

**NATIONAL INSTITUTE OF TECHNOLOGY
DURGAPUR**

53RD MEETING OF THE SENATE

*TO BE HELD ON
MAY 13, 2019
AT 11 AM
IN THE SENATE ROOM*



AGENDA NOTES

Item No. 53.1 Confirmation of the Minutes of the 52nd Senate Meeting

The 52nd Meeting of the Senate was held on 20th December, 2019 at 11.00 a.m. the Senate Room of the Institute. The minutes of the said meeting were mailed to all Senate members for their comments (vide **Annexure 53.1**). However, no comments were received from the members.

Item No. 53.2 Action Taken Report

Reference Item No.	Agenda Item	Action Taken on the Resolution
52.2	Action taken report	Noted. The report of the committee constituted to frame the policy and mechanism for the award of doctorate honoris causa to eminent persons in the next convocation to be submitted (51.4) and would be taken up for discussion against Agenda Item 53.10.
52.3	To consider issues related to the UG and PG studies	The report of the committee for reforms has duly been submitted and would be taken up for discussion against Agenda Item 53.7.
52.4	To consider issues related to the PhD studies	Implemented.
52.5	To consider the draft Patent Regulation of the Institute	Implemented.
52.6	To consider the possibility of offering online courses as suggested by the MHRD	The report of the committee constituted to explore the possibility of offering online courses as suggested by the MHRD would be submitted and taken up for discussion against Agenda Item 53.11.
52.7	To consider academic reforms and students' feedback system	Partially implemented and the remaining to be implemented during the academic session 2019-20. Feedback form attached (Annexure 53.2.7).
52.8	To consider MoU with TCS	Implemented.
52.9.1	MoU with FEI, STU, Bratislava, Slovakia	Permission sought from the MHRD; endorsement awaited.
52.9.2	Institution of distinguished alumni award	A committee has already been constituted by Chairman, Senate for institution of the award. The Committee shall place its report on the table.
52.9.3	Continuance of the B. Tech. program by Saugata Das	Implemented.
52.9.4	Seat Matrices for the PG programs	Implemented.
52.9.5	Change of nomenclature of a course in B. Tech. program	Implemented.

The Senate may consider confirmation of the minutes.

Soumya Dasgupta

Item No. 53.3 To consider issues related to the UG and PG studies

The Senate may consider issues related to the UG and PG studies including the resolutions of UGAC/PGAC meetings held on **21.12.2018, 15.01.2019, 14.02.2019, 28.03.2019** and **10.05.2019** (to be held). The following items shall need special attention.

- **53.3.1** UGAC/PGAC meeting held on 21.12.2018: Routine matters. (**Annexure 53.3.1**)
- **53.3.2** UGAC/PGAC meeting held on 15.01.2019. (**Annexure 53.3.2**)
 - Item No 3: Reimbursement of tuition fee for eligible SC/ST students.
 - Item No 12- Admission criterion for M.Sc.
- **53.3.3** UGAC/PGAC meeting held on 14.02.2019 (**Annexure 53.3.3**)
 - Item No 7- Scholarship to the backlog M. Tech. students
- **53.3.4** UGAC/PGAC meeting held on 28.03.2019 (vide **Annexure 53.3.4**)
 - Item No 6- Seat Matrices for Central admissions 2019
 - Item No 7- Award of degree to MSW students
- **53.3.5** UGAC/PGAC meeting to be held on 10.05.2019 (tentative) (**Annexure 53.3.5 to be circulated later**)
 - Items regarding B. Tech. syllabus and academic calendar 2019-2020

Item No. 53.4 To consider issues related to PhD studies

The Senate may consider the issues related to the PhD studies including the resolutions of RAC meetings held on **19.12.2018, 19.02.2019, 28.03.2019, 16.04.2019** and **10.05.2019** (to be held). The following items shall need special attention.

