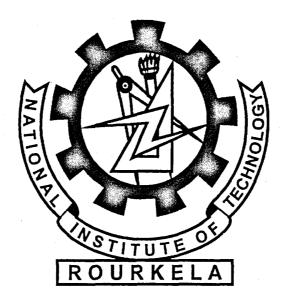
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Minutes^{*}

of

Fourth Meeting of the Board of Governors



National Institute of Technology Rourkela – 769 008 (Orissa)



National Institute of Technology Rourkela – 769 008 (Orissa)

MINUTES OF THE FOURTH MEETING OF BOARD OF GOVERNORS OF NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA HELD AT BOARD ROOM OF THE IMFA BUILDING, BHUBANESWAR ON 15.02.2003 (Sunday) at 10.00 A.M.

Members Present:

1.	Dr. Bansidhar Panda Chairman, BOG, NIT Rourkela		Chairman
2.	Dr. G.L. Jambhulkar Representing by Shri V.S. Pandey Joint Secretary (Tech.) MHRD, Shastri Bhawan, New Delhi		Member
3.	Prof. D. Acharya Vice Chancellor, BPUT Rourkela		Member
4.	Father, E. Abraham Director, XIM Bhubaneswar		Member
5.	Dr.(Mrs) Renu Batra Joint Secretary, UGC New Delhi	 、	Member
6.	Dr. Sanak Mishra MD, RSP, Rourkela		Member
7.	Prof. Satyananda Acharya Director, IMFA Ltd., BBSR		Member
8.	Prof. B.K. Rath Professor, Civil Engg., NIT Rourkela		Member
9.	Prof. B. Pradhan HOD, Chemistry, NIT Rourkela		Member
10.	Prof. S.K. Sarangi Director, NIT Rourkela		Member & Secretary
11.	Shri J.P. Padhy Registrar, NIT Rourkela		Special Invitee

Members who could not attend the meeting

- Prof. P.K.J. Mohapatra 1. Member Professor, Industrial Engg. & Management IIT Kharagpur 2. Dr. P.N. Razdan Member Adviser – I, AICTE I.G. Spots Complex New Delhi 3. Shri N. R. Mohanty
 - Chairman, HAL Corporate Office 15/1, Cubbon Road Bangalore

Member

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A. GENERAL AND PROCEDURAL MATTERS

BOG – 4 (2004) – 1 : Welcome to the members and invitees by the Chairman

The Chairman welcomed the members present and introduced the new member, Prof. Satyananda Acharya. The Board expressed its appreciation of the service rendered by the outgoing member Shri Binod Kr. Gupta.

The Board congratulated Mr. N. R. Mohanty, member of the Board and an alumnus of the Institute for being awarded the Padmashree by the President of India. The Board also congratulated Dr Sanak Mishra, a Board member and Managing Director, Rourkela Steel Plant for being conferred Udyog Ratna Award and National Metallurgist Award.

The Board noted elevation of another alumnus Dr. Surya N. Mohapatra to the position of CEO in a Fortune – 500 company, the Quest Diagnostics, USA.

The Board was informed by Chairman that Mr. N.R. Mohanty has conveyed his inability to attend the meeting and has sought leave of absence. Leave of absence was granted to Mr. Mohanty.

BOG - 4 (2004) - 2: Confirmation of the minutes of 3rd meeting of the BOG.

The minutes of the 3rd meeting of the Board of Governors held at New Delhi on 9.10.2004 were confirmed.

BOG - 4 (2004) - 3 : To report on the action taken on matters arising out of the third meeting of the BOG.

The Board examined the action taken under various items directed by the BOG in its 3rd meeting. The following are some additional decisions resulting from those discussions.

- (a) BOG 3 (2003) 9 : A new position of Dean (SRICCE) was created [SRICCE = sponsored research, industrial consultancy and continuing education]. The Board hoped that this step will enhance the R & D and CE activities in the Institute.
- (b) **BOG 3 (2003) 10**: The Board accepted the new purchase rules as given in **Annexure 1**.
- (c) BOG 3(2003) 15 : The Board observed that alternative roads exist for the surrounding population for commuting to the city although somewhat longer. Therefore, the Board resolved that, the Institutes boundaries are to be made secure and the campus should be condoned off as needed.
- (d) BOG 3 (2003) 18 : The Board accepted the recommendation of the write off committee and authorised disposal of the written off items by auction.

(e) **BOG - 3 (2003) – 35**: The Board approved the Institution of the medals and prizes recommended by the Senate. Details are given in Annexure– 2.

BOG - 4 (2004) - 4: To consider and approve the recommendation of the 2nd meeting of Finance Committee.

The Board approved the Minutes of the 2nd meeting of the Finance Committee held at Kolkata on 31.10.2003 with the revisions incorporated by the 3rd meeting held at Bhubaneswar on 14.02.2004.

BOG - 4 (2004) - 5: To consider and approve the recommendation of the 3rd meeting of Finance Committee.

The Board approved the Minutes of the 3rd meeting of the Finance Committee held at Bhubaneswar on 14.02.2004.

BOG – 4 (2004) – 6 : Review of MHRD sponsored projects.

The Board reviewed the MHRD sponsored projects operating in the Institute and advised the Director to ensure that the funds are utilized during the current financial year.

B. ACADEMIC MATTERS

BOG – 4 (2004) – 7 : To discuss the position of the proposed First Convocation of National Institute of Technology, Rourkela

The Board decided to hold the First Convocation of NIT around April 10, 2004. All future convocations including the Second Convocation are to be held in early July.

BOG - 4 (2004) - 8: To approve post facto, the result of the academic session 2002 - 03 as recommended by the Senate and to approve award of degrees.

The results of the academic session 2002 – 2003, as recommended by the Senate (Complete list given in Agenda papers) were approved by the Board for award of degrees. The Board approved the award of Ph.D. degree to Sri Awadesh Kumar subject to clearance of the Viva voce scheduled on 19th February 2004.

The Second part of the agenda item was withdrawn.

BOG - 4 (2004) - 9: To approve the revised rules and procedures for Ph.D. Degree as recommended by the Senate in its 4th meeting held on February 12, 2004.

The revised Ph.D. rules as recommended by the Senate were accepted with for the following changes :

- (a) <u>Supervisors</u> : Ordinarily a student will have one supervisor. In case of interdisciplinary work, a co-supervisor may be appointed from the same or a different department or from another organization.
- (b) There shall be a comprehensive oral examination on completion of course work but before registration to test the competence of the student in the chosen field.



The modified Ph.D. rules have been given in Annexure – 3.

BOG – 4 (2004) – 10 : To approve the academic calendar for AY 2003 – 04 including class schedules, examinations, as recommended by the Senate in its 4^{th} meeting held on February 12, 2004.

The Academic Calendar for AY 2003 – 04 as recommended by the Senate were approved. (Annexure - 4)

BOG - 4 (2004) - 11 : To report on the revised timings of the Institute, and to identify vacation staff.

The Revised timings of the Institute and the entitlement of vacation were approved. Details are given in **Annexure - 5**.

BOG - 4 (2004) - 12: To present the recommendation of the selection committees under CAS for promotion of faculty members, and to fix an effective date of promotion.

The recommendations of various selection committees under CAS and for regular appointment that met at Hotel Sishmo, Bhubaneswar during December 29 - 31, 2003 were considered by the Board. The recommendations are grouped under 3 heads.

A. Regular Selection to the post of Professor of Training and Placement.

Approved the following appointments :

- 1. Prof. B.B. Biswal, salary to be based on pay protection or minimum of scale, whichever is higher.
- 2. Prof. U.K. Mohanty, in waiting list (if Prof. Biswal does not join), salary to be fixed as per rules. Effective from date of joining.

B. Normal cases of CAS

The following staff members are declared to be promoted to the next higher posts as given against their names. The serial numbers give the order of seniority, 1 being the seniormost. Effective from 15.02.04.

Department	Position	Name of Candidate	Remarks
Ceramic Engineering	Lecturer (Senior Scale)	Mr S K Pratihar	
Chemical	Professor	1. Prof. P Rath 2. Prof. K C Biswal 3. Prof. S K Agarwal	
Engineering	Lecturer (Sr. scale)	Mrs Sushmita Mishra	
Chemistry	Professor	1. Prof. B Pradhan 2. Prof. K M Purohit	
	Lecturer (Sr. scale)	Dr R K Patel	

	-6-		
	:		
		1. Prof. N Roy	
Civil Engineering	Professor	2. Prof. A K Pradhan 3. Prof. N R Mohanty 4. Prof. J K Pani	Subject to confirmation by BOG waiving requirement of Ph. D for post of Professor
	Asst. Professor/ Lecturer (SG)	1. Mrs A Patel 2. Mrs A V Asha	Lecturer (SG) Lecturer (SG)
	Lecturer (Sr. Scale)	1. Mr K K Khatua 2. Mrs Simantini Behera	
	Professor	None	
Computer Science Engg.	Lecturer (Sr. Scale)	1. Mr B D Sahoo 2. Mr A K Turuk	•
		1. Prof. P K Nanda	
Electrical Engineering	Professor	2. Prof. R N Daschoudhury	Subject to confirmation b the BOG regarding non- Ph.D being given rank of Professor under CAS
Electrical Engg.	Assistant Professor/ Lecturer (SG)	 Dr K B Mohanty Mrs S Patnaik Mrs S Das Mr P K Sahoo Mrs D Patra 	Asst. Professo Asst. Professo Lecturer (SG) Lecturer (SG) Lecturer (SG)
	Sr. Lecturer	None	
	Professor	1. Dr K K Mohapatra	
Electronics & Instrumentation Engg.	Asst. Professor/ Lecturer (SG)	2. Mrs Poonam Singh 3. Mr U C Pati	Lecturer (SG) -do-
Humanities & Social	Lecturer (Sr Scale)	1. Mrs S Mohanty	
Mathematics	Professor	1. Prof. (Mrs) K L Roy 2. Prof. D G Sahoo	,
Mechanical Engg.	Asst. Professor/ Lecturer (SG)	1. Dr S C Haldar 2. Mr S C Mohanty	Asst. Professo Lecturer (SG)
Metallurgical & Materials Engg.	Professor	1. Prof. A K Pattjoshi 2. Prof. U K Mohanty 3. Prof. B B Verma	-

	Professor	1. Prof. S Panigrahi	
Physics	Lecturer (Sr. Scale)	1. Dr D K Bisoyi	

C. Special cases of Category I : Applicants for post of Professor without a Ph.D. degree.

The Board considered the following documents to decide whether a Ph.D. degree is necessary for the post of Professor at NIT.

(a) Circular of AICTE giving clarification on CAS rules for faculty of degree level engineering colleges vide AICTE letter No. FD/PSSC/Clarif/2003/1, dated, 10.09.2003. (Annexure – 6)

(b) Letter No. FD/PSSC/VIP/2003, dated, 16.12.2003 from AICTE giving further clarification on the issue, (Annexure – 7), and

(c) an opinion from Hon'ble Justice P.C. Mishra, Retired Justice of Orissa High Court, sent to the Chairman. (Annexure – 8).

After examining the documents the Board arrived at the conclusion that a Ph. D. degree is not required for promotion to the post of professor under CAS. Under these guidelines, the following faculty members were declared promoted to the posts noted against their names. Effective from 15.02.04.

- 1. Prof. R.N. Dashchoudhury,
- 2. Prof. A. K. Pradhan,
- 3. Prof. N. R. Mohanty
- 4. Prof. J.K. Pani

Professor of Electrical Engg. Professor of Civil Engg. Professor of Civil Engg. Professor of Civil Engg.

D. Special cases of category II : Candidates who will have the required number of years of experience only if the effective date against last CAS interview held in 2001 are fixed according to the MHRD order No. F-20-18/2003-TS III dated 15.09.2003.

The matter was deferred to the next meeting.

BOG – 4 (2004)– 12 A : Faculty members holding semi-faculty post their retirement age is proposed to be set at 62 years as per all other faculty colleagues.

Deferred to the next meeting of the Board of Governors.

BOG – 4 (2004) 13 : Change of designation of faculty.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 14 : To fix the effective date of promotion for faculty members promoted through CAS in 2002. It is proposed to fix the effective date of promotion as per AICTE recommendation at date of eligibility or 1.1.96 whichever is later.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 15 : To fix effective date of promotion of faculty who were eligible for CAS according to AICTE norms, but were promoted in 2002 or earlier against open posts. It is proposed to fix their date of promotion according to AICTE norms for CAS i.e. from the date of eligibility or 1.1.96 whichever is later.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 16 : To record the earlier approval of the Board through circulation enhancement of retirement of age of NIT employees (faculty & non faculty) and to discuss the policy regarding review of non faculty personnel at the age of 58 as directed by the MHRD.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 16 A : Formation of Screening Committee to consider the retirement age of non-teaching staff of the Institute.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 17 : To appraise the BOG of the existing faculty, non-faculty and casual staff position of the Institute.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 18 : To discuss the application of Mr. Anil Kr Tiwari and Mr. C.S. Rout recruited on compassionate ground as temporary work with consolidated pay.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 19 : To approve a policy towards counting of past service as NMR and Consolidated pay workers towards retirement benefits and or pay fixation.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 20 : To extend the benefits, awarded by the BOG (REC) in its 103rd meeting to six Technical Assistants, to others in identical position. To work out a policy towards payment of arrear dues resulting from pay adjustment. Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 21 : To approve a policy regarding award of two increments to Asst. Professors and Professors on obtaining a Ph.D. Degree, which is the minimum qualification for joining this post. This clause is applicable to those Asst. Professors and Professors who have received or will receive Ph.D. after 1.1.96 and were already Asst. Professor or Professor before that date.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 22 : To discuss a policy towards recruitment of faculty members in various departments.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 23 : To decide whether security personnel will continue to receive one months salary they were awarded ex-gratia for their extra duties in vacations and Saturdays and Sundays the arduous nature of their duty.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 24 : To evolve a policy towards payment of CCA, HRA norpracticing allowance (to Doctors) as per Central Government rules.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 25 : To report on the promotional avenues of not-teaching staff, the on going exercise for promotion against vacant posts and preparation for adoption of ACP plan of Central Government. To work out a policy on (a) mapping of REC grades to Central Government grades (b) date of applicability of ACP in accordance with all NIT policy of MHRD, if any and (c) resulting arrear dues.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 26 : To approve norms for self-appraisal of faculty and confidential assessment of Non-teaching and administrative staff and to authorize Director to release increments on satisfactory of all personnel. This will mean discontinuation of CCR for faculty personnel.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 27 : To consider and approve Write off of the following items.

