

NATIONAL INSTITUTE OF TECHNOLOGY
DURGAPUR-713209, WEST BENGAL, INDIA

AGENDA NOTES

FOR

36th Meeting of Finance Committee to be held on 16th November 2015 at 10:30 A.M. at the Senate Room, Administrative Building, National Institute of Technology Durgapur, Pin – 713209.

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36.01	To Confirm the Minutes of the 35 th Finance Committee Meeting held on 22 nd September, 2015.	01
36.02	To note action taken on the Minutes of the 35 th Finance Committee Meeting held on 22 nd September, 2015.	01-02
36.03	To consider allotment of fund in excess of DST approved fund for the purchase of Ion Chromatography System.	02
36.04	Providing and Fixing of Furniture and partition wall in the newly constructed Academic Block.	03
36.05	Criteria and Evaluation of Best Performance Award.	03
36.06	To consider the proposal for the establishment of a state of the Art Laboratory of 'Renewable Energy' in the department of 'Electrical Engineering'.	03
36.07	Any other item with the permission of the chair.	03

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Item# 36.01: To Confirm the Minutes of the 35th Finance Committee Meeting held on 22nd September, 2015.

The 35th Meeting of Finance Committee was held on 22nd September, 2015 in the Seminar Room-2, United Service Institution of India, Rao Tula Ram Marg (Opposite Signals Enclave), Post Bag No.8 Vasant Vihar, P.O. New Delhi- 110057. The Minutes of the said meeting were circulated amongst the members. The Minutes of the said meeting are placed for confirmation.

(Annexure- I)

Comments on the Minutes were received from Prof. A. B. Bhattacharyya, Hon'ble Chairperson, BOG and Shri Sanjeev Sharma, Director, NITs, MHRD, New Delhi.

(Annexure- II)

Item# 36.02: To note action taken on the Minutes of the 35th Finance Committee Meeting held on 22nd September, 2015.

Item	Subject	Action Taken
35.01	To Confirm the Minutes of the 35 th Finance Committee Meeting held on 22 nd September, 2015.	Noted.
35.02	To note Action Taken on the Minutes of the 35 th Finance Committee Meeting held 22 nd September, 2015.	Noted.
35.03	To consider the Minutes of the 28th Building and Works Committee meeting of the Institute held on 15th September, 2015.	Noted.
35.04	To consider enhancement of honorarium to visiting Doctors and engagement of Dental Assistant.	Action Completed (Annexure –III)
35.05	To consider creating Online Test Centre cum Conference Room at Central Library.	Noted.

35.06	To consider Plan and Non-Plan fund position of the Institute as on July 31, 2015.	Noted.
35.07	To consider and approve the projected fund for retiring employees within next six months.	Noted.
35.08	To consider the proposal of cash awards to the Best Teacher, Best Administrator, Best Office Worker, Best Technical Staff and Best Support Staff.	Action in hand
35.09	Proposal for introducing e-Tendering facilities at NIT Durgapur.	Action Completed (Annexure – IV)
35.10	Any other item with the permission of the chair.	Noted.

Item# 36.03: To consider allotment of fund in excess of DST approved fund for the purchase of Ion Chromatography System.

Ion Chromatography System for a DST sponsored project (Ref. No. DST/IS-STAC/CO2-SR-191/14(G), dated November 24, 2014) is the main and highly specialized instrument. It is very useful for analyzing wastewater, ground water, milk, etc. There is no Ion Chromatography System in any of the departments of our Institute or in any other educational institute or research organization in Durgapur. Therefore, such instrument is needed urgently for research work not only for Chemical Engineering Department, but also for the research scholars and faculty members of other departments like Department of Earth and Environmental Studies, Department of Biotechnology, Department of Chemistry, etc.

It is pertinent to mention that fund allocated by DST for the said instrument is Rs. 25,00,000/- (Twenty five lakhs only) and the quoted price of the same is Rs. 30,64,593/- (Thirty lakhs sixty four thousand five hundred and ninety three only). Therefore, an excess amount of Rs. 5, 64,593/- (Five lakhs sixty four thousand five hundred and ninety three only), is needed from suitable head of account of the Institute to procure the instrument and successfully complete the DST sponsored project.
(Annexure - V)

Placed before the Finance Committee for consideration.

Item# 36.04: Providing and Fixing of Furniture and partition wall in the newly constructed Academic Block.

The new Academic Block building has been completed since March 2015 at a cost of Rs. 43 crores. However the work of furnishing and providing partition walls is pending approval of competent authority. The issue was raised in 34th & 35th Finance Committee Meetings. As directed during the 35th FC, the new Academic Block of IIT Delhi has been visited by the Director, Registrar, Dean P&D, & representative of CPWD. The observations are being presented by the CPWD for consideration and approval.

Item# 36.05: Criteria and Evaluation of Best Performance Award.

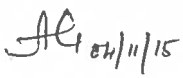
The point regarding awarding the best teacher, administrator, support staff etc. was approved in principle in the 35th FC. The detailed criterion has been prepared by the Hon'ble Chairperson, BOG and is attached. (Annexure - VI)

Item# 36.06: To consider the proposal for the establishment of a state of the Art Laboratory of 'Renewable Energy' in the department of 'Electrical Engineering'.

The Hon'ble Chairperson of Board of Governors had recommended during his visit to NITD in Jul 2015 to establish a state of the Art Laboratory of 'Renewable Energy' in collaboration with the industry. The project is to be undertaken by the "Department of Electrical Engineering" who organised a workshop along with Ecosense Sustainable Solutions Pvt Ltd on 29th Sep 15. An M.Tech programme on the subject will also start from the next session. Estimated financial implication amount to approximately Rs. 67 Lakhs. The above may be approved subject to clearance by Senate.

(Annexure – VII)

Item# 36.07: Any other item with the permission of the chair.


Prof. A. Gangopadhyay
Registrar-In-Charge
National Institute of Technology,
Durgapur

**NATIONAL INSTITUTE OF TECHNOLOGY
DURGAPUR-713209, WEST BENGAL, INDIA
AGENDA NOTES**

FOR

36th Meeting of Finance Committee to be held on 16th November 2015 at 10:30 A.M. at the Senate Room, Administrative Building, National Institute of Technology Durgapur, Pin – 713209.

Item# 36.07: Any other item with the permission of the chair.