- **53.4.1** RAC meeting held on 19.12.2018 (**Annexure 53.4.1**)
 - Item No. 7: Registration for PhD program
 - Item No. 8: Award of PhD degree
 - Item No. 9: Extension of registration period
- **53.4.2** RAC meeting held on 19.02.2019 (**Annexure 53.4.2**)
 - Item No.7: Registration for PhD program
 - Item No. 8: Award of PhD degree
 - Item Nos. 9 &10: Extension of registration period
 - Item No. 12: Resolution of DSC meeting of HS **
 - Item No. 13: Semester registration fee of PhD scholar
- **53.4.3** RAC meeting held on 28.03.2019 (vide **Annexure 53.4.3**)
 - Item No. 7: Registration for PhD program
 - Item No. 8: Award of PhD degree
 - Item No. 9:- Extension of registration period
 - Item No. 11: Research Methodology and communication skill**
 - Item No. 12: Seat matrix for PhD admission 2019
- **53.4.4** RAC meeting held on 16.04.2019 (vide **Annexure 53.4.4**)
 - Item No. 7: Registration for PhD program.
 - Item No. 8: Award of PhD degree.

- Item No. 10: Course structure and syllabus of 'Research Methodology' and 'English for Technical Report Writing'
 - Item No. 11: Modification of eligibility criterion for admission to PhD program (FT)
 - Item No. 12: Modification of eligibility criterion for admission to PhD program (PT)
 - Item No. 13: Modification of clauses in PhD regulation.
- **53.4.5** RAC meeting to be held on 10.05.2019 (tentative) (**Annexure 53.4.5 to be circulated later**)
- Items related to Registration for PhD program, Award of PhD degree, Approval of PhD seat matrix, 2019 admission and Modification of clauses in PhD regulation.
- **53.4.6** Certain issues on revision in the PhD regulations was discussed in the meetings of the Heads of the Departments a HOD meeting held on 16.01.2019. It was recommended that the following clauses be amended/ added in the PhD Regulation.
- **Clause 2.5.2:** When a regular PhD student receives the registration number fulfilling all the registration requirements and gets a job, he/she should apply through DSC for withdrawal of residency. However, a No Objection Certificate from the employer must be submitted to continue his/her studentship.
 - **Clause 5.2:** An enrolled Ph.D. student will be formally registered for the degree of Ph.D. on completion of following steps:
 - **Clause 7.5:** The scholar must have at least two papers published / accepted for publication based on his/her doctoral research in a SCI/SSCI/AHCI/Non-Paid Scopus/Web of Science journal and preferably two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

Clauses that need revision in view of the award of PhD degree by the Centres should be revised.

Item No. 53.5 To decide the date of 15th Convocation

The Senate may decide the date of 15th Convocation.

Item No. 53.6 To consider a system of assessing the performance of the academic departments on the delivery of academic programs

The Senate may deliberate on and consider a system of assessing the performance of the academic departments on the delivery of academic programs.

Item No. 53.7 To consider the reforms in the academic and examination system

The Senate may consider the report by the committee constituted by the Senate. (**Annexure 53.7**)

Item No. 53.8 To consider the regulations of Incubation Centre

The Senate may consider the regulations. (**Annexure 53.8**)

Agenda Notes: 53rd Meeting of the Senate, National Institute of Technology Durgapur

Item No. 53.9 **To consider inclusion of faculty members from the TEQIP-III mentee institutions in the UGAC and the Senate of NIT Durgapur as invitee members**

The Senate may consider the matter.

Item No. 53.10 **To consider the policy and mechanism for the award of doctorate honoris causa to eminent persons in the next convocation**

The Senate may consider the report submitted by the committee constituted by the Senate in its 52nd meeting for the aforementioned purpose. (**Annexure 53.10 to be circulated later**)

Item No. 53.11 **To consider the norms for offering online courses as suggested by the MHRD**

The Senate may consider the report submitted by the committee constituted by the Senate in its 52nd meeting for the aforementioned purpose. (**Annexure 53.11 to be circulated later**)

Item No. 53.12 **To formulate the guidelines for offering student internship at NIT Durgapur**

The Senate may formulate the guidelines for offering student internship at NIT Durgapur.