Deferred to the next meeting of Board of Governors.

BOG – 4 (2004) 28 : Supply of liveries, shoes and socks to Institute Class – III & Class – IV employees.

Deferred to the next meeting of Board of Governors.

E. MATTERS RELATED TO INDIVIDUAL EMPLOYEES:

BOG – 4 (2004) - 29 : To consider the request of Prof. A.K. Mohanty, Ex-Principal, REC to release retirement benefits.

The Board advised the Director to write to the Principal Secretary, Department of Industry, Government of Orissa and seek the relevant papers, and send them to Chairman BOG for his decision, which will be accepted as the decision of the Board. If no material is received from the Department of Industry within one month, it may be presumed that no charges exist against Prof. Mohanty and the Chairman BOG may act accordingly.

BOG – 4 (2004) 30 : To reconsider the recovery of leave salary and bond amount related to deputation cum study leave and termination of service due to violation of rules by Dr. P.S. Roop, Ex. Asst. Professor, CSEA Department.

The Registrar was advised to seek legal opinion on the matter from Mr. S.P. Mishra Advocate. In particular, the advocate may be requested to advise whether the stated bond amount, or the salary paid or the sum of both is to be recovered, with or without interest.

BOG – 4 (2004) - 31 : To consider and approve the resignation of Shri Subrat Das, Lecturer Mechanical Engg.

The Registrar was advised to seek legal opinion on the matter from Mr. S.P. Mishra Advocate. In particular, the advocate may be requested to advise whether the stated bond amount, or the salary paid or the sum of both is to be recovered, with or without interest.

BOG – 4 (2004) - 32 : To consider and approve the resignation of Shri B. G. Prusty, Lecturer, Civil Engg. Dept.

The Registrar was advised to seek legal opinion on the matter from Mr. S.P. Mishra Advocate. In particular, the advocate may be requested to advise whether the stated bond amount, or the salary paid or the sum of both is to be recovered, with or without interest.

BOG – 4 (2004) - 33 : Reconsideration of study leave of Shri P.K. Behera, Ex-Lecturer, Applied Mech. & Hydraulics.

The Registrar was advised to seek legal opinion on the matter from Mr. S.P. Mishra Advocate. In particular, the advocate may be requested to advise whether the stated bond amount, or the salary paid or the sum of both is to be recovered, with or without interest.

BOG – 4 (2004) - 34 : To consider and approve the resignation of Dr.(MRs.) Mamata Jenamani, Lecturer CSEA.

The resignation of Dr. (Mrs) Mamata Jenamani was accepted.

BOG – 4 (2004) - 35 : To consider the absence of Dr. Pradeep Sharma, Asst. Professor, Mining Engg. who went to Australia without prior approval as personal work and has not returned.

The Board decided that Prof. Pradeep Sharma should be asked to explain why his service should not be terminated. He may be given 3 chances (including the one already written to him) before his service is terminated.

BOG – 4 (2004) - 36 : To report the permission granted by Chairman, Board of Governors to Dr. B.C. Meikap, Asst. Professor, Department of Chemical Engg. to attend Short Term Faculty Secondment at AIT, Bangkok by MHRD, Govt. of India as visiting Faculty and to be relieved on his return on his resignation.

The Board approved the proposal

BOG – 4 (2004) - 37 : To consider ratification of extraordinary leave sanctioned to Dr. A.K. Swain, Professor of Electrical Engineering and extension of extra ordinary leave as requested by him.

The Board approved the proposal

BOG - 4 (2004) - 38 : To consider post facto and approve the deputation cum study leave of D. Sarkar, Lecturer in Ceramic Engg. to persue M Tech. at IIT Kharagpur under QIP.

The Board approved the proposal

BOG – 4 (2004) - 39 : To consider post facto and approve the deputation cum study leave of D.S. Nimajee, Lecturer, Mining Engineering to pursue M. Tech at IIT Kharagpur under QIP.

The Board approved the proposal

BOG – 4 (2004) - 40 : To consider post facto and approve the deputation cum study leave of Dr. S. K. Sahoo, Lecturer in Mechanical Engineering to pursue Post doctoral research at U.K. under BOYSCAST fellowship programme of DST.

The Board approved the proposal

BOG – 4 (2004) - 41 : To consider post facto and approve the deputation cum study leave of Shri H. B. Sahoo, Lecturer in Mining Engineering to pursue Ph.D. at ISM Dhanbad under QIP. Details are given in Annexure – A33

The Board approved the proposal

BOG - 4 (2004) - 42 : To consider post facto and approve the deputation cum study leave of Shri P.K. Sahoo, Lecturer in Electrical Engineering to pursue Ph.D. at Jadavpur University under QIP.

The Board approved the proposal

BOG – 4 (2004) - 43 : To consider post facto and approve the deputation cum study leave of Shri D. P. Mohapatra, Lecturer in CSEA Department to pursue M. Tech at IIT Kharagpur under QIP.

The Board approved the proposal

BOG – 4 (2004) - 44 : To consider post facto the request of Prof. G. Panda, Department of Applied Electronics & Instrumentation Engineering to travel to Japan for presenting a paper at IEEE Workshop.

The Chairman, post facto, approved the proposal and the Board was informed. The Director was advised to seek Chairman's prior approval on such matters instead of post facto approval from Board.

BOG – 4 (2004) - 45 : To approve post facto foreign visit of Dr. S.K. Rath, Professor, CSEA Department to visit Asian Institute of Technology, Bangkok. On grant provided by the Ministry of Human Resource Development. Details are given in Annexure – A37

The Chairman approved the proposal

BOG – 4 (2004) - 46 : To approve post facto two visits by Prof. A.K. Pattjoshi, Assistant Professor, Department of Metallurgical & Materials Engineering to U.K. under the Higher Education link programme between NIT Rourkela & Sheffield Hallam University. Details are given in Annexure – A38

The Chairman approved the proposal

BOG – 4 (2004) - 47 : To approve visit of Prof. R.C. Behera, Professor, Department of Metallurgical & Material Engineering from 18th November 2003 to 14.01.2004 to U.S.A. with Commuted Leave on medical grounds. Details are given in Annexure – A39

The Chairman approved the proposal

BOG – 4 (2004) – 48 : To approve post facto seminar from 7th December 2003 to 12^{th} December 2003 by Mr. S.K. Behera, Lecturer Ceramic Engineering under International Conference on Materials for advanced Technology (ICMAT – 2003) held at Singapore. Further the financial implication of Rs. 23,000/- borne by the institute in this regard.

The Chairman approved the proposal

BOG – 4 (2004) - 49 : To accord permission to have foreign visit by Dr. S.K. Rath, Professor, CSEA Department during summer, 2004 to Seoul under Bilateral Exchange Programme organised by INSA, Government of India. Financial Assistance of 50 % towards airfare etc. to be borne by the institute. Details are given in Annexure – A40

The Chairman approved the proposal.

BOG – 4 (2004) - 50 : To consider the request of Director Prof. Sunil Kr Sarangi to present papers at CRYOGENIC – 2004 AT Praha and at ICEC – 20 at Beijing and to visit University to Illinois at Urbana Champaign, U.S.A. to explore possibility of collaboration in Refrigeration Technology. To accord financial support towards fee and to recommend to Ministry of HRD for Government approval. (Copy of letter addressed to Chairman, Board of Governors attached.)

The Chairman approved the proposal.

BOG - 4 (2004) - 51 : Dr. T.K. Sen, Assistant Professor, Chemical Engineering is going to an International Seminar on "FOA – 8 (Fundamentals of Absorption)" to be held at Sodona, Arizona, U.S.A. during May 23 tp 28, 2004. He is provisionally allowed to attend the seminar as per post facto approval of Chairman, Board of Governors. An amount of Rs.1.00 lakh maximum will be incurred as financial implication for the said purpose. The proposal is put to Board of Governors for approval/consideration.

The Chairman approved the proposal.

The meeting ended with thanks to the Chair.

Handy 4.03.04

CHAIRMAN Board of Governors NIT Rourkela

State Secretary BOG



Annoxure'-

Item No.



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

PURCHASE PROCEDURE

I. Introduction:

BOG)

The Board of Governors, in its second meeting held on 24.5.2003 approved that the purchase rules and procedures of IIT Kharagpur will be followed (with place-specific modifications) in our Institute. This following procedure will be followed for the purchase of consumable stores, spares, accessories, equipment, furniture and different kinds of materials by the Departments/Centres / Sections and also for sponsored Research Schemes/ Projects / Consultancy works in the Institute. The rules, although based essentially on those of IIT Kharagpur, differ in many ways to accommodate the difference in past practices, officers' designations, local market conditions and psychological differences. In case of any doubt or if the purchase has to be made through a procedure which is not included here, the prior approval of the Director should be obtained for the same.

II. Definitions of Stores:

Stores mean equipment, consumable stores, spares, accessories, books, furnitures, software, recordings and license tools etc.

Stores shall be classified as follows:

(a) Equipment:

Articles of a permanent nature, capable of functioning independently and having an asset value. Equipment can only be purchased form the non-recurring 'equipment grant' allotted to each department/ centre / section or Project.

(b) Accessories:

Article of semi - permanent nature to be fitted or attached to an equipment such as component of equipment, machine, instrument, appliance, tool etc. Accessory should have a useful life of more than two / three years and may be purchased from either the non-recurring 'equipment grant' or the recurring 'operating grant'. Small, low cost items, even if not appendage to larger equipment, may be classified as accessories.

(c) Spares:

Articles of consumable nature changeable due to wear and tear of the equipment, required for the maintenance of equipment. They can be purchased from the recurring 'operating grant' or form 'no-recurring grant'.

(d) Consumable stores:

Articles having no capital value and directly consumed or used up are classified as consumable stores. They are charged as expenditure for the same year. Consumable stores can be purchased only from the recurring 'operating grant' of the Department / Centre / Section/ Project. Very small items such as tools and small instruments though of durable nature, may be classified as consumable stores.

111. Heads of Departments/ Centres/ Sections:

For the purpose of purchase procedure this term includes Heads of academic Departments/ Centres, Heads of administrative and other sections and also of any others section that may come in future. A list of present Heads of Sections is given below.

Section

- 1) Library
- 2) Registry
- 3) Hospital
- 4) **Construction & Estate** Maintenance Unit
- 5) Security
- Telephones 6)
- **Refrigeration &** 7) Air-conditioning Unit
- 8) Transport Unit
- **Training & Placement** 9) Section

IV. **Financial Powers:**

Head for the purpose of **Purchase committee** Professor- in- charge Registrar **Designated Dean**

Professor In Charge

Designated Dean Designated Dean Designated Dean

Designated Dean Professor - in- Charge

- HEADS OF DEPARTMENTS/ CENTERS/ SECTIONS / PRINCIPAL (a) INVESTIGATORS, PROFESSORS IN CHARGE OF SPECIFIC ACTIVITIES (with approval of Director)
- 1) Power to sanction expenditure for purchase of stores (recurring and non-recurring) within the approved budget as per rules. Up to Rs. 25,000/-
- 2) Power to sanction advance for emergency cash purchase as per purchase rules within the sanctioned budget.
 - Up to Rs. 10.000/-
- -(b) **DEANS:** (Other than DEAN, (SRIC))
- 1. Power to sanction expenditure for purchase of stores (recurring and non – recurring) for his concerned unit within the approved budget as per rules. Up to Rs. 50.000/-
- 2. Power to sanction advance for emergency cash purchase as per rules within the sanctioned budget Up to rs.20,000/-

(c) DEAN (SRIC)

s.50,000/-
s.20,000/-
s.2

- (d) DIRECTOR
- 1. Power to sanction expenditure for both recurring and non-recurring All Amounts
- 2. Power to sanction advance cash purchases as per purchase rules within the sanctioned All Amounts budget
- (e) DEPUTY REGISTRARS/ACCOUNTS OFFICER/ASSISTANT REGISTRAR (OR EQUIVALENT) HOLDING INDEPENDENT CHARGE OR ANY OTHER OFFICER (AS MAY BE AUTHORISED BY THE DIRECTOR)

To sanction petty contingent expenditure up to Rs.2000/-.

V. PURCHASE COMMITTEES.

A) Departmental Purchase Committee:

Composition

- 1. For each Department / Center/ Section a Purchase committee will be constituted to look after the purchases of the departments/ centres/ sections and sponsored research projects.
- 2. The Committee will ordinarily consist of six members including the Chairman. Principal Investigators of research projects and professors in charge of major laboratories and supervisor of Ph.D. students should get preference in selection of Purchase Committee members. Attempt should be made to involve all sections of the faculty in age, specialization and designation. In very small departments and centres, the whole faculty may constitute the purchase committee. The HOD may, at his discretion co-opt up to two faculty members of allied departments.
- 3. One of the Faculty members of the Department / Centre will be nominated by the Head of the Department / Centre in consultation with other Faculty members for a period of 2 years to act as chairman. Once appointed, the Chairman can be replaced by the HOD before the expiry of two years only with the approval of the Director. In the absence of Chairman, the HOD will choose a temporary Chairman from the members in consultation with the other members.
- 4. In case of Central units, such as Registry, Library, Student Activity Centre and Construction/ Maintenance unit, Committees will be made consisting of all concerned officers. The Director will approve all such committees.

3

- In all other units, the functions of the Purchase Committee will be discharged by the concerned faculty/officer in charge with the approval of Director.
- 6.

5.

All purchase proposals must originate from professors/officers in charge of laboratories or facilities. The purchase committee will either approve the proposals or return them with definite and workable solutions.

Functions:

- 1. To process the purchase of equipment, stores, accessories, furniture, teaching aids etc. required by the Department / Centre in accordance with the rules.
- 2. To meet at the beginning of the financial year to make a plan for spending expected funds under equipment and operating grants and to make mid course corrections as and when better information is available from the Accounts Office.
- 3. To allocate funds to the different laboratories and assist professors in charge to make the purchase in time.
- 4. To assess needs of the department, select vendors and send purchase queries in case of commonly consumed items. For stores specific to a laboratory or of a project, the professor in charge of the laboratory or the PI may select the vendors and send purchase enquiries on behalf of the department / project.
- 5. To scrutinize purchase proposals and advise faculty members on rules, procedures, fair competition and transparency.
- 6. All purchase proposals must be vetted by the purchase committee before being placed before the HOD for signature. Members should sign on the comparative statement or on the proprietary certificate. This includes proposals of both departmental (equipment and operating) grants and also sponsored projects.
- 7. The purchase Committee, depending on the need, should meet as frequently as necessary, to ensure that no purchase proposal is delayed because of the Committee. Normally two working days may be considered as an upper limit to clear proposals submitted by professors in charge of laboratories. In simple cases a meeting may not be necessary and signatures may be obtained by circulation.
- .8. For reasonably small amounts, the Chairman of the Purchase Committee may sign Purchase Requisitions on behalf of the Committee. This will save time for the laboratory in-charge, and for the committee members.