- a) **To consider the proposal for setting up of a Centre for Monitoring Human Values and Meditation, along with institution of Chair Professor (i.e Vivekananda Chair Professor of Values, Ethics and Culture) under department of Humanities & Social Studies was approved.**

It is proposed to set up a Centre for Monitoring Human Values and Meditation, along with institution of Chair Professor (i.e Vivekananda Chair Professor of Values, Ethics and Culture) under department of Humanities & Social Studies.

The details are attached as Annexure.

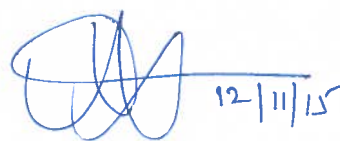
(Annexure – VIII)

- b) **To consider the proposal for setting up a Multi Disciplinary Research Centre to carry out research of Social Issues by interlinking technology.**

It is proposed to set up a Multi Disciplinary Research Centre to carry out research of Social Issues by interlinking technology.

The details are attached as Annexure.

(Annexure – IX)



12/11/15

**Brig. A. S. Nijjar
Registrar &
Member Secretary, Finance Committee,
National Institute of Technology,
Durgapur**

NATIONAL INSTITUTE OF TECHNOLOGY**DURGAPUR-713209, WEST BENGAL, INDIA**

Minutes of the 35th Meeting of the Finance Committee held on 22nd September, 2015 at 10.30 A.M. at Seminar Room-2, United Service Institution of India, Rao Tula Marg (Opposite Signals Enclave), Vasant Vihar, P.O. New Delhi- 110057.

The following members attended the meeting:

- | | |
|---|-------------------------|
| 1. Prof. A. B. Bhattacharyya,
Chairperson, Board of Governors,
National Institute of Technology, Durgapur | Chairperson |
| 2. Prof. T. Kumar,
Director,
National Institute of Technology,
Durgapur | Member |
| 3. Shri Rajesh Singh,
Director (IFD),
Dept. of Higher Education,
MHRD, Govt. of India,
Shastri Bhavan, New Delhi | Member |
| 4. Shri Sanjeev Kumar Sharma,
Director (NITs),
Dept. of Higher Education,
MHRD, Govt. Of India
Shastri Bhavan, New Delhi | Member |
| 5. Prof. Nirmal Kumar Roy,
Professor,
Department of Electrical Engineering,
National Institute of Technology,
Durgapur | Member |
| 6. Brig. A. S. Nijjar,
Registrar,
National institute of Technology,
Durgapur | Member Secretary |

(4)



The Chairperson, Board of Governors, welcomed the members from the MHRD to the meeting and introduced the new Secretary of the Finance Committee and Registrar to the members.

Item # 35.01: To Confirm the Minutes of the 34th Finance Committee Meeting held on May 15th 2015.

The Finance Committee approved and confirmed the Minutes of the 34th Finance Committee Meeting held on May 15th 2015.

Item # 35.02: To note action taken on the Minutes of the 34th Finance Committee Meeting held on May 15th 2015.

Noted.

Item #35.03: To consider the Minutes of the 28th Building and Works Committee meeting of the Institute held on 15th September 2015.

The minutes of the 28th meeting of the B&WC were approved with the following observations by the committee members.

- It was pointed out that all minutes of B&WC need not be brought before Finance Committee. Only important items requiring approval by the Finance Committee, which are beyond the powers of the Director should be discussed in the Finance Committee.
- Time limit should be stipulated for all projects and progress of the same be monitored by the Institute.
- The item regarding fencing of the hostels (item 28.8) was approved; however, it was pointed out that, it should be completed within one year from date of commencement.
- For item no. 28.14 pertaining to provisioning and fixing of furniture for newly constructed Academic Block, the estimate for which were revised from the original cost of Rs. 9.3186 crores to Rs. 7.4423 crores, should only be executed after a visit by the Director, Registrar and representatives of CPWD to the newly constructed Academic Block of the IIT Delhi. Any further revision in the estimates be then

circulated for approval. In case of any extra cost involved as a result of the observations during the visit, the proposal be brought up in the next Finance Committee meeting.

- All estimates given by the Agencies like CPWD, must be scrutinized in detail by experts, before being put up in the B&WC meeting.
- It was stated that henceforth, the funds from the Plan Grant will be made available based on the progress of the projects and the actual expenditure incurred.
- It was pointed out, that the list of approved projects be presented to the Ministry alongwith the expenditure, incurred and planned, on yearly basis.
- It was decided that budget allocation to departments for Laboratory Development be made in the beginning of the Academic year and the maximum limit of such allocation be increased to Rupees Ten Lakhs and the minimum allocation of Rupees Five Lakhs depending upon the size of the department.

Item #35.04: To consider enhancement of honorarium to visiting Doctors and engagement of Dental Assistant.

The Finance Committee approved the proposal.

Item #35.05: To consider creating Online Test Centre cum Conference Room at Central Library.

It was noted, that the planned expenditure was very high, particularly the estimates for the furniture items. The proposal needs to be resubmitted after reconciliation. Only standard items of furniture should be procured.

Item #35.06: To consider Plan and Non-Plan fund position of the Institute as on July 31, 2015

Financial status should be kept updated on regular basis with the Registrar, so that whenever required by MHRD, information is readily furnished to them.

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Item # 35.07: To consider and approve the projected fund for retiring employees within next six months.

The Finance Committee noted and approved the expenditure.

Item # 35.08: To consider the proposal of cash awards to the Best Teacher, Best Administrator, Best Office Worker, Best Technical Staff and Best Support Staff.

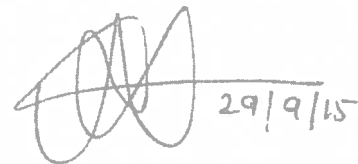
The initiative of the Chairperson was appreciated. The point was agreed in principle, however, a detailed proposal be brought up in the next meeting of the Finance Committee for consideration.

Item # 35.09: Proposal for introducing e-Tendering facilities at NIT Durgapur.

The proposal was approved by the Finance Committee.

Item # 35.10: Any other item with the permission of the chair.

There being no other item the meeting ended with a thanks to the Chair.



29/9/15

Brig. A. S. Nijjar
Registrar & Member Secretary
Finance Committee,
National Institute of Technology,
Durgapur



Zimbra

Re: Circulation of Minutes of the 39th Board of Governors meeting and 35th Finance Committee meeting of National Institute of Technology, Durgapur.