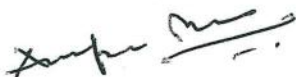
Item No. 53.13 **To consider revision in the constitution of the Students' Gymkhana**

The Senate may consider the revised constitution (**Annexure 53.13 to be circulated later**)

Item No. 53.14 **Any other matter with the permission of the chair**



Soumya Sen Sharma
Registrar & Secretary, Senate
NIT Durgapur
Date: May 6, 2019



Chairman, Senate & Director

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

**52ND SENATE MEETING
DATE: 20TH DECEMBER, 2018
TIME: 11.00 AM
VENUE: SENATE ROOM**



MINUTES

The meeting was attended by the following persons.

1. **Prof. Anupam Basu** : Chairman
Director & Chairman-Senate
NIT Durgapur
2. **Mr. B. Bhattacharya** : Invitee Member
Alumni Representative
3. **Prof. S. Chattopadhyay** : Member
Department of BT,
NIT Durgapur
4. **Prof. A. Dey** : Member
Department of BT,
NIT Durgapur
5. **Prof. Dalia Dasgupta Mandal,** : Member
HoD, Department of BT,
NIT Durgapur
6. **Prof. Kaustav Aikat** : Member
Department of BT,
NIT Durgapur
7. **Prof. (Ms.) Surabhi Chaudhuri** : Member
Department of BT,
NIT Durgapur
8. **Prof. SuditSekhar Mukhopadhyay** : Member
Department of BT,
NIT Durgapur
9. **Prof. B.P. Mukhopadhyay** : Member
Department of Chemistry
NIT Durgapur
10. **Prof. Dipankar Sukul ,** : Member
HoD, Department of Chemistry,
NIT Durgapur
11. **Prof. A.K. Patra** : Member
Department of Chemistry,
NIT Durgapur
12. **Prof. M. Maji** : Member
Department of Chemistry,
NIT Durgapur

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13. **Prof. R.N. Saha** : Member
Department of Chemistry,
NIT Durgapur
14. **Prof. S.C. Moi** : Member
Department of Chemistry,
NIT Durgapur
15. **Prof. P. Gupta** : Member
Department of Chemical,
NIT Durgapur
16. **Prof. P. Pal** : Member
Department of Chemical Engg.,
NIT Durgapur
17. **Prof. K. C. Ghanta** : Member
Department of Chemical Engg.,
NIT Durgapur
18. **Prof. T. Mandal** : Member
Department of Chemical Engg.,
NIT Durgapur
19. **Prof. A.K. Sadhukhan** : Member
Department of Chemical Engg.,
NIT Durgapur
20. **Prof. G. Halder** : Member
Department of Chemical Engg.,
NIT Durgapur
21. **Prof. D.K. Singha Roy** : Member
Department of Civil Engg.,
NIT Durgapur
22. **Prof. P. Ray** : Member
Department of Civil Engg.,
NIT Durgapur
23. **Prof. K. Bhattacharya** : Member
Dean (P&D), Dept. of Civil Engg.,
NIT Durgapur
24. **Prof. A. Das.** : Member
Department of Civil Engg.
NIT Durgapur

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25. **Prof. S. Saha** : Member
Department of Civil Engg.
NIT Durgapur
26. **Prof. V.K. Dwivedi** : Member
Department of Civil Engg.
NIT Durgapur
27. **Prof. S. Bhattacharyya** : Member
Department of Civil Engg.
NIT Durgapur
28. **Prof. A.K. Banik** : Member
Department of Civil Engg.
NIT Durgapur
29. **Prof. A.K. Samanta** : Member
Department of Civil Engg. NIT Durgapur
30. **Prof. (Mrs.) Tandra Pal** : Member
Dept. of Computer Science & Engg.
NIT Durgapur
31. **Prof. (Mrs.) Suchismita Roy** : Member
Dept. of Computer Science & Engg.
NIT Durgapur
32. **Prof. Debashis Nandi** : Member
Dept. of Computer Science & Engg.
NIT Durgapur
33. **Prof. Subhrabrata Choudhury** : Member
Dept. of Computer Science & Engg.
NIT Durgapur
34. **Prof. Mousumi Roy,** : Member
Dept. of Management Studies
NIT Durgapur
35. **Prof. Avijan Dutta,** : Member
HoD, Dept. of Management Studies
NIT Durgapur
36. **Prof. A.K. Bhattacharjee,** : Member
Dept. of Electronics & Communication Engineering
NIT Durgapur
37. **Prof. Sumit Kundu** : Member
Dept. of Electronics & Communication Engineering
NIT Durgapur