Department Operating grant and project consumable grant < Rs.25,000/-Equipment Grants (Dept & Project) < Rs.50,000/-

For higher amounts signature of the committee members present in the meeting (or by circulation) is mandatory.

- 9. The primary spirit behind the purchase committee is to minimize the procedural delays and correct procedural lapses if any through collective judgment.
- 10. The task of fixing specifications of equipment and consumables, identifying vendors, preparing purchase requisitions are best done by faculty in-charge of laboratories/PI. But the purchase committee must assist the lab in charge by sharing information on price, quality of products and reliability of vendors.
- 11. All stores should be received and checked by faculty members and officers in charge of laboratories or offices. Bills should be certified by faculty members only after checking the specifications and then sent to HOD (for departmental purchase). The Purchase Committee should supervise the process of receipt of stores, stock entry, certification etc. to ensure that the process is moving in an orderly manner.
- 12. When the Departmental Purchase Committee is unable to examine a purchase proposal within a reasonable time (say, one week) or unable to arrive at a workable purchase plan, the Principal investigator of project or the professor in charge of the laboratory may send the purchase proposal to the Dean (SRIC) or Director through the HOD to take the final decision.
- 13. If after a purchase enquiry has been floated and quotations received, it is felt that the supplier quoting the lowest price should not get the order, the Purchase Committee should discuss and record the reasons and send its recommendation to Director for approval.
- 14. Ordinarily bargaining or negotiation should be avoided. If it is felt essential, negotiation may be done only with the party quoting lowest price. Prior approval of competent authority has to be obtained if negotiation is desired.

B) <u>Sectional Purchase Committees</u>

(i) For Registry:-

The committee will consist of the following :

- 2) Other Concerned Officers Member
- 3) Co-opted members as desired by Committee /Director

The constitution of the Committee is to be approved by the Director. The Registrar will discharge the functions of the Head of Department.

Functions:

To process the purchase of equipment, stores, accessories, furniture, stationery, postage, liveries, publication, etc.

(ii) For Library

The Committee will consist of the following:

1)	Librarian or the senior most officer of the Library	Chairman
2)	Other Officers of the Library	Members

- 2) Other Officers of the Library
- Accounts Officer 3)
- Co-opted members as desired by Committee / Director 4)

The Committee is to be approved by the Director. Professor in charge of Library will discharge functions of the Head of the Department.

......Member

Functions:

To process the purchase of books, journals, equipment, stores, accessories, furniture, etc. required by the Library in accordance with the rules.

(iii) For Dispensary:

The Committee will consist of the following:

- 1) Prof. I/C of Dispensary ... Chairman
- 2) Medical Officers ... Members
- 3) Co-opted Members from inside and outside of the institute as desired by the Committee/Director.

The Committee is to be approved by the Director. One of Deans will be designated to discharge functions of the Head of the Department.

Functions:

To process the purchase of equipment, stores, accessories, furniture, medicines, medical accessories, crockeries, etc. required for the Dispensary.

Student Activity Centre (SAC) (iv)

The Committee will consist of the following:

	One of the Vice presidents Other Vice presidents	Chairman Members
3)	Professionally qualified officers	
	(e.g. physical education officers, etc.)	 Members
4)	Other faculty members (if any)	 Members

The Committee is to be approved by the Director. Dean (SA) will discharge functions of the Head of the Department. He will nominate the members and Chairman of the Purchase Committee. The total strength of committee is to be maintained at six.

Functions:

To process the purchase of equipment, stores, accessories, furniture, sports and games accessories, other accessories of SAC, etc. required for the SAC and its constituent units.

(v) All other Sections / Units like Construction Unit, Estate (Civil), Estate(E&M), Horticulture, Training and Placement etc.

Appropriate four - member committees will be nominated by the Chairman / Head of the concerned Section/ Unit with the approval of the Director.

VI. Invitation of Quotations:

- Normally six sealed quotations have to be invited by the Heads of Departments/ Centres/ Sections or Faculty member or any officer authorized by him in the prescribed form (See Appendix) from manufactures, authorised agents, firms or reputed & reliable registered dealers (A list of such suppliers will be circulated by the institute. The additions to and deletions form the list will be circulated periodically).
- 2. For an item, which is 'proprietary' in nature single quotation from the manufacturer, or authorised agent dealing with that particular item may be invited. A proprietary certificate form given in the Appendix has to be furnished. The supplier should be requested to furnish the manufacturer's standard price list for verification. Purchase on single quotation or limited number of quotations basis may also be made in justifiable cases with the approval of the Director. Reasons for such purchase may be lack of adequate number of indegenous manufacturers, availability of service facilities, national reputation, and past experience. In all cases the purchase must be from reputed manufacturers or their designated dealers.
- 3. Any claim for revision of rates in respect of proprietary or selective items must be supported by the manufacturer's certificate or the price list or the reference to Government letter for any changes in duties etc.
- 4. Open quotations through advertisement will preferably be invited in the case of stationery, liveries and other general consumable items where the value of the individual item purchased per year is likely to exceed Rs. 100,000/-
- Purchase order must be placed within the validity period of the accepted quotation or if the supplier is ready to supply the items with same price beyond the validity period.
- 6. Normally quotations must include all duties and taxes payable as per rules.
- 7. The Registrar/Deputy Registrar/Assistant Registrar (Stores & Purchase) will check income tax/ sales tax clearance certificates while preparing the list of approved suppliers as well as before payments are cleared to the Suppliers. However, in the case of a company having repeated business dealings with the Institute, the verification will be done once in the financial year, preferably in the beginning. The Sales Tax and Income Tax Certificates issued by the companies themselves in the case of Government companies and public limited companies / reputed firms will be accepted in principle.
 - Where a firm is a new one or where there is genuine difficulty of a firm in submitting the current STCC & ITCC Certificates or if the firm is a reputed one, submission of the said certificates may be waived by the Registrar / Deputy registrar / Assistant Registrar (S & P) but it should not be a recurring feature.

VII. Opening of Quotations:

Quotations are normally expected to be received in sealed covers. Signed quotations received by fax may also be considered. In case of unsigned quotations received through email or telephone, or prices from a catalogue, a purchase process may be initiative with unsigned quotations. But an original signed quotation must be made available at the time of audit vetting. The quotations will be opened by the faculty/officer in charge only on or after the due date and time. For large orders where the value of the purchases may exceed Rs. 1.0 Lakh in case of equipment and Rs.50.000/- in case of accessories and consumables, it will be desirable to open the quotations in presence of the representative of the company or companies who have quoted. The suppliers have to make a request expressly in writing beforehand that they want to be present at the time of opening of the quotations. It is desirable that some other members of purchases committee may also be present when the quotations are opened. The Committee will attest all quotations opened by them and initial any corrections and over writing in them.

VIII. Acceptance of Quotation:

A comparative statement will be prepared and scrutinized by the Departmental Purchase Committee. For small purchases i.e. Rs.50,000 in equipment grant and Rs.25,000 in operating grant, the Chairman, Purchase Committee can, at his discretion, act on behalf of the Committee.

- Normally three quotations ought to be available for a comparative analysis. The total price of each item including all taxes, duties and charges for delivery at site at NIT, Rourkela should be determined in order to have the comparative analysis. Final recommendations for purchase should normally be based on the lowest quotation. Proper justifications must be given if there is any deviation from the same.
- 2. If the purchase is to be made on single quotation basis, then an adequate technical justification must be provided, along with a proprietary certificate if applicable. It must be remembered that proprietary certificate is a serious legal document and can be given only if the materials/ equipment of a particular company is unique and there is no comparable product available in India or abroad (as the case may be). A product manufactured by any company, in principle, has some unique features, but that in itself is not reason enough to merit a proprietary certificate.
- 3. In case the equipment cost Rs. 1.00 Lakh or more, an appropriate justification for the purchase has to be given by the Department / Center/ Section. The justification and the quotation(s) will be vetted by the standing Equipment Committee/ Purchase Committee. The committee should give its recommendations within the specified time from the date the matter is referred to them.
- 4. For purchase of Air conditioners, Refrigerators, Computers, Microwave Oven, Electronic Typewriters, TV, VCR, Video Sets, Printers, Xerox Machines, Water Heaters, Water Purifiers, Watercolors and Overhead Projectors, the proposal should first be vetted by the standing purchase committees if any, and placed before the Director with the recommendations of the respective committee for approval. Thereafter the purchase proposal should be processed for fund booking etc.

IX. Fund Booking and Audit Vetting:

All purchase requisitions will be routed through the Deputy Registrar/ Assistant Registrar (Finance & Accounts) for fund booking and office of Internal Audit for vetting wherever it is required in the prescribed from.

X. Sanction of Purchase:

The Departmental Purchase Committee or Sectional Purchase Committee will froward the purchase proposal along with their recommendations to the HOD or Pl concerned. The HOD will scrutinize all the papers and if he is satisfied, he will forward it to the Deputy/Assistant Registrar (F&A) for fund booking.

Audit vetting will be done as per rules by Assistant Registrar in charge of Internal Audit. In case of a proposal not recommended by the Audit, it will be referred back to the HOD concerned for compliance. The recommended purchase proposals will be forwarded to the concerned sanctioning authority for approval. For purchase below Rs.25,000 where the HOD or Principal Investigator is the sanctioning authority, the proposal is deemed to be approved in advance. The approved purchase proposal is to be sent to the Purchase Officer with the comments and observations of the Audit, and orders, if any, of the sanctioning authority for further action.

XI. Purchase Order:

The Purchase Order will be issued by the issuing authority in the format given in Appendix after satisfying himself that the purchase proposal conforms to the rules and regulations as laid down. The authority for issuing the purchase orders is the Registrar. However the Director can nominate any other officer for this purpose. Once the Purchase Order is issued, a copy of it will be sent to the concerned Head of the Department, the indenting lab in charge, Accounts and Audit Sections. The Purchase file with all the relevant documents etc. will be retained by the Purchase Section. The purchase order is to be prepared by the Purchase Section. Departments, however, may assist the section by preparing the draft order in advance. The responsibility for corrections of the contents, however, remains with the designated Purchase Officer.

XII. Repeat Orders:

Repeat orders for normal purchase may be sanctioned by the competent authority (Director/ Dean/Registrar/HOD) within the maximum period of 6 months from the date of the previous original purchase order(not another repeat order), subject to the satisfactory performance of the suppliers. However, a formal approval must be obtained from the competent authority on the new purchase requisition which should contain a copy of the order to be repeated.

XIII. Rate Contract:

For supply of consumable items of constant use by various Departments/ Céntres, such as, chemicals, glasswares etc. or for commonly used items such as computers, computer components, stationery and small instruments etc. the institute may enter into rate contract with the manufacturers or vendors of repute for a specific period.

XIV. Amendments to Purchase Orders:

All amendments, in respect of specification, quantity of items, extension of the delivery period and change of any terms & conditions of the Purchase Orders are to be issued by the designated purchase officer. In case there is any extra expenditure over the amount already sanctioned, fund booking needs to be done for the additional amount and the competent authority's sanction will have to be obtained before issue of the amendment order. In case, amendment is a result of charges in tax rates or some other charges levied by the Government, a fresh sanction by the sanctioning authority may be avoided. Copies of amendment to the Purchase Order are to be endorsed to the Head of the Department, indenting laboratory in charge, Accounts & Audit Sections.

XV. Receipts of Stores and Bills:

- 1. Arrangement with the suppliers should be made to have the stores delivered free at the indenting laboratory or office of NIT, Rourkela or F.O.R. Rourkela. In case the freight is to be paid by the Institute, the supplier should be requested to send the materials at site (NIT, Rourkela) on "Freight- to - pay" basis as per the terms of the Purchase Order.
- 2. All suppliers (indigenous / foreign) should send 3 copies of invoices and 2 copies of challans along with the materials with an intimation to the designated purchased officer and to the concerned Department/ Centre / Section.
- 3. On receipt of such intimation, the purchase office will arrange collection of stores from the Railway Station or from the Transport Agencies, as the case my be, and will arrange to deliver the stores to the concerned Department/ Centre/ Section directly. Stores purchased for common use of the Department / Centre/ Section will be kept in the Central Stores. They will be issued by the storekeepers or other designated personnel on requisition by the HOD/HOO/ Section-in-charge from time to time.
- 4. In case of damaged/ lost goods, the Purchase Office will arrange to lodge the Insurance claim with the appropriate authority on receipt/non-receipt of materials from the Railway/ Airport /Dockyard authority.
- 5. The Department / Centre/ Section will arrange for inspection of the stores after they receive it form the Central stores or directly from the supplier and issue the necessary stock certificate in the prescribed proforma. The endorsement on all the 3 copies of the invoice will give reference of the stock Register (viz. Equipment, Consumable, Accessories, Spares, etc. Plan/Non-Plan) Folio. No., Item SI. No. and date of taking into stock. This endorsement shall be signed by the concerned Laboratory-In-Charge and the HOD/HOC/HOS/ Principal Investigator under his Official Seal.
- 6. In case of usual payment terms, certified invoices (2 copies) and challan (1 copy) along with other documents, if any, are to be forwarded by the Department /Centre /Section to the purchase Office for arranging payment within the specified period.
- 7. On receipt of such certified Bills and Challan(s), the Purchase Office will arrange to send necessary payment advice to the Accounts section with the following documents (one copy each)

- (a) Payment Advice,
- (b) Certified Invoice,
- (c) Signed Challans,
- (d) Other relevant documents, if any.

8.