From : Sanjeev Sharma <sanjeevsharma.edu@nic.in> Wed, Oct 28, 2015 01:21 PM
Sender : sanjeevsharma edu 1 attachment
<sanjeevsharma.edu@nic.in>
Subject : Re: Circulation of Minutes of the 39th Board of Governors meeting and 35th Finance Committee meeting of National Institute of Technology, Durgapur.
To : director@admin.nitdgp.ac.in
Cc : Prof T Kumar <tkumar2002@yahoo.com>, sanjeevsharma bsnl <sanjeevsharma.bsnl@gmail.com>, rajeshsingh edu <rajeshsingh.edu@nic.in>, nijjar e azam <nijjar_e_azam@yahoo.com>, Registrar NIT. Durgapur <registrar@admin.nitdgp.ac.in>, Amalendu Bhattacharya <abbhattacharyya@yahoo.com>, director nitdgp <director.nitdgp@gmail.com>, subrahyd@gmail.com, director@iitkgp.ernet.in, Sanjay Jhunhunwala <sanjay13.jhunhunwala@gmail.com>, teage@mani-group.com, D K Majumdar <dkmajumdar@dkmajumdar.8m.com>, roy nk2003 <roy.nk2003@gmail.com>, Somnath Karmakar <som_civil07@rediffmail.com>, jsfa edu <jsfa.edu@gov.in>

kindly find enclosed the attachment
rgrds

On 10/27/15 07:13 PM, **Director NIT Durgapur** <director@admin.nitdgp.ac.in> wrote:

Dear Shri Sharma,

We have not received the enclosure. Kindly send the enclosure.

With kind regards,

Yours sincerely,

Prof. T. Kumar
Director

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National Institute of Technology Durgapur
Mahatma Gandhi Avenue, Durgapur – 713 209, India
Tel. No. +91 343 254 6397, Fax No. +91 343 254 7375
Mobile No. +91 94347 88001
Email: director@admin.nitdgp.ac.in

From: "Sanjeev Sharma" <sanjeevsharma.edu@nic.in>
To: "Registrar NIT. Durgapur" <registrar@admin.nitdgp.ac.in>, "Amalendu Bhattacharya" <abbhattacharyya@yahoo.com>, "director" <director@admin.nitdgp.ac.in>, "director nitdgp" <director.nitdgp@gmail.com>, subrahdyd@gmail.com, director@iitkgp.ernet.in, "Sanjay Jhunhunwala" <sanjay13.jhunhunwala@gmail.com>, teage@mani-group.com, "D K Majumdar" <dkmajumdar@dkmajumdar.8m.com>, "roy nk2003" <roy.nk2003@gmail.com>, "Somnath Karmakar" <som_civil07@rediffmail.com>, "jsfa edu" <jsfa.edu@gov.in>
Cc: "Prof T Kumar" <tkumar2002@yahoo.com>, "sanjeevsharma bsnl" <sanjeevsharma.bsnl@gmail.com>, "rajeshsingh edu" <rajeshsingh.edu@nic.in>, "nijjar e azam" <nijjar_e_azam@yahoo.com>
Sent: Tuesday, October 27, 2015 2:46:43 PM
Subject: Re: Circulation of Minutes of the 39th Board of Governors meeting and 35th Finance Committee meeting of National Institute of Technology, Durgapur.

Dear all,
Kindly find enclosed herewith my comments on 35th FC and 39th BoG
rgrds
sanjeev sharma,
Ministry of HRD

On 09/29/15 01:50 PM, "**Registrar NIT. Durgapur**" <registrar@admin.nitdgp.ac.in> wrote:

Circulation of Minutes of the 39th Board of Governors meeting and 35th Finance Committee meeting of National Institute of Technology, Durgapur.

Dear Member,

The Minutes of the 39th Board of Governors meeting and 35th Finance Committee meeting of National Institute of Technology, Durgapur held on 22nd September, 2015 at Seminar Room 2, United Service Institution of India, Rao Tula Ram Marg (Opposite Signals Enclave), Vasant Vihar, New Delhi – 110 057 are attached for perusal please.

Comments, if any, may be intimated to the undersigned within 15 days of receipt of the minutes.

Regards,

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A.S.Nijjar
Brig.
Registrar & Secretary
Board of Governors
National Institute of Technology
Durgapur



Comments on 35th Finance Committee of NIT Durgapur.docx

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Comments on 35th Finance Committee of NIT Durgapur

35.01 : As no comments have been received, hence minutes are confirmed

35.04 It was intimated by Registrar that the increase in honorarium took place in 2010, hence there is a need for enhancement keeping in view inflation. FC recommended the proposal to BoG.

35.05: FC observed that cost of items like furniture for preparing estimates has been on very high side. Therefore, it needs review. The same may be put up again in next FC after careful review of specifications and cost of the items.

**NATIONAL INSTITUTE OF TECHNOLOGY,
DURGAPUR
Registrar's Secretariat**

No: NITD/ Reg/OR/2015/05

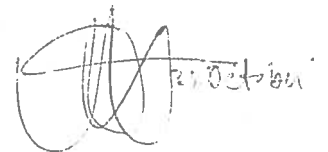
31st October, 2015

Office Order

The Board of Governors in its 39th meeting held on 22nd September, 2015, has approved the following:

- i) The honorarium of visiting doctors be Rs. 2500/- (Rupees two thousand five hundred only) for 2 hours per day O.P.D.
- ii) The honorarium of one dental assistant to assist the dental surgeon be Rs. 500/- (Rupees Five hundred only) for 2 hours per day O.P.D.

This issues with the approval of the competent authority.



Registrar

Copy to:-

1. Director.
2. Registrar.
3. All Deans/All HODs.
4. Senior Medical Officer, Institute Medical Unit.
5. Director's Secretariat.
6. Registrar's Secretariat.
7. Office Copy.

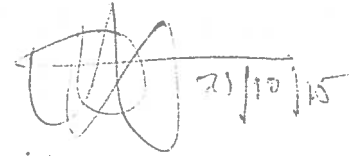
No: NITD/ Reg/OR/2015/06

31st October, 2015

Office Order

The Board of Governors in its 39th meeting held on 22nd September, 2015, has approved introducing of e-Tendering at NIT Durgapur as per the Government policy.

This issues with the approval of the competent authority.



