• One member each from every wing</li> </ul>

#### **G7. Maintenance Committee**

Name of Committee : Maintenance Committee

Functions :

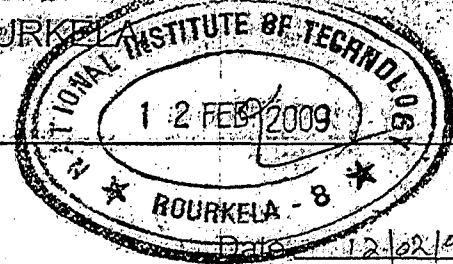
- (i) To keep the assets of the hall, such as furniture, utensils, water coolers, aquaguards, generators, invertors, kitchen ware etc in top condition all the time.
- (ii) To take care of electric fitting and telephone connections including instruments owned or rented by the hall or the Institute.
- (iii) To take care of the water supply system in toilets, kitchen, lawns and gardens, and to eliminate wastage of water.
- (iv) To ensure that toilets are maintained clean and hygienic and to monitor services provided by the contractors.
- (v) To identify the repair and maintenance works necessary in the halls and to ensure that all facilities are maintained either by the hall's own resources or by the office of the Chief Warden.
- (vi) To maintain complaints book where students can record their maintenance needs.
- (vii) To report all maintenance of the hall to the competent authorities and seek remedial measures.
- (viii) To monitor and administer resources of the hall including furniture, electrical fittings, plumbing,
- (ix) Cleaning of corridors and rooms, cleaning of toilets.
- (x) To certify performance of contractor engaged in cleaning of toilets before passing of bills.

Responsible to	:	General Body
Frequency of Reporting:		4 times a year
Financial Authority	:	As per budget allocation in the hall
Tenure of Members	:	One Year
Chairman	:	General Secretary
Members	:	
		<ul style="list-style-type: none"> <li>• Members selected from each wing</li> <li>• Maintenance Secretary</li> </ul>



## NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA



Department : Academy  
Office

No. : NITRKL/AC/100/W/456

Subject : Compliance on Audit observation on scholarship

REGISTRAR

Sub : Response on audit para by CAG Auditors regarding un-disburse scholarship amounting Rs.6.19 lakhs.

Scholarship amount received from various donors are generally disbursed to the students concern immediately and the stamped receipts towards payment to students are send to the concerned donors.

Since there is no claimant (both student to receive & donors to refund if undisbursed) for the above mentioned amount as per the details given by the CAG Auditors, it might have been paid to the concerned students from the Institute account.

In view of the above, it may be proposed to transfer the mentioned amount to the Institute Development Fund account with necessary administrative approval.

Assistant Registrar (Acad)

Sh. P.B.B.

Mr. Jodh - 4 to 100

100

100

14. Undisbursed scholarship Rs.6.19 lakh:

Scrutiny of scholarship disbursement register and information furnished to audit revealed that scholarship to the tune of Rs.6,18,749/- relating to the period from 1988-89 to 2006-07 was lying undisbursed as on date (July 2007). The details are given in the statement enclose vide Annexure-B. The yearwise breakup was as under.

<u>Year</u>	<u>Amount in (Rs)</u>
1988-89	3300
1991-92	7470
1992-93	8950
1993-94	8700
1994-95	5400
1995-96	14750
1996-97	5330
1997-98	4350
1998-99	19878
1999-2000	58018
2000-01	34379
2001-02	19434
2002-03	2,57,446
2003-04	30,750
2004-05	600
2005-06	33,335
2006-07	<u>1,06,659/-</u>

Total Rs.6,18,749/-

Effective steps may be taken either to disburse the amount or refund to funding agency or taken to institution account with due approval of funding agency for future payment as and when demanded by the payee and compliance reported to audit.

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA - 769008

Name of the Scholarship	Year	Amount	Reason for remaining un-disbursed as on 31.03.2007	Steps taken by the authority for disbursement or refund the amount
Sr. Merit Scholarship Oriss	1988-1989	3,300	Scholarship received from funding	Action is being taken for refund the
	1991-1992	1,650	authority after student left Institution/	Scholarship
	1992-1993	8,250	Non-availability of students	
	1994-1995	3,000		
	1996-1997	1,050		
	1997-1998	2,250		
	1999-2000	7,950		
	2000-2001	2,880		
	2003-2004	750		
	2004-2005	600		
	Total	31,680		
Meritorious Girls	2003-2004	24,000		
Scholarship, Orissa	2006-2007	18,000		
	Total	42,000		
P.M.S., Orissa	1998-1999	9,078		
	1999-2000	39,218		
	2000-2001	31,499		
	2001-2002	13,159		
	2002-2003	65,046		
	Total	158,000		
National Scholarship, Haryana	1995-1996	7,200		
National Scholarship, J & K	1996-1997	1,480		
Meghalaya State Merit Scholarship	1992-1993	700		
	1995-1996	1,200		
	1997-1998	2,100		
	1999-2000	1,500		
	Total	5,500		
	G.Total	2,45,860		

98

	B.F.	2,45,860	
P.M.S..West Bengal	1991-1992	2,880	
	1993-1994	8,100	
	Total	10,980	
Assam Govt Scholarship	1999-2000	6,950	
	2003-2004	6,000	
	2001-2002	3,475	
	Total	16,425	
NTSS New Delhi	1995-1996	1,500	
	1996-1997	2,800	
	2001-2002	2,800	
	2002-2003	7,400	
	2006-2007	33,200	
	Total	47,700	
NEC, Shillong	1998-1999	10,800	
	2006-2007	10,600	
	Total	21,400	
P.M.S., Pondicherry	1991-1992	2,340	
	1993-1994	600	
	Total	2,940	
P.M.S., Chennai	1995-1996	4,850	
National Scholarship, Orissa	2005-2006	14,400	
P.M.S., Himachal Pradesh	1991-1992	600	
	1994-1995	2,400	
	1999-2000	2,400	
	Total	5,400	
I.C.S.Colombo Plan	2002-2003	1,85,000	
	2005-2006	10,800	
	Total	1,95,800	
P.M.S., Bihar	2005-2006	8,135	
P.M.S., Kerala	2006-2007	44,859	
	G.Total	6,18,749	