- (a) In case of 100% payment in advance against proforma invoice, the Purchase Section will advise drawal of the advance bill along with a copy of the proforma invoice and other documents, if any, to the Accounts Section for keeping the Cheque ready in the Cash Section. The Cheque will be delivered to the supplier on receipt of materials in good order and condition at NIT site or the Supplier's site.
- (b) On receipt of the materials and after proper inspection of the goods, the Department/ Centre / Section will arrange to send the certified invoice (in duplicate) and signed challan to the Purchase Office.
- (c) The Purchase Officer will arrange to forward the same to the Accounts (Cash Section) to despatch the cheque by Registered post to the supplier or to deliver the cheque to the authorised representative of the supplier on receipt of the authority letter, duly recommended by the HOD/ HOC/ HOO and countersigned by the Purchase Officer on furnishing proper stamped receipt duly signed by the competent authority of the supplier to the Cash Section.
- (d) The cheque drawn in favour of the supplier and not released by the Purchase Officer will be held normally for six months in the cash Section unless otherwise advised by him.

XVI. Adjustment of Advance :

Advance adjustment advice will be sent by the Purchase Section to the Accounts Section along with one copy of the certified invoice, signed delivery Challan for immediate adjustment.

Accounts Section will arrange to intimate the Purchase Officer after adjustment of such advance.

XVII. Discrepancy in Supply:

- 1. Where the supplied stores are not acceptable for any reason, the Department concerned will immediately notify the supplier directly, giving the grounds on which such rejection has been made, and send a copy to the Purchase Officer.
- 2. If the stores are partially defective and are capable of being repaired / rectified by the Institute, the supplier will be informed at an early date giving the exact nature of the defect and the estimated cost of the repair / rectification. Extra expenditure, if any, in the regard shall be borne by the supplier. The Purchase Officer will be kept informed.
- 3. If the stores are found defective and it is necessary to have them repaired by the supplier at site, particulars of such defects will be sent to the supplier along with a copy to the Purchase Officer.
- 4. If the stores are found defective and it is necessary to have the defects rectified by returning the articles to the suppliers, the particulars will be notified to the Purchase Officer immediately who will take appropriate action.

XVIII. Ordinary Payment Terms:

Sanctioning authorities approving the purchase will also have the authority to sanction the following payment terms.

Ordinary Terms:

- 1. Full payment within 30 days from the date of receipt of the stores in satisfactory condition and installation(if so provided in the purchase order).
- 2. Upto 100% advance cheque drawn against proforma Invoice. The cheque is to be handed over after receiving the stores in good order and condition either at Institute site or at Supplier's god own.
- 3. 100% advance payment drawn in cash against postal intimation and payment made to post office for releasing V. P.P.

Special Payment Terms:

Advance Payment upto 100% of the amount due either against proforma invoice or through Bank against despatch documents is usually applicable to government Department or Companies. In special circumstances, renowned private companies may also be given this privilege particularly if the item purchased is proprietary in nature. The following shall have the financial authority to approve such special terms of payment:

1.	HOD/ HOO/ HOS/ Principal Investigator	Up to Rs. 10,000/-
2.	Dean (SRIC)	Up to Rs. 20 000/-

(for Research Scheme/Project / Consultancy work).

up to Rs. 20,000/-

4. Director

Deans

3.

All Amounts

XIX. Demurrage, Wharfage, Terminal Charge, Port Rent Etc.

The following shall have the authority to sanction expenditure towards Demurrage, Wharfage, Terminal Charges, Port Rent, etc.

1.	Director	All Amounts
2.	Deans	Up to 20,000/-
3.	Registrar	Up to 10000/-
4.	Dy. Registrar/Asst. Registrar (Purchase)	Up to Rs.1000/-

Utmost care be taken by the sanctioning authority to see that the expenditure on this account, which is considered as loss, is absolutely necessary and unavoidable and against each such sanction there should be proper justification.

XX. Emergency Purchase From Cash Advance:

Heads of Departments/ Centres/ Sections/ Principal investigators are empowered to sanction cash advance of Rs.10, 000/- for emergency purchases. The advance will be drawn in favour of a permanent faculty or staff member of the Institute. Normally, a second advance can be drawn by the faculty/ staff member only after adjustment of the first one. Deans can sanction cash advance up to

Rs.20,000/- while Director's approval will be necessary for any cash advance beyond this value. For emergency cash purchase against cash advance, comparative quotations are not necessary for purchase up to Rs.5000/- from the same shop against a single receipt. Multiple receipts from the same shop or from different shops for the same items must add up to an amount below Rs.5000/-. For higher amount at least three comparative quotations must be obtained. A written quotation enquiry or a formal comparative statement, however, are not necessary. The purchase need not be reviewed by the Departmental Purchase Committee, but recommendation of HOD is mandatory for settlement of the advance drawn. Multiple cash memos from the same shop covering different items or for the same item from different shops will be considered as a single cash memo. Only printed cash memos will be accepted; hand written receipts will require revenue stamp above the prescribed value.

For cash purchase above Rs.50,000/- per item for which advance has been sanctioned, the purchase may be made along with one representative from Audit Section if desired by the drawing officer when there is no time to obtain quotations. Ordinarily, it can be purchased on single quotation basis.

For cash purchase from Rs. 50,001/- to Rs. 1,00,000/- per item for which advance has been sanctioned the purchase may be made along with two representatives (one from Audit Section and another from Accounts Section) if desired by the drawing officer. However it is mandatory to purchase the items based on the quotation basis. In such cases, Director's prior approval is necessary.

When shops accept post payment, it will also be possible for a HOD or PI to procure stores from a shop, take the material into stock, certify the bill and send to accounts section for direct payment to the shop. The authority for approval and the purchase procedure will be identical to that for purchase against cash advance.

XXI. Purchase From Imprest:

Upto Rs.1000/- can be spent on petty purchase from a reputed shop or dealer in one day against a single cash memo. Purchase worth more than Rs.1000/- may not be made from the same shop on the same day, even with multiple cash memos.

XXII. Purchase Procedure For Engineering Services:

Engineering services such as repair and maintenance work on civil and Electrical facilities or alteration/ refurbishment will ordinarily be carried out by the Maintenance Unit following the normal tendering process. However small works (costing less than Rs.100,000) may be procured by departments (including the Maintenance Unit) through a purchase order based on competitive quotation. No formal engineering estimation is needed before floating a quotation enquiry. The job at hand may be described adequately in the quotation enquired and engineering service providers (contractors) may inspect the facility before submitting a quotation. All formalities of the purchase process, however, 'should be observed.

XXIII. Purchase of Small Amounts Related to Research Projects

Purchase relating to the Research schemes / Projects / Consultancy works up to Rs. 10,000/- may not be routed through the Purchase Committee. Such purchase may be initiated by the respective Investigator / Coordinator - in- charge of the Scheme / Projects or Consultant - in- Charge directly to the SRIC, following the normal Purchase Procedure.

- **XXIV.** These Rules shall be in force from the date of the approval of the Board of Governors in super-session of the existing Purchase Procedures.
- XXV. In case of any doubt in the interpretation of these rules and/ or case of exceptions, if any, the decision of the Director shall be final.

LIST OF AWARDEES FOR CONVOCATION – 2003.

Institute Awards – [¬]

Institute Gold Medal for best B.Tech. - Institute Gold Medal for best M.Tech. -

Sri Debapriya Sarkar. (Electrical Engineering) Ms. Suman Kumari (Civil Engineering)

• The following two Institute Gold Medals will be awarded from 2004 Convocation onwards.

- 1. Prof. Bhubaneswar Behera Gold Medal for the best out-going all rounder
- 2. Institute Gold Medal for the Best B.Tech Project.

Institute Silver Medal for toppers of U.G. disciplines, M.C.A. and M.Sc.

- 1. Shri Bikash Sahoo
- 2. Shri Jyoti Ranjan Moharana
- 3. Shri Debapriya Sarkar
- 4. Shri Malaya Ranjan Satapathy
- 5. Shri Laxmi Narayan Rath
- 6. Shri Deeptendu Samanta
- 7. Shri Hari Prasad Ram
- 8. Ms Pooja Lath
- 9. Shri Ritesh Shukla
- 10. Ms. Sukanya Sen
- 11. Shri Subhajit Waugh
- 12. Ms. Anuradha Singhal
- 13. Ms. Jyotsna Rani Pattnaik

- Chemical Engg.
- Civil Engg.
- Electrical Engg.
- Mechanical Engg.
- Met. & Mat. Engg.
- Mining Engg.
- Computer Sc. Enngg.
- Elect. & Inst. Engg.
- Ceramic Engg.
- M.C. A.
- Physics
- Chemistry
- Mathematics.

Other Awards : (Instituted by public or private donors to graduating students.)

1.ISTAM Medal-Best Graduate of the Institute - Shri Debapriya Sarkar.

2. Saurav Ranjan Kar Memorial Medal -Best Graduate of the Institute - Shri Debapriya Sarkar.

3. Pranab Memorial Medal - Best Graduate of Mechanical Engg. - Shri Malaya Ranjan Satapathy.

4. Institution of Engineers (India) Medal- Best Graduate of Mining Engg.- Shri Deeptendu Samanta

5. Institution of Engineers(India) Award - Best Graduate of Chemical Engg. - Shri Bikash Sahoo.

6. Institution of Engineers (India) Award- Best Graduate other than Chem. Engg.- Shri Debapriya Sarkar.

7. Metallurgical Engg. Association Medal - Best Graduate of M.M. Engg. - Shri Laxmi Narayan Rath.

8. Sugat Kishore Mall Memorial Medal - Best Graduate of Electrical Engg. - Shri Debapriya Sarkar.

9. Prof. Raja Raman Award- Best Graduate of CSEA.- Shri Hari Prasad Ram.

hulay. 16.02.2004

Annexwe

REGULATIONS FOR

PH.D.DEGREE IN SCIENCE AND ENGINEERING (EFFECTIVE FROM THE SESSION 2002 - 2003)

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1. INTRODUCTION:

- 1.1 The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (Ph.D.) in Science and Engineering in various disciplines as mentioned in Appendix-I.
- 1.2 The Ph.D. Thesis shall be the report of the research work characterised by either discovery of new facts or new interpretation of known facts and theory or an independent design and development or development of new instrument and technology or exhaustive study and criticism of published work or any applied research work that can be exploited by industries.

2 ELIGIBILITY:

- 2.1 The minimum qualification required for admission to Ph.D. programme in Engineering is as follows:
- 2.1.1 M.E./M.Tech. in relevant discipline with at least 60 percent marks in aggregate (or 6.5 CGPA) in both B.Tech./(or M.Sc.) and M.Tech. from recognised Technical Institute/University.
- 2.1.2 B.E./B.Tech. or equivalent in relevant disciplines with 65 percent marks in aggregate (or 7.0 CGPA).
- 2.1.3 M.Sc. in Basic Sciences with 65 percent marks in aggregate (or 7.0 CGPA) in relevant disciplines.
- 2.2 The minimum qualification required for admission to Ph.D. programme in Sciences is M.Sc. in relevant disciplines with at least 65 percent marks in aggregate (or 7.0 CGPA). Candidates with engineering degrees may also be selected with specific approval of the Senate or Chairman Senate on its behalf.
- 2.3 In exceptional cases, where the candidate has proven research experience, evidenced by published papers and/or unpublished documents, the Director, as Chairman Senate, can relax the mark requirement by 5 percent(or 0.5 in CGPA).
- 2.4 Students with degrees in one discipline of Science or Engineering can enroll for Ph.D. in another discipline of Science or Engineering, if such migration is considered relevant by the Departmental Academic Committee (PG & R). The decision must be made on case to case basis depending on the fields involved, proposed research programme and academic preparation of the candidate. The constitution and functions of DAC (PG&R) are given in Appendix-II.
- 2.5 Qualification in GATE is not essential for admission to Ph.D. programmes. Students applying for external scholarships, however, need a valid GATE score.

The various categories of students (with/without financial support) mentioned 2.6 below are eligible for admission to Ph.D. programmes provided they satisfy the qualification requirements as given in 2.1 and 2.2.

- Full time student without fellowship (self financed/self supported)
- Full time student with external scholarship (UGC/CSIR etc.) ٠
- Full time student with Institute fellowship (Institute Scholar) ٠
- NIT regular employees
- Project Scholar (JRF/SRF/RA etc.) or project staff members
- Sponsored student (Institute/Research Organisation/Industry)
- **OIP** Scholars ٠

ADMISSION: 3

- All categories of candidates except the members of the institute faculty, QIP 3.1 scholars and scholars nominated by the Central Government have to be selected by Departmental Academic Committee (PG&R) on the basis of overall academic performance, written test and/or interview.
- Candidates employed as SRFs/JRFs/Research staff in sponsored projects may be 3.2 admitted to the Ph.D Programme. They need to obtain permission of the Principal Investigator and Dean(SRIC) for admission. They also have to satisfy the qualifying marks requirement and will undergo selection procedure like other students. On termination of the project, their status will be full time student without scholarship.
- Members of teaching staff desirous of enrolment in Ph.D. programme must obtain 3.3 permission from the Director by requesting in writing. They will be guided by all other norms for Ph.D. registration and thesis submission as per regulation. On receiving administrative approval they will apply to the Institute for admission in the standard application and enrolment forms. If the member applies for admission to his own department, selection is automatic. But if he/she applies for admission in another department, the DAC of the destination department will examine the proposal. No formal interview is necessary. Admission will be given if DAC recommends.
- Non-teaching staff may be permitted to join the Ph.D. programme with following 3.4 terms and conditions:
 - (i) A member of non-teaching staff seeking permission to join the research programme must hold a permanent post in the institute and must have a standing of at least 3 years service in the Institute in the same cadre.
 - (ii) The application for administrative permission to join a research programme by a member of non-teaching staff must be submitted to the Director through the Head of the Department/Centre or the section incharge, as the case may be where the candidate is employed. While submitting the application he/she must give an undertaking to the effect that he/she will abide by all rules and regulations.
 - (iii) The employee must be engaged in research as a part of his normal duty, so that his work output can qualify for the degree of Ph.D. Study towards

Ph.D. can not be done on a part time basis outside the working hours of the Institute.

- (iv) Administrative permission by the Director does not constitute academic approval of the Senate.
- (v) On receiving administrative approval, the employee will apply to the Institute for admission. The application will be examined by the Departmental Academic Committee (PG&R) of the Department where the candidate wants to be enrolled. The Committee will interview the candidate to ascertain his suitability in the programme.
- (vi) Every application for admission under this category shall be examined by the Research Programme and Evaluation Committee taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability, and whether the normal job assignment of the applicant sufficiently overlaps with the proposed research programmes. Final permission will be accorded by the Senate.
- (vii) The members of the non-teaching staff applying for Ph.D. programme must satisfy the minimum qualification requirement as mentioned in para 2.1 and 2.2.
- 3.5 The norms for admission of sponsored candidates is given in Appendix-III.
- 3.6 Students enrolled in the M.Tech. (Res) programme may shift to the Ph.D. programme on recommendation of the Masters Scrutiny Committee and approval of the Senate. All such proposals will be examined by the RPEC before presentation to the Senate.