Registrar

Copy to:-

1. Director.
2. Registrar.
3. All Deans/All HODs.
4. Director's Secretariat.
5. Registrar's Secretariat.
6. Office Copy.

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Department of Chemical Engineering

NOTESHEET

Date: 19/10/2015

Sub: Allotment of fund in excess of DST approved fund for the purchase of Ion Chromatography System

We have received only one quotation after three attempts (BID REFERENCE: NITD/Chem. Engg./DST-Algae/2015/01 dated 17/08/2015, BID REFERENCE: NITD/Chem. Engg./DST-Algae/2015/02 dated 16/09/2015 and Time Extension Notice dated 08/10/15) for procurement of one **Ion Chromatography System** from sponsored project entitled "*Phycoremediation of Cyanide from Coke-oven Wastewater and CO₂ Sequestration from Waste gas using a Mixed Consortium of Green Algae and Cyanobacteria: An integrated approach*" funded by Department of Science and Technology, Government of India (Ref. No. DST/IS-STAC/CO2-SR-191/14(G), dated November 24, 2014) in Chemical Engineering Department. The details of company submitted the quotation is shown below:

Sl. NO.	Item	Qty.	Bidders participated
01.	Ion Chromatography System	01	Metrohm India Ltd, NewTown, Rajarhaat, Kolkata - 700156

After kind approval of The Director, Technical Bid is opened first and it has been observed that the Technical Bid is complying with our specification. Then the Price Bid is opened and the quoted price are shown below:

1 Sl. No	2 Name of the Item	3 Quantity & Unit	4 Price for each unit		5 Unit Price (a)+(b)	6 Sales tax/ VAT & other taxes payable [admissible only on col. 4(a)]	7 Total Unit Price (Rs.) (5)+(6)	8 Total Unit Price (in words) (Rs.)
			Ex-factor/ ex- warehouse/ ex- showroom/ off the shelf (a)	Incidental Services (b)				
1	Metrohm Ion Chromatography System Make: Metrohm Model No. 930 Compact IC Flex with accessories	01 Set	26,50,000.00	NIL	26,50,000.00	Sale Tax will be charged NIL under High Sea Sale	26,50,000	Twenty six lacs fifty thousand only
						Otherwise CST 14.5% i.e., Rs., 3,84,250.00	30,34,250	Thirty lacs thirty four thousand two hundred and fifty only

However, fund allotted by Department of Science and Technology, Government of India for Ion Chromatography system is Rupees 25, 000, 00/- (Twenty five lakhs only).

It may kindly be noted that the Ion Chromatography System is highly specialized instrument and is very useful for analyzing wastewater, ground water, milk, etc. Almost all the anions and some cations can be analyzed using this instrument. The data analyzed by Ion Chromatograph are considered as authentic and well accepted in reputed journals for publication. Moreover, there is no Ion Chromatography System in any of the department of our Institute as well as in other educational institute and research organization in Durgapur. Therefore, such instrument is needed very much for research work not only for Chemical Engineering Department, but also for the research scholars and faculty members of other departments like Department of Earth and Environmental Studies, Department of Biotechnology, Department of Chemistry, etc., in our Institute.

In view of such vital requirement of the said instrument, Purchase Committee hereby recommends to seek for permission from competent authority for getting sanction of excess amount over the DST sanctioned amount for the said project from the Institute under suitable head of account for purchasing the Ion Chromatography System. **The fund requirement is as follows:**

Item	Qty.	Total Unit Price (INR)	Way Bill (INR)	Total Amount required (INR)	Fund allocated by DST (INR)	Fund required from Institute (INR)
Metrohm Ion Chromatography System Make: Metrohm Model No. 930 Compact IC Flex with accessories	01	30,34,250 (with 14.5% CST)	30,343 (rounded up)	30,64,593	25,00,000	5,64,593

Director may kindly approve the same.

Susmita Dutta 19/10/15
(SUSMITA DUTTA)
Associate Professor
Department of Chemical Engineering
& Principal Investigator

Asadkh Khan 19/10/15
Head, Chemical Engineering Department

for Banh 19.10.15
Dean (Research and Consultancy)

Banh 19.10.15
(KARTIK CHANDRA GHANTA)
Professor
Department of Chemical Engg.
& Co-Investigator

Director

Registrar: Please include as an agenda item of PC/BOA.

J. M. M. 19/10/15

(15)



National Institute of Technology, Durgapur

Criteria And Evaluation
For
Best Performance
Award



National Institute of Technology, Durgapur

CONTENT

1. <u>Subject: Best Teaching Award</u>	03
2. <u>Subject: Best SUPPORTING Administrative Staff</u>	05
3. <u>Subject: Best SUPPORTING Technical Staff</u>	06
4. <u>Subject: Best SUPPORTING Service Staff</u>	07



National Institute of Technology, Durgapur

1. Subject: Best Teaching Award

1. PREAMBLE

The award is meant to recognize the effort and contribution of the faculty in teaching and raise it to the level of excellence. The award is proposed to be given for the **best course** delivered in a Calendar year at the Post-graduate or Under-graduate level. It is envisaged that this award will motivate towards creation of improved work culture, professionalism and competitive environment.

The award is proposed to be classified into two categories- each with different level of benchmark. The award will be based on the evaluation of teaching related parameters as follows.

NOTE: The below is an outline of selection procedure for the **Best Teaching Award** is a firsthand draft formulated by Chairman taking clue from various Institutions giving such awards. The Chairman proposes that the draft be circulated among the faculty members and displayed on the website for feedback which a Committee can consider and incorporate the suggestions to improve the above draft further.

2. Evaluation Parameters for Category A:

Core Parameters

1. Student feedback on prescribed format adapted by the Institute.
2. **Course Planning**, text book/resource reference, mode of examination (Open Book, Close Book, Carry Home), marks allocation (assignment, quiz, term examination).
3. Lectures/Laboratory wise **content outline** to be displayed to the students in advance on website.
4. Course material/Laboratory Instructions distributed to students.
5. Innovation in course delivery/laboratory/project development.
6. Walk-in Interactions with students as per time-table.
7. Timely evaluation of script and display of solutions for students after the examination.

OR

- Timely evaluation of Laboratory Workbook and grading of students.
8. Size of the class.
 9. Use of options of seeking feedback from two Departmental faculty members (as decided by DAC) on three random sampled classes for auditing of the course.
 10. Grading Ethics.
 11. Proportion of teaching and learning related activity (Teaching centric and Learning centric).

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National Institute of Technology, Durgapur

Special Parameters

1. The complete **course material** uploaded in the public domain or material published in the form of monograph/book by reputed publisher.