4. SUPERVISORS:

- 4.1 All candidates for Ph.D. degree are required to carry out their research work under the guidance of ONE or TWO supervisors, to be appointed by the Head of the Department on recommendation of the Departmental Academic Committee (PG&R).Ordinarily the DAC will recommend one supervisor. However in case of inter-disciplinary research (within the same department or across two departments or two institutes) a second supervisor may be appointed.
- 4.2 When there are two supervisors, one of them will be called the Principal Supervisor. Ordinarily the Principal Supervisor will be a faculty member of the registering department. However, in deserving cases the DAC (PG&R) may recommend a faculty member of another department of the Institute as Principal Supervisor.
- 4.3 (a) The supervisors may be in the rank of Professor/Assistant Professor with or without Ph.D. degree or Lecturer with Ph.D. degree.

- 4.3 (b) A sponsored student desiring to work in his/her place of employment must have a supervisor from his or her organisation. The joint supervisor so proposed must have a Ph.D. degree or at least 10 years of relevant professional experience. In case of Academic Institutes a Ph.D. degree is necessary to become a joint supervisor.
- 4.4 Regular faculty members of the Institute enrolling in Ph.D. programme may be self-guided. Such cases should be examined by RPEC and put up to the Senate for approval.
- 4.5 A teacher with less than 2 years service left before superannuation may not be recommended as a sole supervisor or principal supervisor. After superannuation a teacher will continue to be the sole supervisor if the thesis is submitted within 6 months; if it takes more than 6 months a substitute supervisor has to be appointed by DAC(PG&R). If no faculty member is willing to take up the assignment, the Director, as Chairman, Senate, will appoint the supervisor in consultation with the HOD. This selection will be binding on the student and the supervisor.
- 4.6 After superannuation from service if a person joins the institute on re-employment or as Emeritus Scientist or on some scheme of UGC/AICTE, he will continue to be the sole supervisor or as Joint supervisor as he was before superannuation.
- 4.7 Persons from outside the institute joining as Chair Professors/Emeritus Scientists can be appointed as supervisors for new scholars only jointly with a regular teacher, but not as sole supervisors.
- 4.8 A substitute supervisor can be appointed by DAC(PG&R) if a sole guide proceeds on long leave for more than a year.

5. ADMINISTRATION OF THE PROGRAMME:

5.1 Enrolment:

All the candidates admitted to the Ph.D. programme are required to enroll for the programme on payment of the prescribed fees as given in Appendix-IV and to carry out research work under a supervisor (or two supervisors) as mentioned in Clause 4.

5.2 Residential requirement:

Normally all candidates admitted to Ph.D. programme will be required to stay in the Institute till they complete all assigned work and submit thesis. However, for sponsored candidates who do not have to complete any course work, the DAC(PG&R) can reduce this minimum residential requirement to either six months at a stretch in the beginning or to at least six months in combination, with each segment not less than two months spread over a period of two years.

If the candidate intends to carry out a major part of his research work in his place of employment, he must convince the Departmental Academic Committee (PG&R) at the time of selection, that adequate research facilities and tradition exist in his institution. While taking the decision DAC(PG&R) will examine all the documents presented to it regarding adequate R & D facilities available in the sponsoring organisation. These documents have to be furnished by the candidate during the time of interview. In general major Central Govt.(CSIR, DRDO, DAE, ISRO, CDAC labs. etc.) research organisations, industries (public or private) with established R&D facilities are generally taken as organisations with adequate facilities. Regarding recognition of other organisations the DAC (PG&R) has to make a recommendation on the basis of the material available to it, to the Director/Dean (AA) for approval.

5.3 Attendance:

A research student, except when granted withdrawal by the Institute, must attend to his work on a whole time basis. The department will maintain attendance record of the student, irrespective of whether the student is getting a scholarship or not. The DSC will examine the attendance record of students, and if it is found unsatisfactory, will recommend deregistration and termination of studentship.

5.4 Semester registration:

A student so enrolled will be required to register every semester by paying Institute dues and other fees.[The semester registration is to be distinguished from Academic Registration, discussed in Section 8].

Students who have been sanctioned withdrawal also need to do semester registration in person. They may, however, are permitted to pay the dues in days other than that designated by the Institute for PG students.

Failure to do semester registration for two consecutive semesters will result in termination of studentship.

5.5 Leave:

A research scholar other than institute staff is eligible for following leave per year to be permitted by the Head of the Dept. on recommendation of the supervisor(s).

i) For incidental purposes, CASUAL LEAVE - 15 days

ii) For treatment on illness, MEDICAL LEAVE - 15 days

If a student falls ill outside the Institute (only if he is out on approved leave or deputation), the Medical Certificates must be seconded by an Institute Doctor.

6. DOCTORAL SCRUTINY COMMITTEE(DSC):

6.1 A Doctoral Scrutiny Committee shall be constituted by the Head of the Department for each candidate admitted to the research programme leading to Ph.D. degree on recommendation of the DAC (PG&R).

It shall consist of the following members.

1.	Head of the Department*/or a Senior Professor	
	Nominated by him	- Chairman
2.	Principal Supervisor	- Convenor
3.	Second Supervisor(if applicable)	- Member
4.	One faculty member from the department where	- Member
	the candidate is enrolled.	
5.	One faculty member from other department	- Member
	in the relevant area.	

• If the Head of the Department is a Supervisor, the Chairman of the DSC will be nominated by Dean (AA).

6.2 No teacher who is enrolled for any M. Tech. or Ph. D. degree in the institute or outside shall be a member of DSC till completion of his/her degree.

7. COURSE WORK:

- 7.1 Course work is compulsory for all students enrolled for Ph.D. except for those with M.Tech. degree in the same discipline.
- 7.2 The table below summaries the course requirement for different categories of students.

Present qualification of candidate	Enrolled for Ph.D.in branch	Minimum number of course credits required
M.Tech./M.Phil(Not earlier than 8 years ago)	Same discipline	None
M.Tech./M.Phil (Earlier than 8 years ago)	Same discipline	08
M.Tech.	Another discipline of Engg.	12
M.Phil	Another discipline of Science	12
B.Tech.	Same or different discipline of Engg.	20*
M.Sc.	Same discipline of Science	08
M.Sc.	Any discipline of Engg.	20*

*A student with B. Tech. Degree registering in another discipline of Engineering or a student with M. Sc. degree registering in any discipline of Engineering has to successfully complete an additional B. Tech. Course credits of at least 08.

- 7.3 The course work may be chosen from the existing PG programmes of the registering department or from those of other departments, if available.
- 7.4 The specific subjects of study will be decided by the DSC on recommendation of the supervisor(s).
- 7.5 If recommended courses are not offered, the DSC can amend the list up to 2 courses (maximum) at the request of the supervisor(s).
- 7.6 The candidate has to obtain an average grade point average of not less than B and individual grade not less than C in each subject in the seven scale grading system. A course can be repeated to improve the grade.
- 7.7 In special circumstances if no such course is available, the concerned Department can frame the course with detailed syllabus and obtain due approval of the Senate before offering the course for the Ph.D. students. Such courses may be taken in "guided self study" Mode, where a student studies the course from approved text books under the guidance of a faculty member, works on assignments and/or examinations. Formal classes will not be required in such courses.
- 7.8
 - a) The candidates have to register for the required courses offered in Autumn or Spring semester, attend the classes and appear in the Examination.
 - b) The system of evaluation and grade calculation will be same as that existing in M.Tech. programmes.

8. COMPREHENSIVE EXAMINATION AND REGISTRATION:

8.1 Each candidate enrolled for the Ph.D. degree is given provisional registration by applying in prescribed form within four weeks of joining the programme (the date of admission/enrolment). After this, he/she must formally register for the Ph.D. degree. The registration can be done after (a) the candidate has successfully completed all assigned course, work (b) worked out a road map of his doctoral programme and (c) a comprehensive oral examination and an open seminar are satisfactorily cleared. On completion of the course work (if any) a student will appear in a comprehensive oral examination. The Doctoral Scrutiny Committee will constitute the examination board. Two additional members will be inducted by the H.O.D. from the department or outside with specialisation close to the area of research.

The student must obtain a minimum grade of B in the comprehensive examination to proceed further.

After satisfactory clearance of this examination, the student has to present his progress in a seminar fixed by DSC. It should be an open seminar in the department, with invitation extended to students and faculty of all departments. Normally this should be done after elapse of 06 months from date of admission, but not later than 12 months. When a student fails to clear the course work within 12 months, or his seminar performance is unsatisfactory, he may be re-evaluated after a lapse of 3 months or more. During this period he will not be entitled to scholarship. If he can not clear the course work and seminar within 2 years from the date of admission, he will be required to leave the Ph.D. programme. In special cases with mitigating circumstances, the Senate can grant extra time with or without scholarship.

8.2 The DSC can recommend the effective date of registration depending on the progress of the student, but in no case prior to date of admission/enrolment. If found unsatisfactory, the presentation can be given after 3 months, in which case the effective date of registration also shifts. The effective date of registration can not be earlier to the date of seminar by more than one year.

9. THESIS SUBMISSION:

9.1 Candidate with M.Tech. or M.Phil. degree registering in the same discipline can submit the Ph.D. thesis after elapse of at least 2 years from the effective date of registration. The minimum period should be 3 years in all other cases. The maximum period for submission of thesis can be 8 years from the effective date of registration for all candidates. In all cases, the Doctoral Scrutiny Committee must be satisfied that adequate work has been done by the candidate. In exceptional cases if a student completes the Ph. D. work in a period less than that suggested above, the date of Ph.D. submission of this student can be advanced if such a proposal is forwarded by DSC and recommended by RPEC (Appendix-V)and finally approved by the Senate.

Prior to submission, the candidate will submit a synopsis of the thesis and present a seminar to an open audience, which will include members of DSC. If the DSC is satisfied with the extent of work done, the candidate will be allowed to submit the thesis. If the DSC is not satisfied with the progress of work, the candidate has to appear again after a period of 3 months or more. The thesis must be submitted within 3 months after the DSC approves the synopsis. Extension of the period beyond 8 years from the date of registration is not permitted. A student will be required to apply for fresh registration.

In extreme cases, if the DSC feels that the candidate cannot complete the thesis leading to Ph.D. degree, it can recommend to the Senate for award of M.Tech.(Res) degree subject to satisfying all requirements of the latter programme.

- 9.2 A candidate shall submit four copies of the thesis in case of single supervisor and five copies if there is a joint supervisor, neatly typed or printed and bound in a manner notified separately. The thesis, must contain, besides the text and common matters like bibliography/references and summary/conclusions:
 - i) a preface/introduction in which the candidates shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others, or bases on exhaustive study and critical analysis of published work of others, or design or development work undertaken or applied research work.
 - ii) bio-data of the candidate within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address);
 - iii) an abstract of the thesis (about 500 words) with key words (Maximum 20);
 - iv) a certificate from the supervisor(s) that (a) the work has been carried out under his/their supervision, (b) the candidate has fulfilled all prescribed requirements and (c) the thesis which is based on candidate's own work has not been submitted elsewhere for a degree/diploma. The candidate will also submit a copy of the thesis in electronic form and permit the Institute to use it in any manner that the institute thinks fit. For the present, the electronic text should be submitted as two folders: one containing MS-WORD files and another PDF files. On completion of oral examination, a fresh CD may be submitted if any changes are made.
- 9.3 Format of submitting of thesis should be uniform.

10 EXAMINATION:

10.1 The DSC will suggest a list of 10 examiners (five from the country and five foreign examiners). After successful completion of the synopsis seminar by the candidate, the examiners' list will be placed to the Chairman, Senate to select the External Examiners under both categories (Indian and Foreign) in order of preference. The Chairman Senate may add any name to or delete any name from the list suggested by the DSC. The supervisor(s) will also serve as examiners.

- 10.2 The Dean (AA) will send a formal letter to the examiners along with a copy of the synopsis requesting acceptance of Examinership. After receiving the consent, the Thesis will be mailed along with proforma of Examiner's report. In case of refusal, the second Examiner in order as ticked'by the Chairman Senate, will be contacted and so on. If in this matter, the list is exhausted, the Dean (AA) will ask the DSC to submit another list.
- 10.3 The reports of the examiners shall be summarised by Dean (AA) and placed before the Director. After obtaining Director's approval, the reports are forwarded to the DSC. There may be four possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below:
 - (i) The examiners are unanimous in recommending the award of the degree without any modification o the thesis. This is a clear case for going for the final requirement of viva voce.
 - (ii) The external examiners are unanimous in recommending the award of the degree but at least one of the examiners has suggested modification and/or has asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the DSC. These may be sent to the examiners, if so desired by them.
 - (iii) One of the external examiners does not recommend the award of the degree and rejects the thesis whereas the other external examiner recommends the award. The DSC in such a case may either ask the candidate to modify the thesis as suggested within a given time not exceeding six months and send the modified thesis to the same examiner again, or, recommend to the Chairman, Senate the appointment of another external examiner and send the thesis to him in its original form. The third examiner will be provided with copies of the evaluation reports of all examiners, external and internal, with the names of the examiners deleted. The recommendation of this 'third' examiner, at this stage, shall be taken as final.
 - (iv) Both the external examiners reject the thesis, then the student is declared "failed".
- 10.4 In the event of a thesis being rejected by both the external examiners the Senate may, on the recommendation of the DSC, permit submission of a revised thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Senate (Not less than one year). The observations and comments of the examiners, if any, may be copied and given to the candidate on request. In no case, should a resubmission of the thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised thesis shall be referred for assessment to two external examiners selected from a new panel of ten experts recommended by the DSC (one foreign and one Indian). The new examiners will be provided with copies of earlier thesis, examiners' reports and details of changes made, in addition to the revised thesis.
- 10.5 After the recommendations of the DSC (either for acceptance of the thesis for the Ph.D. degree or for its rejection/modification) have been accepted by the Senate

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(or its Chairman, on its behalf) a copy of the reports of the examiners may be issued to the candidate at his request. However, the names of the examiners are not to be disclosed.

10.6 Once the reports of the examiners have been accepted as satisfactory the candidate will have to defend the thesis before a viva voce board consisting of all DSC members and an 'external' examiner. The defense will be open where faculty members and students of the parent as well as other departments will be invited. The evaluation, however, will be done by the DSC. The 'external' examiner may either be one of the experts who has already adjudicated the thesis or be another expert appointed or the purpose. The viva voce board may recommend changes in the thesis.

If the viva voce board is not satisfied, the candidate has to appear again before the board after the elapse of three months. The DSC shall recommend to the Senate the award of the Ph.D. degree if the viva voce is satisfactory and all other requirements have been fulfilled.

10.7 On completion of the viva voce, the student will submit 2 copies of the revised thesis and two copies in electronic media which will be archived in Institute and Departmental Libraries. All available copies of the version will be returned to the student.

11. AWARD OF DEGREE:

- 11.1 On the recommendation of the Doctoral Scrutiny Committee the Senate or the Chairman, Senate, when the Senate is not sitting early, shall decide whether the candidate should be recommended to the Board of Governors for the award of the degree of Doctor of Philosophy.
- 11.2 The Senate may authorize its Chairman to recommend to the Board of Governors, a candidate for the award of the Degree of Doctor of Philosophy, if he/she has completed all the requirements successfully and has been recommended by the Doctoral Scrutiny Committee. Any action taken by the Chairman under the provisions of this sub-para shall be reported to the Senate at its subsequent meeting.
- 11.3 A provisional certificate may be issued to the student on approval of the Director.

12. WITHDRAWAL:

A Ph.D. student can apply for withdrawal from the Institute under the following conditions:

1. A sponsored student may be granted withdrawal from campus on completion of at least two months of residence requirement, provided such a scenario was mentioned in the provisional registration application immediately after admission. The approval may be granted by the Director.

- 2. Any student may be granted withdrawal after completion of all experimental and computational work, and the DSC feels that the balance work can be completed by the student from outside.
- 3. Any other request for withdrawal by a student may be considered by the DSC, Departmental Academic Committee(PG&R), RPEC and Senate on its merit.

13. DISCIPLINE:

All doctoral students will be subject to Institute's discipline rules applicable to postgraduate students.

14. TERMINATION OF STUDENTSHIP:

The studentship of a Ph.D. student may be terminated by the Senate on exceptional grounds. They are :

- 1. Recommendation of Institute's Disciplinary Committee.
- 2. Poor progress as noted by the Doctoral Scrutiny Committee and Departmental Academic Committee(PG&R). Such a decision may be implemented only after approval of the Senate.
- 3. Failure to do semester registration for two consecutive semesters.
- 4. Absence from the Institute without sanctioned leave.

15. **REGISTRATION TRANSFER CASES:**

The clauses 6,9,10,11,13 and 14 will apply to the candidates whose registration has been transferred or will be transferred from Sambalpur University.

APPENDIX-I

Ph.D.PROGRAMMES IN SCIENCE AND ENGINEERING

A. SCIENCE:

- 1. Chemistry
- 2. Mathematics
- 3. Physics

B. ENGINEERING:

- 1. Ceramic Engineering
- 2. Chemical Engineering
- 3. Civil Engineering
- 4. Computer Science and Engineering
- 5. Electrical Engineering
- 6. Electronics and Instrumentation Engineering
- 7. Mechanical Engineering
- 8. Metallurgical and Materials Engineering
- 9. Mining Engineering

<u>APPENDIX-II</u> DEPARTMENTAL ACADEMIC COMMITTEE (PG&R)

The following are the members of the Committee:

i) Head of the Department

- -Chairman
- ii) All faculty members with minimum 5 years of -Members experience at Lecturer (or above) level inside or outside the Institute.

A teacher who is enrolled for a degree at the institute or outside cannot be a member.

The functions of the Committee are as follows:

This Committee will have two different functions: one related to Postgraduate studies and the other related to Research Activities leading to Ph.D. degree. The functions related to the Ph.D. Programme are given below.

1. To conduct the process of selection of the research scholars according to Ph.D. regulations, and recommend candidates for admission.

2. To recommend deserving cases for institute scholarship.

- 3. To recommend supervisors for the Ph.D. candidates
- 4. To constitute Doctoral Scrutiny Committees
- 5. To decide on special issues, such as exemption of residence requirement, allocation of supervisor on retirement or long leave of Principal supervisor etc., in consultation with DSC.

APPENDIX-III

NORMS FOR ADMISSION OF SPONSORED CANDIDATES

- 1. The institute may admit persons who are employed in other organisations (institutes/ research organisations/ industries) to Ph.D. programme of any discipline.
- 2. Such candidate should have eligibility requirement as specified in clause 2.1 and 2.2.
- 3. These candidates must have a total of minimum 2 years full time experience in the sponsoring organisation. The candidates must produce evidence of their work experience in the form of appointment letter, salary slips, identity cards etc. for the satisfaction of DAC (PG&R).
- 4. The requirements of 2 years experience may be relaxed for personnel with permanents job (including probation) in the Central or State Govt. on request of the concerned Government.
- 5. Intending sponsored candidates must submit their applications on prescribed form for admission through their employers with suitable endorsement.
- 6. The sponsored students normally are required to stay in the institute till completion of assigned work and submission of the thesis. However, in special cases, their residential requirement can be reduced by Chairman Senate on recommendation of the DSC to six months only as mentioned in Clause 5.2, provided they do not have to complete any course work as mentioned in Clause 7.2. Continuous periods of stay less than 2 months in duration will not be counted.
- 7. Such sponsored candidates have to take a joint supervisor from their place of work, the details of which are given in Clause 4.3 & 4.4.
- 8. It is the responsibility of the candidates to furnish all necessary documents to convince the DAC(PG&R) on the credentials of their employer-organisation that the work (or a major part of the work) can be successfully carried out in their organisation. Annual reports of the institutes faculty list and qualifications, publication lists and any other material that the candidate considers to be relevant may be presented.
- 9. They have to <u>pay the fees</u> as fixed by the institute for Ph.D. students.

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Sl. No.	FEE STRUCTURE FOR Ph.D. PRO Particulars		irect		red/QIP	Employees of NIT,Rourkela
1101		1 st	Sub.Sem	1 st Sem.	Sub.Sem	
	· · · · · · · · · · · · · · · · · · ·	Sem	•		•	I
1.	Institutional				· · · · · · · · · · · · · · · · · · ·	· ·
	Admission(at the time of admission)	300		300		300
	Health Card (-do-)	40		40	·	-
	Identity Card (-do-)	40		40		-
	Electricity	75	75	75	75	-
	A.I.U.	50*		50*		50
	Safety Insurance	6*		6*		-
	Regulation (at the time of admission)	50		50		-
	Library (-do-)	400		400		-
	Medical (-do-)	150		150		_
2.	Tuition Fee (per annum)	2,500	2,500	10,000	10,000	-
3.	Hall Fees					
	Admission (at the time of admission)	100		100		-
	Seat Rent**	300	300	300	300	-
	Electricity **	400	400	400	400	-
	Common Room	25	25	25	25	-
	Depreciation of utensils & furniture (-do-)**	50	50	50	50	
	Establishment (-do-)	600*		600*		-
	Water (-do-)**	75	75	75	75	•
4.	Extra-curricular	1				
	SSG (at the time of admission)	10		10		-
	S.A.F.(Students Aid Fund) (-do-)	20		20		-
	Athletic (per annum)	65	65	65	65	-
	Cultural (-do-)	200*		200*		-
	A.V. Club (-do-)	150*		150*		-
	Journal (-do-)	25	25	25	25	-
	Seminar (-do-)	25	25	25	25	-
	Total	5656	3540	13156	11040	350

<u>APPENDIX-IV</u> EE STRUCTURE FOR Ph.D. PROGRAMME (ENGG. AND SCIENC

In addition to above the following fees will be collected at the time of submitting thesis:

Thesis Examination fee	Rs. 4,000.00
Convocation & Certificate	Rs. 500.00
Alumni fee	<u>Rs. 500.00</u> -
TOTAL	Rs. 5,000.00

NB: The fees which have been *marked are to be paid in all odd semesters till completion of Ph.D. work.

- Tuition fees may be totally or partially waved by the Director in deserving cases:
- Tuition fees and Development fees can be borne by research projects in case of students of all categories, if the student's research activity has a bearing on the project.

** Day scholars are exempted from the fees.

APPENDIX-V

RESEARCH PROGRAMME AND EVALUATION COMMITTEE (RPEC)

1.	Dean of Academic Affairs	-	Chairman
2.	Dean of Student's Affairs	-	Member
3.	Four Senate Members to be nominated by the Senate, two for a period of one year and two for a period of two years by rotation.	-	Members
4.	Heads of the Departments concerned to be co-opted, whenever necessary	-	Member
5.	Deputy Registrar/Asst. Registrar(Academic)) -	Member Secretary

Functions:

- i) To suggest the norms of admission of scholars to various research programmes leading to Ph.D. degrees of the Institute.
- ii) To scrutinize and recommend proposals of Departmental Committees for Postgraduates Studies and Research, in respect of offering research scholarships, fellowships and associateships.
- iii) To recommend draft regulations pertaining to academic and residential requirements for research programmers leading to doctoral degrees.
- iv) To scrutinize and recommend on the proposals of Doctoral 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 Scrutiny Committee on any matter relating to research programmes leading to doctoral degrees of students.
- vii) To recommend to the Senate the award of the doctoral degree on the basis of academic norms and regulations laid down for the purpose.

Frequency of the Meetings:

At least twice every semester.

BUG-4BU		
PROPOSED ACADEMIC CALENDAR OF U.G. FOR THE SESSION	Amercia - 4	
1 st & 2 nd sem. UG suppl. (2002-03) batch	03-07-2003	
Oonsideration of 8 th sem. results by SEC/UGPEC	09-07-2003	
Registration (class start) for 5 th &7 th sem. U.G. classes	14-07-2003	
3 rd and 5 th Semester UG Suppl. Exam. starts	21.07.2003	
Registration for 3rd sem B.Tech.	22-07-2003	
Start of 3 rd sem. B.Tech. classes	23-07-2003	
8 th sem. suppl. examination starts(Actually starts on 04-08-2003)	23-07-2003	
Consideration of 1 st sem(Old) & 7 th sem. suppl. results by SEC/UGPEC(Actually passed on 09-07-2003)	23-07-2003	
Consideration of 1 st & 2 nd sem. (2002-03) suppl. results by SEC/UGPEC(Actually passed on 03-09-2003)	01-08-2003	
Registration of 1 st sem. (2003-04) UG	06-08-2003	
Consideration of 3 rd & 5 th sem. suppl. results by SEC/UGPEC (Actually passed on 03-09-2003)	20-08-2003	
2 nd sem. (old), 4 th , 6 th sem. suppl. exam. starts	25-08-2003	
Mid-sem. exam. 1 st , 3 rd , 5 th & 7 th Sem. U.G. starts	09-09-2003	
Consideration of 8 th sem. suppl. exam. results by SEC/UGPEC (Actually passed on 16-10-2003)	15-09-2003	
Consideration of 2 nd sem. (old) 4 th & 6 th sem. UG suppl. results18-09-20by SEC/UGPEC (Actually passed on 16-10-2003)18-09-20		
5 th semester B.Tech. form fill up	04-12-2003	
7 th semester B.Tech. form fill up	05-12-2003	
1 st , 3 rd , 5 th & 7 th semester UG examinations starts	10-12-2003	
Registration for 2 nd ,4 th ,6 th & 8 th sem of U.G.	02-01-2004	
Consideration of 1 st , 3 rd , 5 th and 7 th sem .U.G. results by UGPEC (Actually passed on 30.01.2004)	15-01-2004	
Mid-semester examinations 2 nd , 4 th , 6 th & 8 th of UG	05-03-2004	
	to 15-03-2004	
B.Tech. 6 th sem, form fill up	14-04-2004	
B.Tech. 8 th sem. form fill up	15-04-2004	
2 nd , 4 th , 6 th & 8 th sem. UG examinations	22-04-2004	
	to	
	30-04-2004	
Submission of grades in COE office	10-05-2004	
Consideration of 2 nd , 4 th , 6 th & 8 th sem. Results by UGPEC	21-05-2004	
1 st , 2 nd , 3 rd , 4 th (New) 1 st , 2 nd , 3 rd , 4 th ,5 th , 6 th ,7 th & 8 th (Old) Suppl. examination form fill up	18-06-2004	
1 st , 2 nd , 3 rd , 4 th , (New)1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , & 8 th (Old) Suppl.	21-06-2004	
examination starts	to 30-06-2004	
Consideration of all supplementary examination results by UGPEC	15.07.2004	
	10.07.2004	

PROPOSED ACADEMIC CALENDAR OF M.TECH. for the Session 2003-2004

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Start of M.Tech. 3 rd sem. classes (project review)	14-08-2003
Start of M.Tech.1 st sem. classes/Registration	18-08-2003
Registration for 1 st semester M.Tech. (delayed due to non-availability of forms)	05-11-2003
1 st sem. & 2 nd sem (SA) M.Tech. examination starts	11-12-2003
3 rd sem. M.Tech . form fill up	15-12-2003
M.Tech 2 nd sem. Registration	01-01-2004
M.Tech. 3 rd sem. Submission of project Review Report	05-01-2004
M.Tech. 4 th semester project start	08-01-2004
M.Tech. 3 rd semester seminar on project	19-01-2004
Consideration of result of M.Tech. 1 st , 3 rd & 2 nd (SA) semester by PGPEC (Actually recommended on 06-02-2004)	30-01-2004
Mid-semester examination of 2 nd semester M.Tech.	15-03- 2004 to 19-03-2004
M.Tech. 2 nd sem. examination	26-04-2004 to 30-04-2004
Consideration of 2 nd sem. of M.Tech. results by PGPEC	18-05-2004
M.Tech. 4 th sem. submission of Thesis	18-06-2004
M.Tech. 1 st , 2 nd & 3 rd sem. suppl. examination form fill up	21-06-2004
M.Tech. 1 st & 2 nd sem. suppl. examination starts	22-06-2004
M.Tech. 3 rd sem. (repeat) project review report & seminar	22-06-2004
M.Tech. 4 th sem. seminar & viva voce	12-07-2004
Consideration of 3 rd sem. (repeat) 4 th sem. Thesis 1 st & 2 nd sem. supple. of M.Tech result by PGPEC	16-07-2004