3. Evaluation parameter for category B:

B1: For Teaching

1. All parameters contained in Core Parameters section.

B2: For Laboratory

1. All parameters contained in Core Parameters section.

4. Evaluation Mechanism

1. The Evaluation team will consist of a committee constituted by Director that includes Dean of faculty and an External Academician of Repute nominated by Chairman.
2. Award constituents
 - 1) A Certificate
 - 2) Cash Award:
 - a) Category A: Rs. One lacks.
 - b) Category B: Rs. Fifty thousand.
3. The award is proposed to be named after **AcharyaPrafulla Chandra Ray**.

- Note:**
1. The above is an outline proposed which may be put for discussion and modification by appropriate Academic body for further improvement, if any.
 2. The criteria mentioned are based on the practices adopted nationally /internationally.
 3. All Teaching related material should be displayed in the Course Material Section of the respective webpage of each faculty. This provision should be available in the NIT Durgapur website.
 4. It is suggested that the faculty should not hold the position as an Administrative/Functional Head as outlined in Statute.
 5. Once awarded the awardees would not be eligible to contest for three years.
 6. The above criteria should be announced and displayed to all faculty members in the beginning of each semester/calendar year.



National Institute of Technology, Durgapur

2. Subject: BestSUPPORTINGAdministrative Staff

1. PREAMBLE

The award is meant to recognize the effort and contribution of the **Supporting** Administrative Staff in providing clean, efficient and transparent service to stake holders and raise it to the level of excellence. It is envisaged that this award will motivate towards creation of improved work culture, professionalism and competitive environment.

The award is proposed to be given for the **best administration related service provided** in a Calendar year. The award will be based on the evaluation of administration related parameters as follows.

2. Evaluation Parameters

1. Annual appraisal
2. Feedback from stakeholders on format to be formulated.
3. Initiatives and suggestions that promoted efficiency.
4. Proficiency in Office Automation Software.
5. Contribution to e-governance.
6. Skill up-gradation.

4. Evaluation Mechanism

1. By Committee constituted by Director with the approval of Board with Dean of Administration the Ex-Officio and one member from the Worker Union.
2. Award constituents
 - 1) A Certificate
 - 2) Cash Award: Rs.Thirty Five thousand.

Note:

1. The above is an outline proposed which may be put for discussion and modification by appropriate Body for further improvement, if any.
2. It is suggested that the candidate should not hold the position as an Administrative/Functional Head as outlined in Statute.
3. Once awarded the awardees would not be eligible to contest for three years.
4. The above criteria should be announced and displayed to all faculty members in the beginning of each semester/calendar year.

Professor A.B.Bhattacharyya Chairman BoG NITD

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National Institute of Technology, Durgapur

3. Subject: Best SUPPORTING Technical Staff

1. PREAMBLE

The award is meant to recognize the effort and contribution of the **Supporting** Technical Staff in providing clean, efficient and professional high quality service in their respective work units in the task of maintenance, up gradation, higher productivity, efficient interaction with the users, documentation etc. It is envisaged that this award will motivate towards creation of improved work culture, professionalism and competitive environment.

The award is proposed to be given for the **best technical support service provided** in a Calendar year. The award will be based on the evaluation of technical support related parameters as follows.

2. Evaluation Parameters

1. Annual appraisal.
2. Feedback from users on format to be formulated.
3. Initiatives and suggestions that promoted efficiency.
4. Proficiency in Office Automation Software.
5. Contribution to e-governance.
6. Skill up-gradation.
7. Capability of motivating subordinates towards efficiency.

4. Evaluation Mechanism

1. By Committee constituted by Director with the approval of Board with Dean of Administration the Ex-Officio and one member from the Worker Union.
2. Award constituents
 - 1) A Certificate.
 - 2) Cash Award: Rs. Twenty Five thousand.

Note:

1. The above is an outline proposed which may be put for discussion and modification by appropriate body for further improvement, if any.
2. It is suggested that the candidate should not hold the position as a Functional Head as outlined in Statute.
3. Once awarded the awardees would not be eligible to contest for three years.
4. The above criteria should be announced and displayed to all faculty members in the beginning of each semester/calendar year.



National Institute of Technology, Durgapur

4. Subject: BestSUPPORTINGService Staff

1. PREAMBLE

The award is meant to recognize the effort and contribution of the **Supporting** Service Staff in providing clean environment, efficient and professional high quality service in their respective work units in the task of maintenance, up gradation, higher productivity, efficient interaction with the users etc. It is envisaged that this award will motivate towards creation of improved work culture and professionalism and competitive environment. The award is proposed to be given for the **best service provided** in a Calendar year. The award will be based on the evaluation of Service related parameters as follows.

2. Evaluation Parameters

1. Annual appraisal
2. Feedback from users on format to be formulated.
3. Initiatives and suggestions that promoted efficiency.
4. Efficient interaction with beneficiaries.
5. Contribution for the maintenance of clean environment.
6. Punctuality.

4. Evaluation Mechanism

1. By Committee constituted by Director with the approval of Board with Dean of Administration the Ex-Officio and one member from the Worker Union.
2. Award constituents
 - 1) A Certificate
 - 2) Cash Award: Rs.Fifteen thousand.

Note:

1. The above is an outline proposed which may be put for discussion and modification by appropriate Body.
2. Once awarded the awardees would not be eligible to contest for three years.

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**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**
DEPARTMENT OF ELECTRICAL ENGINEERING

MAHATMA GANDHI AVENUE, DURGAPUR-713209

NOTE SHEET

Date: 13.10.2015

With reference to circular No. NITD/Regis/40th BOG Dated 09th October, 2015, please find enclosed herewith one proposal for the development of Renewable Energy Laboratory of Rs. 66,55,000/- (Rupees sixty six lakhs fifty five thousand only)

Please note that honourable chairperson, BOG Prof. A. B. Bhattacharya and competent authority of NIT Durgapur already advised us to develop a state of art laboratory of Renewable Energy in Electrical Engineering Department (copy enclosed).

Towards the development of the aforesaid laboratory one half-day workshop on "Research Opportunities in Different Renewable Energy Conversion Systems." has been organized jointly with Ecosense Sustainable Solutions Pvt. Ltd., New Delhi on 29th September, 2015. (copy of Director's approval is attached).

Under these circumstances, you are requested to kindly put up the matter as one agenda point on the 40th Board of Governors meeting and the 36th Finance Committee meeting to be held on 16th Nov, 2015.


HOD, EE Dept.

Head of the Department of
Electrical Engineering
National Institute of Technology
DURGAPUR-713209

Registrar

8:10:10
R
934
19/8/15

like NIT is to be system driven and not individual contact or relationship. As long as you do not compromise on fairness and objectivity you can take any tough decision without surrendering to pressure from any corner. As regard as I am concerned I look forward to be guided by you in matters of interpretation of rules and provisions of rule.

1. Please make it a priority to be acquainted with the statute of NIT.
2. I developed a cramp on my left leg about a week back at Durgapur and it has not improved as yet. I just got it checked up by a doctor in a near by hospital and they suspect the possibility of blockage in the leg and advised to be admitted. Am planning to get admitted in Apollo hospital.
3. I was told by MHRD that around 2009 a letter was issued to all directors of NIT outlining the entitlements of Chairman of NIT. I wrote a mail to colonel Sandhu that the office facility etc being created for Chairman of Nit Durgapur should be as per rules and permissions and appropriate approval be obtained where ever necessary. I shall appreciate if the copy of the letter from MHRD be sent to me for information and record.
4. Just before leaving Durgapur I had a short meeting with HOD of Electrical Engineering whom I handed over a folder on renewable energy obtained from a group of entrepreneur. I advised HOD of the dept that a half a day workshop be organised, jointly with them in September. A state of art laboratory can be setup on renewable energy, I understand, for teaching and research. I requested that creating such a facility jointly with this industry from next year, an MTech program can be started at NITD from next year. I would like to suggest that an investment in this area must be linked with supporting MTech program and initiating new research area in renewable energy. I am sorry that I forgot to mention it to Professor T. Kumar. In my opinion I advise that the proposal of the said entrepreneur be evaluated by group of experts within the institute available at different departments (specifically Computer, Electrical, Electronics, Chemical, Mechanical, Physics).

DR ESTH
19/8/15

Regards.

Sent from my iPad

Registrar / All Deans (POD) / HOD (EE)

For drawing up proposals as advised pl.

1. Pl note Para 4 of the email received from the Chairperson, BCI and remarks of the Director

JMM
17/8/15

2. Request you to prepare the above proposals and discuss with undersigned.


Prof S. Banerjee
HOD Electrical

18/8/15

Sub: Proposal for organising half-day workshop on "Research Opportunities in Different Renewable Energy Conversion Systems."

As per the advice of The Chairperson BOG, NIT Durgapur and following the note from competent authority, a half day workshop is proposed to be organized by Electrical Engineering Department, jointly with Ecosense Sustainable Solutions Pvt. Ltd., New Delhi, with the following details:

1. Title of the Workshop: Research Opportunities in Different Renewable Energy Conversion Systems
2. Proposed Date: 29th September, 2015(Tuesday), [9.00 AM- 01.00 PM]
3. Organising Committee: Patron: DIRECTOR, NIT Durgapur
Chairman: HOD Electrical Engineering Dept.
Co-ordinator: Dr. T. K. Saha (EE)
Organising Secretary: Dr. S. N. Mahato (EE)
Members: Mr. J. C. Barman
Dr. J. Dey, Mr. R. Dey
4. Resource Person: i.) Three members from Ecosense Sustainable Solutions Pvt. Ltd.
ii) Two speakers from Electrical Engineering Department
5. Target audience: Faculties, PG and PhD students of different departments
6. Objective: The workshop will play a pivotal role to come up with the state of the art knowledge of research equipment in the said field and prepare a laboratory accordingly as proposed by Chairperson BOG, NIT Durgapur. The proposed laboratory can be utilised in present and upcoming academic programmes.
7. Tentative Budget:
a) Local Transport: Rs 2500
b) Refreshment & Miscellaneous: Rs.10,000
Total: Rs.12,500 (Rupees twelve thousand five hundred only)
8. Venue: D. M. Sen Memorial Hall


Co-ordinator


Organising Secretary



HOD, EE Dept.


DIRECTOR

Forwarded
P. Saha
08/09/15

Approved.


Chairman (IPE)


8/9/15

Received
Mump
08/09/15

PROPOSAL FOR RENEWABLE ENERGY LAB

Department of Electrical Engineering
NIT Durgapur

Aim:

- To establish a state-of-the-art Renewable Energy Laboratory and work in phases to develop a Centre of Excellence eventually
- To achieve technical and research excellence in the Renewable Energy domain
- To introduce renewable energy to students and spread awareness of sustainable energy technologies through workshops, seminars, training programmes
- To introduce one M. Tech Programme on Renewable Energy Systems

Objectives of RE Lab

- *Basic Renewable Energy Concepts:*
Enable students to learn the concepts of renewable energy technologies like off-grid and grid-tied solar photovoltaics, wind turbine characteristics, etc. by providing hands-on practical training and experimentation

- *MTech Projects:*

M.Tech students can use the facilities in the laboratory to work on minor and major projects in various topics such as MPPT algorithm testing, Inverter control testing, Charge controller design, micro-grid, to just name a few.

- *Research Options:*

Faculties and research scholars can pursue their research interests in the RE domain; they can use the facilities in the lab for doing their research work, thereby publish papers or complete transactions

Some of the topics in which research can be carried out in the RE Lab is:

- MPPT algorithm testing
- Inverter control testing for different operating conditions
- Performance Analysis and Modelling of Photovoltaic Panel
- Development of charge Controller
- Micro-grid and smart grid control testing
- Synchronization process for single phase solar Grid tied PV system
- Development of Micro-grid and smart grid control
- Study of power quality & impacts while using capacitor for power factor improvement
- Use of Solar inverter as Statcom
- Analysis and characterization of solar stand alone PV system
- Analysis and characterization of grid connected system
- Micro-grid and smart grid control testing
- Performance analysis of various PV panels in different geographic locations and at different seasons/time
- Analysis and characterization of wind energy system
- Analysis of Micro-grid and smart grid integration with wind energy system
- Transient analysis of turbine power by changing wind speed rapidly
- Analysis of MPP algorithm of wind turbine

- Control techniques for regulated AC power
- Simulation of modified or totally new developed wind turbine under different loading conditions, wind speed etc
- Testing and development of better power electronics and control for wind Generation system

Components of Renewable ENERGY Laboratory:

1. Solar PV and Wind Energy Hardware Products

- Solar PV training and Research System
- Solar PV Grid Tied Training System
- Solar PV Emulator
- Wind Energy Training System
- Wind Turbine Emulator
- Three phase rectifier, inverter with break chopper
- DSPACE Microlabbox

2. Solar PV and Wind Energy Software Experimentation Platform

- The PSIM Basic Module
- Renewable Energy Module
- SimCoupler Module
- SimCoder Module
- F2833X Target Module

PSIM Basic can be used for **analysis and design of power converter and control systems** for a wide variety of applications, including (but not limited to):

- AC/DC Rectifiers
- Active Filters
- Battery Chargers
- **Grid-Link Operations**
- Power Factor Correction
- Power IC Components and Adjustable Speed Drive Systems
- Reactive Power Compensators
- Single-Phase and Three-Phase Inverter and UPS Systems

Specifications

The following products are proposed for the RE Lab:

1. Solar PV Training & Research System (Stand Alone System)

Sl. No.	Components	Sub-Components	Specifications
1	Power generating unit	Solar PV Module	
		Number of modules	2
		Type	Poly-crystalline
		Total Power rating	80Wp
2	Artificial Source of radiation	Halogen Light with regulator	
		Total power rating	1800W
3	Power Conditioning Unit (PCU)	DC-DC Converter- Auto/Manual mode	
		Power rating	25 W
		Nominal system voltage	12V
		Maximum Load Current	2.0 (A)
		Type	Buck converter
4	Control and Measuring Unit	Meters	
		Battery bank (2 batteries)	
		Capacity of each battery	4.5 Ah/12V
		Loads- AC/DC	
5	Data Logger and Plotter	Voltage Range	0-200 (V)
		Current Range	0-2.0 (A)

2. Solar PV Grid-Tied Training System

Sl. No.	Components	Sub-Components	Specifications
1	Power generating unit	Solar PV Module	
		Number of modules	2
		Type	Poly-crystalline
		Total power	500 W _p
2	Solar PV Grid Tied Inverter		
		No of Grid Tied Inverter	1
		MPP voltage range	45 V to 100 V
		Rated grid voltage	230 V
		Maximum output current	2.5 A
		Rated power	300 W
		Rated frequency	50 Hz
Feeding phases	single-phase		

3	Virtual Grid		
		Nominal Output Voltage	230V AC
		Frequency	50Hz
		Capacitor Bank	
Transmission Line Inductance		—	
4	Measurement Unit	Isolated Sensors	
		AC Voltage Sensor	
		AC Current Sensor	
		Power Analyzers – 2	
Ammeter –AC			
5	Accessories	Manual	

3. Solar PV Emulator

Sl. No.	Components	Sub- Components	Specifications
1.	Solar PV Emulator	Input	
		No. of channels	4
		Supply Voltage	230V AC/ 50Hz
		Output	
		Short Circuit Current(Isc)/Channel	0-10 A
		Open Circuit Voltage(Voc)/Channel	0-50 VDC
		Max Output Power /Channel	400 W
		Maximum Channels in Series	4
		Maximum absolute voltage at output	200 VDC
Physical Box			

4. Wind Energy Training System

Sl. No.	Components	Sub-Components	Specifications
1	Generating unit	Generator	
		Type	PMSG (3 phase)
		Power rating	300 (W)
		Rotor	
		No. of blades	3
Performance parameter			

		Power generation at rated speed	300(W)
		Blade	
		Length:	0.67 (m)
		Material	Carbon fiber
2	Artificial Wind generating unit	Induction motor	
		Power rating	15 (HP)
		Generated wind speed	0-15 m/sec
3	Control Unit	Battery	
		Capacity	42 (Ah)/12V
		Inverter	
		Rated power	650(VA)
		Input voltage	10-15(V)

5. Wind Turbine Emulator

Sl. No.	Components	Sub-Components	Specifications
1	Prime Mover	DC Motor	
		Number	1
		Output Power Rating	5 Hp
		Gear Box	
		3-Phase Autotransformer	
		1-Phase Autotransformer	
2	Generation Unit	Self Excited Induction Generator	
		Type	3 Phase Squirrel Cage
		Power Rating	1.5kW, 415V AC
		No of poles	8
		AC Excitation Capacitor	
		DC-DC Converter for Motor speed control	
		DC-DC Converter for Generation power control	
3	Control and Measurement	Control Card	
		Processing Unit	FPGA
		ADC Inputs	Available
		PWM Outputs	Available
4	Accessories	Manual	

6. Three-phase rectifier +inverter with brake chopper

Equivalent to B6U + B6CI + E1CIKF

$I_{rms} = 30A$ $V_{input} = 440$ $V_{dc} = 750$ SEMITEACH - IGBT

7. DSAPACE Microlab Box

- 2 GHz dual-core real-time processor and user-programmable FPGA
- More than 100 channels of high-performance I/O with easy access via integrated connector panel

8. PSIM Software with supported Computers for both the Hardware and Software experiments

9. Computers with UPS

Sl No	Name of the Equipments	Specifications & makers name
1	Desktop Computer Equivalent to Model- HP Pro Desk 600 G1	Intel Core i7- 4771 3.5Ghz 8MB Cache (4 th Generation Processor) Memory or better Intel Q85 Chipset or higher 8 GB 1600 Mhz RAM (4 DIMM Slots, Upgradable up to 32 GB) 500 GB SATA Hard Disk 7200 RPM DVD Writer 23" LED Coloured Monitor (OEM – Make) Intel HD Graphics 4000 or better Gigabit LAN inbuilt Keyboard and Optical Scroll Mouse OS- Free DOS (Compatible with Windows 7/ Windows 8 / Linux operating system)
2	UPS Equivalent to APC make Back up UPS 1100	Input: 230 V ~ 50Hz with $\pm 20\%$ variation. Output : 1100 VA

Budget:

1. Hardware Platforms (with one unit each):

Sl. No.	Item Description	Q	Price
1	Solar PV Training & Research Training	1	190000.00
2	Solar PV Grid Tied Training System	1	315000.00
3	Solar PV Emulator	1	450000.00
4	Wind Energy Training System	1	600000.00
5	Wind Turbine Emulator	1	700000.00
6	Three-phase rectifier + inverter with brake	2	5,00,000.00
7	DSPACE MICRO LAB BOX	1	15,00,000.00