PROPOSED ACADEMIC CALENDAR OF MCA for the Session 2003-2004

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Start of M.C.A. 3 rd & 5 th Sem. classes	07-07-2003
Start of M.C.A. 1 st sem. classes/Registration	21-08-2003
Registration for 1 st semester MCA (delayed due to non-availability of forms)	05-11-2003
Form fill up of MCA 3 rd Semester	20-11-2003
3 rd semester MCA examination starts	24-11-2003
1 st sem.M.C.A. examinations start	10-12-2003
5 th sem. M.C.A. form fill up	15-12-2003
5 th sem. M.C.A. project submission	20-12-2003
M.C.A. 5 th sem. Project viva voce & Registration of MCA 2 nd , 4 th & 6 th sem.	05-01-2004
Consideration of result of MCA 1 st , 3 rd & 5 th sem. by PGPEC	30-01-2004
MCA 4 th & 6 th sem. form fill up	26-04-2004
MCA 2 nd , 4 th , 6 th sem.(Theory) examination starts	04-05-2004
MCA 6 th sem. (Thesis) submission	11-05-2004
6 th sem. MCA thesis viva voce & seminar	27-05-2004
Consideration of 2 nd , 4 th , 6 th sem. of MCA. results by PGPEC	11-06-2004
MCA 1 st , 2 nd , 3 rd , 4 th & 6 th suppl. examination form fill up	23-06-2004
MCA 1 st , 2 nd , 3 rd , 4 th & 6 th suppl. examination starts	30-06-2004
Consideration of 1 st , 2 nd , 3 rd , 4 th & 6 th sem. Suppl of MCA result by PGPEC	27-07-2004

PROPOSED ACADEMIC CALENDAR OF M.Sc. for the Session 2003-2004

04-08-2003
August last week
05-04-2004
12-04-2004
04-05-2004
25-05-2004
18-06-2004

PROPOSED ACADEMIC CALENDER OF M. Tech. (PT) for the Session 2003-2004

05-01-2004
19-01-2004
30-01-2004
30-03-2004
08-07-2004
08-07-2004
19-07-2004
30-07-2004
Last week of August

-4-

MINUTES OF THE HOLIDAY COMMITTEE MEETING HEAD AT 4.00 P.M. ON 05.12.2003 AND 09.12.2003 IN THE BOARD ROOM ON BOTH DAYS.

The following members were present:

1)	Prof. G.Panda	Chairman	
2)	Prof. A.K.Sahoo	Special Invitee	
3)	Dr.S.Panigrahi	Member	
4)	Sri T.K.Sarangi	Member	т
5)	Sri H.N.Nayak	Special Invitee	attended only on 9.12.2003
6)	Sri G.C.Barik	Member	-do-
7)	Sri M.R.Nayak	Special Invitee	· ·
8)	Sri S.Mishra	Member	attended only on 5.12.2003
9)	Sri S.R.Mohapatra	Member	-do-
10)	Sri J.P.Padhy	Member-Secretary	

At the outset Prof. Panda welcomed the members and Special Invitees.

The rules of Government of India regarding Holidays for the year 2004 were read the the rules of holidays being followed in the IIT, Kharagpur, may be adopted for our Institute.

Arising out of discussions it was agreed upon that the 5 days/week and 40 hours/week may be adhered for our Institute w.e.f. 01.01.2004, which is being followed in the nearest IIT, Kharagpur. In this process there will be two days off i.e. on Saturday and Sunday will be observed. The working hours of the Institute was also discussed and it was resolved to adhere the following timing :

-	Normal working hours	8.00 AM to 12.00 Noon And 1.15 PM to 5.15 PM on week days.
	Summer working hours From 1 st April to 30 th June	7.00 AM to 12.00 Noon And 2.15 PM to 5.15 PM

- 1 -

The student members pointed out regarding change in timing of water supply due to above change of working hours. Dean (Administration) was requested to write a letter to Warden of Halls for change of timing in water supply in the Hall *A*. The timing of Institute Dispensary and watch & ward staff were also discussed chairman of the Community of t

The meeting ended at 5.15 PM on 9.12.2003 with a thank to the Members and Special Invitee by the Chairman.

Registrat

Member-Secretary Holiday Committee

Approved 12/03

Chairman, 177 Holiday Committee

- 7, -

J. P. Padhy Registrar



PHONE : Office : 0661 - 2476518 2009 Residence : 0661 - 2476773/ 2476807 FAX : 0661 - 2472926 E-mail : registrar@mitr.ren.nic.in jppadhy@nitr.ren.nic.in

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA - 769 008

No.NITR/Estt/ 52 Dated: 02.01.2004

Τo

Dr. G.L.Jambhulkar. Deputy Educational Adviser, Ministry of Human Resource Development, Govt. of India, Department of Secondary & Higher Education, Sastri Bhavan, New Delhi-110001

Sub: Regarding change of working days, timings, leave and vacation in this Institute

Sir.

The above matter was put up to our Board of Governors in its meeting held on 9.10.2003 for consideration and approval. The Board of Governors has resolved the following:

- a) 5 days working/week except for certain special categories of essential staff.
- b) 40 hours/week.
- c) Holidays as per rules of IIT, Kharagpur.
- d) Vacation facility only to faculty members. The present practice of extending vacation facility to all staff members will be discontinued.

e) EL, CL and other leave as per rules of IIT, Delhi.

Accordingly the working hours have been changed and 5 days week with Saturday and Sunday ~ 0.01 days have been adopted and this came into effect w.e.f 01.01.2004 vide circular No. NITR/Estt/10767 dated 18.12.2003 (Xerox copy enclosed)

This is for your kind information.

Yours faithfully,

(J.P.Padhy) REGISTRAR

Alongwith copy of circular for

CC: 1 Registrars of N.I.Ts

2 Registrars of all Universities of Orissa

3 Principal, UCE, Burla/ IGIT, Sarang/ Dean, CET, kind information OUAT, BBSR

12.1.04

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NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769 008(ORISSA)

LIST OF HOLIDAYS FOR THE YEAR - 2004

EVENT	DATE	DAY	NO OF DAYS
1. Makar Sankranti	15.01.2004	Thursday	01
2. Republic Day/Saraswati Puja	26.01.2004	Monday	01
3. Id-ul-Zuha	02.02.2004	Monday	01
4. Maha Shiva Ratri	18.02.2004	Wednesday	01
5. Muharrum	02.03.2004	Tuesday	01
6. Holi	07.03.2004	Sunday	´ 01
7. Rama Navami/Maha Vishuva Sankranti	13.04.2004	Tuesday	01
8. Birth Day of Prop. Mahammed	03.05.2004	Monday	01
9. Raja Sankrati	15.06.2004	Tuesday	01
10. Independence Day	15.08.2004	Sunday	01
11. Viswakarma Puja	16.09.2004	Thursday	01
12. Gandhi Jyanti	02.10.2004	Saturday	01
13. Mahasaptami	20.10.2004	Wednesday	. 01
14. Mahastami	21.10.2004	Thursday]	. 01
15. Mahanavami	22.10.2004	Friday	01
16. Kali Puja/Dewali	12.11.2004	Friday	01
17. Id-Ul-Fitre	15.11.2004	Monday	01
18. Gurunanak Birth Day/Rasa Purnima	26.11.2004	Friday	01
19. X-Mas	25.12.2004	Saturday	01
TOTAL			19 days

The Institute will function 05 days/week and 40 hours/week with effect from 01.01.2004. In this process there will be two days off, i.e. on Saturday and Sunday, will be observed. The working hours of the Institute will be as follows :

Normal working hours	:	08.00 AM to 12.00 Noon and
		01.15 PM to 05.15 PM on week days.
Summer working hours (From 1 st April to 30 th June)	:	07.00 AM to 12.00 Noon and 02.15 PM to 05.15 PM

(For Institute Dispensary and Watch & Ward staff, the working hours will be circulated separately)

Memo No.NITR/Estt/ 10767

Dated: 18.12.2003

Copy to : All Deans/HODs/HOOs/Centres for information and Circulation in their Departments/Offices/Centers.

-4-

2/0/02

प्रो.बी.जी.नरेश कुमार सलाहकार—11 Prof. B.G. Naresh Kumar ADVISOR-II

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (A Statutory Body of Govt. of India by Parliament Act (52), 1987)

F.No. FD/PSSC/Clarif./2003/1

Date: 10.9.2003

To, Secretaries (Technical Education) All State Governments/ Union Territories

Sub: Clarification on certain issues pertaining to Pay Scales and Service Conditions for teachers of Degree/Diploma level Technical Institutions.

Sir,

From time to time the AICTE receives queries seeking clarification on different issues pertaining to Pay Scales and Service Conditions for teachers of Degree/Diploma level Technical Institutions.

The A ICTE h as constituted Expert Committee to give the clarification / anomalies pertaining to Pay Scales and Service Conditions of Teachers of Degree/ Diploma Level Technical Institutions. The decision of the Expert Committee on these issues is enclosed (Annexure-1) for information and necessary action, if any.

This is issued with the approval of the Competent Authority.

Yours faithfully

(B.G. Naresh Kumar) Adviser (FD)

Encl: As above Copy to:

- 1. All the Directors of Technical Education of All State Govts./ Union Territories for circulation amongst all Directors/ Principals of degree / diploma level Technical Institutions.
- 2. Principals of all national Institutes of Technologies.
- 3. All Vice- Chancellors of Universities/ Deemed Universities.
- 4. Secretary/ Additional Secretary / Union Public Service Commission (UPSC).
- 5. All Centrally funded Technical Institutions.
- 6. All Regional Officers of AICTE at Kolkata, Mumbai, Kanpur, Chennai, Chandigarh, Bhopal and Bangalore.
- 7. The Deputy Secretary (T), Dept. of Secondary and Higher Education, Ministry of HRD Govt. of India, Shastri Bhawan, New Delhi.

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Revised Career Advancement Schemes for Teachers of Degree Level Technical Institutions.

1.1 General

- 1.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M. Phil., M.Tech., and six years for others at the level of Lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade)/ Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- 1.1.1 For movement into grades of Professor, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade)/Assistant Professor.
- 1.1.2 An Assistant Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 1.1.3 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

1.2 Lecturer (Senior Scale):

A Lecturer will be eligible for placement in a senior scale through a procedure of selection if she/ he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil, M.E.,/ M. Tech. and Ph.D.
- Participated in summer / winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).

(iii) Consistently satisfactory performance appraisal reports.

1.3 Lecturer (Selection Grade):

Lecturers in the Senior Scale who do no have Master's degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Assistant Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Master's degree and/or fulfilling other requirements for promotion as Assistant Professor and if found suitable, could be given the designation of Assistant Professor.

1.4 Assistant Professor:

- 1.4.1 A Lecturer in the senior scale will be eligible for promotion to the post of Assistant Professor if he/ she has:
 - (i) Lecturers in the Senior Scale having Ph.D. degree with 3 years of experience in teaching / industry/ research at the level of Lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent.

OR

Lecturer in the Senior Scale having Master's degree with 5 years of experience in teaching / industry/ research' at the level of lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of his/her promotion to the post of Assistant Professor.



(ii) Made some mark in the areas of Scholarship and Research; as evidenced e.g. self assessment, report of referees, quality of publication, contribution to education /innovation, development of new courses and curricula and extension activities.

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- (iii) After placement in the senior scale participated in winter/ summer schools (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified / approved by the AICTE.
- (iv) Possesses consistently good performance appraisal reports.
- **1.4.2** Promotion to the post of Assistant Professor will be through a process of selection by a selection committee to be set up under the statutes / ordinances of the concerned institute / university or other similar committees set up by the appointing authorities.

1.5 Professor:

- 1.5.1 In addition to the sanctioned position of Professors which must be filled up through direct recruitment through all India advertisement promotion may be made from the post of Assistant Professor after 8 years of service as Assistant Professor.
- **1.5.2** The selection committee for promotion to the post of Professors should be the same as that for direct recruitment for the promotion from Assistant Professor to Professor the following methods of promotion may be followed:

The candidate should present her/himself before the selection committee with some of the following:

- (a) Self-appraisal report (required).
- (b) Research Contribution books, articles, etc published (at least 4 papers in Journals required). The best three written contribution of the teacher (as defined by her/ him) may be sent in advance to the experts for reviewed before coming for the selection committee interview. The candidate should submit in three sets with the applications.
- (c) Seminars / conferences / workshops attended which should be at least 4 seminars/ conferences/ workshops at the national/ international level or must have attended

summer / winter schools (short term course) of total duration of 4 weeks.

- (d) Significant contribution towards teaching / academic environment / institutional corporate life.
- (c) Adequate extension and field research activity.
- (f) Development of course/ lecturer material / monographs, CDs / modern teaching tools including E- learning tools.
- (g) Participation in continuing education programme.
- (h) Any other academic contribution.
- 1.6 The requirement of consistent satisfactory performance appraisal report shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade) /Assistant . Professor.

For requirement of completing the courses would be as follows:

- (i) For Lecturer to Lecturer (Senior Scale), summer / winter school courses of total duration of 4 weeks would be compulsory.
- (ii) For Lecturer (Senior Scale) to Lecturer (Selection Grade)/ Assistant Professor, summer / winter school courses of total duration of 4 weeks would be compulsory.
- (iii) The senior teachers like Assistant Professor / Lecturer (Selection Grade) and Professors may opt to attend 4 seminars / conferences / workshops (National or International Level) in their subject area and present papers on those areas or attend AICTE approved summer / winter school courses to be offered by various approved institutions.
- <u>Note:</u> Other terms and conditions of Career Advancement Scheme (CAS) will remain same as per the addendum issued vide Letter F.No. 1-65/CD/NEC/98-99 dated July 31st 2001.



अख़िल भारतीय तकनाका ।शक्षा पारपञ् ALL INDIA COUNCIL FOR TECHNICAL EDUCAT ON

(मारत सरकार का सांगियिक संस्थान) (A STATUTORY BODY OF THE GOVT. OF IDIA)

Annoxure -

Prof. B.G. Naresh Kumar Adviser -II

F.No. FD/PSSC/VIP/2003/ Date: 16.12.2 /03

To, Dr. Sunil Sarangi Director National Institute of Technology Rourkela- 769 008 (Orissa)

Sir,

Please refer to your letter no. NITR/PS 13/2003 dated 10.12.2003 regaring seeking some clarification of the rules on the Career Advancement Scheme for Engineering College teachers.