2. Software Platform

Sl. No.	Item Description	Quantity	Price
1	PSIM Basic	1	7,00,000/-
Add on to Sl. No. 1	Renewable Energy Module	1	2,00,000/-
	SimCoupler Module	1	2,00,000/-
	SimCoder Module	1	4,00,000/-
	F2833X Target Module	1	2,00,000/-
2	Desktop PC with UPS	10	7,00,000/-

TOTAL: RS 66,55,000/- (Rupees sixty six lakhs fifty five thousand only)

S. N. Mahato
16.10.15
(Dr. S. N. Mahato)

T. K. Saha
16/10/15
(Dr. T. K. Saha)

S. Banerjee
16/10/15
(Prof. S. BANERJEE)

For Proposal 1

Name of the Centre: **Centre for Monitoring Human Values and Meditation .**

Purpose:

1. To offer Short term course on Values and Ethics , CSR for the Students .
2. To offer Short term course on Values and Ethics , CSR for the Corporate Executives.
3. To Organise Seminars, Workshops, Conferences on Values and Ethics , CSR .
4. To Organise Regular Meditation and Stress management Programme for the Students and Executives .

Operational Structure:

The Centre shall conduct short-term Courses, Seminars, Workshops and all other related activities for the Students, Researchers, Teachers and Corporate Executives, on the basis of a full-proof Action Plan under the guidance of the proposed Vivekananda Chair Professor and the HoDs and faculty members of HSS and Management Studies Departments. Minor Administrative and financial supports will be required from the Institute for running the project upto first three years after which the Centre will attain its break-even and will operate on self-sponsored mode.

Financial Structure:

Sl	Activity	Financial Support required from the Institute (Rs. In Lakhs)
1.	To offer Short term course on Values and Ethics, CSR for the Students	No financial support is required Self-sponsored programme from the first day itself.
2.	To offer Short term course on Values and Ethics, CSR for the Corporate Executives	No financial support is required Self-sponsored programme from the first day itself.
3.	To Organise Seminars, Workshops, Conferences on Values and Ethics, CSR	Seed money as per Institute norms for organizing four nos. Of National and one no. of International Workshop ... <i>Rs. 6.0 lakhs p.a.</i>
4.	To Organise Regular Meditation Programme for the Students and Executives	Honorarium for the Speaker/Instructors on requirement basis ... <i>Rs. 3.0 Lakhs p.a.</i>
	Chair-Professor's Salary (Estimate)	12.0 Lakhs p.a.
	Consumables/Contingencies	2.0 lakhs p.a.
	Furniture/Equipment/Computer (One time)	12.0 lakhs.

Total Non-Plan requirement p.a. : Rs. 23.0 Lakhs
Total requirements under Plan Grant : Rs. 12.0 lakhs (one time)
 (Construction of Rooms may not be required, as the Centre can be operated from the existing Student's Activity Centre)

Resource Persons:

1. Eminent Personalities to be invited to take classes, conduct Seminars, Workshops, who will be placed on the **Proposed Chair Professor** (Vivekananda Chair Professor, as placed in the Senate), as Adjunct professor or as Visiting/Invited Lectures as per Institute norms.
2. Eminent Academicians, Researchers, Corporate Executives to be invited as Visiting Faculties on periodic basis.

Infrastructure Requirement:

One Seminar cum Meditation Centre to accommodate 500 students at a time, with Circle & Dome type structure, with the provision of Two- Office Room, One Library Room, One Meeting Room (which is available in the exiting Students' Activity Centre).

***Supporting Staff (from existing staff members of the Institute):**

1. One Librarian
2. Two LDC staff
3. 04 Helpers.

* As per Institute Norms

Financial Autonomy:

The Centre be given financial autonomy to conduct the Seminars, Workshops and all other related activities, on the basis of a Well -Prepared Annual Plan of Action on the basis of Which the Centre be allotted a Fund, which will be operated through a Separate Account, to be Operated by HOD (HSS), One faculty from HSS, One Accounts Officer or any Other Officer to be nominated by Director. The Entire Accounts will be Audited annually , as per institute norms.

Submitted By: Prof. Partha Pratim Sengupta, Professor & HOD,HSS

For Proposal 2

Name of the Research Centre :

TAGORE CENTRE FOR STUDIES IN RURAL AND URBAN DEVELOPMENT

Purpose/ Mission Statement:

1. To undertake, promote and co – ordinate research in social sciences and other interdisciplinary researches with special emphasis on the problems and development of rural and urban regions of Durgapur and adjoining areas.
2. To provide professional and academic support to other institutions and personnel engaged in the above field/ area.
3. To offer fellowships and scholarships to extend support in development researches as and when applicable, to aspiring researcher/s and academicians.
4. To extend consultancy services, on request, to Government of India, State Governments, Local Governments, academic institutions and business organizations for Examining the Socio economic problems and its solutions.
5. To offer technical Expertise , by integrating the technical know-how of Engineering departments of NIT-Durgapur, to different sectors(Handicraft, Fisheries, Farmers, etc)
6. Integration with UNNATA BHARAT JOJONA.

Operational Structure:

1. One Advisory Body, consisting of Researchers, Academician, HODs of participating Departments (Chairman of the Advisory Body: Director, and HOD as Convenor)
2. Convenor/ Coordinator: HOD, HSS.

Human Resources: Requirement:

1. **Professor:** Adjunct Professor/Experienced retired Professor, with adequate research experience with Consolidated Remuneration
 2. **Post Doctoral Fellow/ Research Scientist:** 4
- **Supporting Staff (from existing staff members of the Institute)**
 1. Secretary cum Office assistant: 1
 2. Technical Staff: 1
 3. Helper: 1
 - **Infrastructural Requirement: (from existing infrastructure of the Institute)**
 1. Office Room : 1
 2. Research Lab: 1

Submitted By: Prof. Partha Pratim Sengupta, Professor & HOD,HSS

Financial Structure:

Sl	Activity	Financial Support required from the Institute (Rs. In Lakhs)
1.	Chair-Professor's Salary (Estimate)	12.0 Lakhs p.a.
2.	Post Doctoral Fellow/ Research Scientist	30.0 Lakhs p.a.
3.	Consumables/Contingencies	2.0 lakhs p.a.
4.	Furniture/Equipment/Computer (One time)	18.0 lakhs.

Total Non-Plan requirement p.a. : Rs. 44.0 Lakhs
Total requirements under Plan Grant : Rs. 18.0 lakhs (one time)
(Construction of Rooms may not be required, as the Centre can be operated from the existing rooms of SAC/Library)