In this regard the comments of AICTE are as follows:

- (i) On the aspect of question no. (1) requirement for appointmen of Professor Ph.D. degree is compulsory.
- (ii) Regarding Question No. (2) eligibility for the Lecturer selection Grade)/Assistant Professor(at Item 1.4.1) may be read as "complited five years of service at the level of Lecturer(senior scale). Those while not have Ph.D. degree, they are required to obtain Ph.D. degree with n a period of seven years from the date of his/ her promotion to the poin of Assistant Professor".

(iii)

Regarding question no (3) it is stated that the same aspects may be decided |by the concerned university/ Board of Governors of the institutions.

Thanking you,

Faithfully Yours,

aresh Kun ar) Adviser (D)

इंदिरा गांधी खेल परिसर, इन्त्रप्रस्य एस्टेट, नई दिल्ली - 110002 Indira Gandhi Sports Complex, I. P. Estate, New Delhi -110 002 दूरभाष / Phone 23392506, 63-65-68, 71. 73 -75 फैक्स / Fax : 011-23392554 देवसाहर / Websils : www.aisle.stnat.in

No.F.20-18/2003-TS-III Government of India Ministry of Human Resource Development Department of Secondary & Higher Education

New Delhi September 15, 2003

OFFICE MEMORANDUM

SUBJECT: - Career Advancement Scheme (CAS) for faculty members in National Institutes of Technology (NITs)-Guidelines for Promotion Procedures

Consequent upon conversion of all the seventeen Regional Engineering Colleges (RECs) located at located at Allahabad, Bhopal, Calicut, Durgapur, Hamirpur, Jaipur, Jalandhar, Jamshedpur, Kurukshetra, Nagpur, Rourkéla, Silchar, Srinagar, Surat, Surathkal, Tiruchirappalli and Warangal as National Institutes of Technology (NITs) with deemed university status and their take over as fully funded Institutions under the Central Government vide Notification No. F.35-1/2002-TS-III dated 14th May 2003, the question of implementation of the Career Advancement Scheme (CAS) for teachers as approved by the Government vide letter No. F.35-2/99-TS-II dated 25th July 2001 and circulated by the All India Council for Technical Education (AICTE) for degree level Technical Institutions was under the consideration of the Ministry. Pursuant to the recommendation of the Expert Committee on Framing of Rules & Regulations for NITs as agreed to in the meeting of the Council of NITs, it has been decided with the approval of the competent authority to implement CAS in NITs for which the composition of the *Selection Committee has been revised. Promotion under CAS shall be effective after approval of the recommendations of the Selection Committee by the Board of Governors (BOGs) of the NIT concerned.

2. The composition of the * *Selection Committee* for promotion to the level of Professors, Assistant Professors and Lecturers under CAS as well as for direct recruitment shall be as follows:-

1.	Director of the NIT	Chairman
- 2.	One nominee of UGC	Member
3.	One nominee of AICTE	Member
4.	Two experts* nominated by BOG	Member
5.	Two experts nominated by	Member
	the Ministry of HRD	

(* one of the experts nominated by the Board of Governors (BOG) should be from a National Institute located outside the State)

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3. The *effective date* for giving benefit under CAS shall be the date on which the candidate becomes eligible for consideration under CAS or the date of implementation of the revised Scale of Pay in the Institute whichever is later. However, if a candidate is not found fit by the Selection Committee, he/she may be reconsidered for promotion under CAS only after two years and if found fit, the date of effect for giving benefit in this case shall be the date on which the BOG approves the recommendation of the Selection Committee.

4. The eligibility criteria and other terms & conditions for promotion under CAS shall be same as laid down by the AICTE in this regard.

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

То

1.Directors/Registrars of All NITs

Copy forwarded for information to:-

1. Chairmen of BOGs of all NITs.

2. AICTE/UGC

3. All Divisional Heads in the Bureau of Technical Education

- *Y*

4. Guard File

No.F.20-18/2003-TS-III Government of India Ministry of Human Resource Development Department of Secondary & Higher Education

New Delhi March 4, 2004

FAX

OFFICE MEMORANDUM

SUBJECT: Promotion under Career Advancement Scheme (CAS) for faculty members in National Institutes of Technology (NITs)-Clarifications regarding effective date for grant of financial benefits.

Ine undersigned is directed to refer to this Ministry's Office Memorandum (OM) of even number dated 15th September 2003 on the subject mentioned above and to say that the Ministry has been receiving a number of references from NITs regarding the date of actual financial benefits to be given for promotions under CAS. It is clarified that the date of giving actual monetary benefit shall be the date of meeting of the Board of Governors (BOG) of the NIT concerned in which the recommendations of the Selection Committee for CAS are approved.

Stowly-

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

To

I.Directors/Registrars of All NITs

Copy to: Registion for records. All faculty members by email

Justice Purna Chandra Mishra (Retd.)

Plot No.-B-1405 Sector-6, Markatnagar Pidanasi, Cuttack-753008 Ph. : 603395

Date : 14.10.2003

QUERIST

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NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA.

OPINION

All India Council For Technical Education (in short AICTE), a statutory body of the Government of India by a Notification dated 15.3.2000 recommended Revision of Pay Scales and associated terms and conditions of Service of Teachers, Librarians and Physical Education personnel of Degree Level Technical Institutions. In continuation of the aforesaid Notification, AICTE by an addendum dated 31.7.2001 formulated and notified Career Advancement Scheme of Teachers of Degree Level Technical Institutions containing guidelines for promotion procedures.

The said Guidelines amongst other things, provided that in addition to the sanctioned position of Professors, which must be filled in through direct recruitment through All India Advertisements, promotion may be made from the post of Assistant Professor after 8 years of service as Assistant Professor.

Thus by the aforesaid Guidelines, the Assistant Professors having Eight Years of Service became eligible for promotion to the post of Professors.

It appears that subsequent to the aforesaid Guidelines, a meeting of the Directors of NITs was held on 27.7.2002 in Shastri Bhawan under the chairmanship of Joint Secretary (Technical) to discuss various issues consequent on conversion of RECs into NITs. In the record of discussions and decisions taken in the said meeting it has been clearly mentioned that the terms and conditions of recruitment etc. of all the employees of NITs will remain

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Justice Purna Chandra Mishra (Reio.)

Plot No.-B-1405 Sector-6, Markatnagar Bidanasi, Cuttack-753008 Ph. : 603395

Date :

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unchanged till the new Bye laws/Recruitment Rules are made applicable after approval of Central Government. This means that the eligibility for promotion from the post of "Assistant Professor" to that of "Professor" as provided in the Guidelines referred to above remained unchanged and the Assistant Professors who have 8 years of service as Assistant Professor to their credit continued to be eligible for consideration for promotion to the higher post, i.e. the post of "Professor".

With reference to certain circulars issued by the Government of Orissa, Industries Department, the National Institute of Technology, Rourkela in a Circular dated 14.08.2002 invited applications from teachers who wish to be considered for next round of "Career Advancement" in the prescribed form complete in all respects, together with biodata and attested copies of supporting documents etc. on or before 31.8.2002 through their "Heads of Departments". In the said Circular, copy of the eligibility criteria for Career Advancement Scheme was appended for ready reference, which contains the recital "An Assistant Professor with a minimum of 8 years of service will be eligible for consideration for appointment as Professor".

Pursuant to the said Circular, among others one Nalini Ranjan Mohanty made an application on 28/29.08.2002 under the Career Advancement Scheme for consideration for the post of Professor, Civil Engineering Department in the said Institute (NIT, Rourkala) claiming that he had 16 years of service as an Assistant Professor in the said institute. Since he did not receive any 'call letter' like others who had in similar circumstances applied for consideration for promotion to the posts of Professor, he made a representation dated 19.02.2003 for consideration of his case. Alleging that his candidature is not receiving due attention of the concerned authorities, he filed a Writ Petition (W.P.(C) No.2018 of 2003) in the High Court of Orissa, Cuttack praying for issuing appropriate Writ/Direction to the Chairman, Board of Governors, NIT, Rourkela and Director, NIT, Rourkela to consider his application dated 28/29.08.2002 under the "Career Advancement Scheme".

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Justice Purna Chandra Mishra (Reid.)

Plot No.-B-1405 Sector-6, Markatnagar Bidanasi, Cuttack-753008 Ph. : 603395

Date :

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The Hon'ble High Court disposed of the said Writ Petition by its order dated 29.4.2003 with a direction to the Chairman, Board of Governors, NIT, Rourkela to consider the Written Representation dated 19.2.2003 and to dispose of the same by a reasoned order in accordance with law within a period of one month from the date of communication of the said order (dated 29.4.2003) and to inform the petitioner about such order.

A meeting of the Board of Governors was held on 24.05.2003 in which the result of the discussion was that the Career Advancement Scheme had anomalies and the Selection Criteria and moves thereof are illegal and unauthorised with respect to all NITs. It was decided that NIT will adopt a Scheme based on the notification from MHRD and practices followed in IITs.

The Government of India, Ministry of Human Resources Development (Department of Secondary and Higher Education) in its communication dated 28.05.2003 informed the Principals/Directors of All RECs/NITs that no recruitments/promotions shall be held in any of the RECs/NITs till new Service Rules are notified.

Referring to the decision of the Directors, NITs in the meeting held on the 27th July, 2002 and the Circular dated 29.8.2002 of the Government of India, Ministry of Human Resources (Department of Secondary and Higher Education) Shri N.R.Mohanty, the Writ Petitioner was informed by a letter dated 30.5.2003 that after New Service Rules are notified by the Ministry, fresh advertisements for interviews will be issued.

Dr. Sunil Kumar Sarangi, Director, FNAE, NIT, Rourkela having received two Circulars dated 10.09.2003 and 19.09.2003 from AICTE giving clarifications on different aspects of CAS sent the same to the Chairman NIT, Rourkela at his Bhubaneswar address which was received on 13.10.2003. It contained Revised Career Advancement Scheme for Teachers of Degree Level Technical Institutions.

-10 -

Justice Purna Chandra Mishra (Reid.)

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Plot No.-B-1405 Sector-6, Markatnagar Bidanasi, Cuttack-753008 Ph. : 603395

Date :

The new CAS among other things provided the eligibility criteria for promotion of a Lecturer in the Senior Scale to the post of Assistant Professor and also that of Assistant Professor to the post of Professor. In paragraph 1.4 of the said Revised Career Advancement Scheme, it has been provided that two categories of Lecturers in Senior Scale are eligible for promotion to the post of Assistant Professor. They are :

- (i) Lecturers in Senior Scale having Ph.D. decree with 3 years of experience in teaching/industry/ research xx xx xx xx xx xx xx xx or equivalent.
- Lecturers in Senior Scale having Master's Degree with 5 years of experience in teaching/ Industry/Research xx xx xx xx xx xx xx or equivalent.

The second category of candidates are required to obtain Ph.D. decree within a period of 7 years from the date of his/her promotion to the post of Assistant Professor.

In paragraph 1.5 of the said Revised CAS, the eligibility criteria for promotion of Assistant Professors to the post of Professors is as was in the previous Career Advancement Scheme and it remained unaltered, i.e. "promotion may be made from the post of Assistant Professor to the post of Professor after 8 years of service as Assistant Professor".

It does not specify that Ph.D. degree is essential for those Assistant Professors who have served as Assistant Professor for 8 years. In other words paragraph 1.5 of the Revised Career Advancement Scheme in terms does not spell out that for promotion of an Assistant Professor to the post of Professor, he must be possessed of Ph.D. degree. Justice Purna Chandra Mishra (Retd.)

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Date : The position needs to be further clarified with reference to Paragraph 1.4 of the Revised Career Advancement Scheme. As a matter of fact, Dr. Sunil Kumar Sarangi, FNAE, Director, NIT, Rourkela in his letter addressed to Dr. Panda has asked for the advice of Dr. Panda as to whether candidates without Ph.D. degree should be called under Career Advancement Scheme. He appears to be of the opinion that "For movement into grades of Professor, the minimum eligibility criterion would be Ph.D."

I am however unable to subscribe to the view of Dr. Sarangi which appears to be based upon on erroneous interpretation of para 1.4 of the Revised CAS. Para 1.4 deals with the promotion of lecturers in the Senior Scale to the post of Assistant Professors. It provides that for such promotion, the candidate must be having Ph.D. degree with 3 years experience in teaching etc. or he must be having a Master Degree with 5 years' experience. The latter category of candidates who do not have Ph.D. degree on the date of promotion to the post of Assistant Professor, are required to obtain Ph.D. degree within a period of 7 years from the date of promotion.

Thus any lecturer in the Senior Scale who is promoted to the post of Assistant Professor in accordance with the guidelines in paragraph 1.4 would either have a Ph.D. degree either on the date of promotion or within 7 years from the date of promotion. They would again be eligible to be promoted to the post of Professor on completion of 8 years of service as Assistant Professor as per the provision in paragraph 1.5 of the Revised CAS.

Paragraph 1.4 obviously does not apply to those who have already been promoted to the posts of Assistant Professors years before the CAS came to be introduced. Neither they seek any promotion to the post of Assistant Professor already having Ph.D. degree nor they are required to obtain Ph.D. degree within 7 years from the date of promotion. As a matter of fact, those who have been promoted to the post of Assistant Professor more than 7 years prior to the date of introduction of the Revised Scheme can never be required to obtain Ph.D. degree within the stipulated period as per the provisions of

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paragraph 1.4. It would virtually amount to denial of their prospects of being promoted to the posts of Professors if Ph.D. degree is an essential precondition for their promotion.

It is relevant to note that CAS does not indicate any special criteria for those Assistant Professors who without Ph.D. degree had been promoted years back before the C.A.Scheme came into existence. To ignore their candidature for promotion to the post of Professor would lead to grave injustice. Therefore para 1.5 of the Revised Scheme must be given wider interpretation to avoid injustice to those categories of Assistant Professors who have been promoted earlier and to whom para 1.4 does not at all apply. The words and different clauses in the Scheme are to be understood in the sense in which they best harmonise the text and the object. It is also a rule of interpretation that when two interpretations are possible, the one which advances the purpose and suppresses the mischief should be preferred.

The irresistible conclusion in my opinion is that the Assistant Professors who cannot and are not to be governed by the guidelines of para 1.4 of the Scheme are eligible to be considered for promotion under paragraph 1.5 provided they have 8 years of completed service as Assistant Professors to their credit.

(Purna Chandra Misra) 14th October, 2003

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