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38. **Prof. Rowdra Ghatak** : Member
Dept. of Electronics & Communication Engineering
NIT Durgpur
39. **Prof. Ashis Kr. Mal** : Member
HoD, Dept. of Electronics & Communication Engineering
NIT Durgpur
40. **Prof. Rajat Mahapatra** : Member
Dept. of Electronics & Communication Engineering
NIT Durgpur
41. **Prof. S.S. Thakur** : Member
Dept. of Electrical Engineering
NIT Durgpur
42. **Prof. N.K. Roy** : Member
Dept. of Electrical Engineering
NIT Durgpur
43. **Prof. Saradindu Ghosh** : Member
Dept. of Electrical Engineering
NIT Durgpur
44. **Prof. Subrata Banerjee** : Member
Dept. of Electrical Engineering
NIT Durgpur
45. **Dr. Pavimal Acharjee** : Member
HoD, Dept. of Electrical Engineering
NIT Durgpur
46. **Prof. Tapas Kr. Saha** : Member
Dept. of Electrical Engineering
NIT Durgpur
47. **Prof. Sankar Narayan Mahato** : Member
Dept. of Electrical Engineering
NIT Durgpur
48. **Prof. Chiranjib Koley** : Member
Dept. of Electrical Engineering
NIT Durgpur
49. **Prof. A. Gangopadhyay** : Member
Dept. of Earth & Environmental Studies
NIT Durgpur

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50. **Prof. K. Adhikari** : Member
HoD, Dept. of Earth & Environmental Studies
NIT Durgpur
51. **Prof. P.P. Sengupta** : Member
Dept. of Humanities and Social Sciences
NIT Durgpur
52. **Prof. (Mrs.) Kajla Basu** : Member
Dept. of Mathematics & HoD, Dept. of HSS
NIT Durgpur
53. **Dr. (Mrs.) Seema Sarkar (Mondal)** : Member
Dept. of Mathematics
NIT Durgpur
54. **Prof. I. Basak** : Member
Dean (Academic)
Dept. of Mechanical Engineering
NIT Durgpur
55. **Prof. B. Halder** : Member
Dean (SW)
Dept. of Mechanical Engineering
NIT Durgpur
56. **Prof. A.K. Saha** : Member
Dept. of Mechanical Engineering
NIT Durgpur
57. **Prof. A.N. Mullick** : Member
HoD, Dept. of Mechanical Engineering
NIT Durgpur
58. **Prof. Nirmal Baran Hui** : Member
Dept. of Mechanical Engineering
NIT Durgpur
59. **Prof. Shibendu Shekhar Roy** : Member
Dept. of Mechanical Engineering
NIT Durgpur
60. **Prof. Apurba Layek** : Member
Dept. of Mechanical Engineering
NIT Durgpur
61. **Prof. Joydeep Maity** : Member
Dept. of Metallurgical and Materials Engineering
NIT Durgpur

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62. **Prof. A. K. Meikap** : Member
Dept. of Physics
NIT Durgpur

63. **Mr. Soumya Sen Sharma** : Secretary
Registrar
NIT Durgapur

Prof. S. Sen, Prof.(Mrs.) S. Dasgupta, Sri S. Chatterjee, Prof. A. Raychaudhuri, Mr. S. Bhowmik, Ms. B. Arshad, Dr. R.P. Nanda, Dr.SamarjitKar, Prof. N. Banerjee, Prof. A.B. Puri, Prof. K.S. Ghosh, Dr. S. Pramanik, Prof. P. Kumbhakar, Prof. A.K. Chakraborty, Prof. G. Sanyal, Prof. S. Nandi, Prof. B. Maji, Prof. G.K. Mahanti and Prof. S.P. Ghoshal could not attend the meeting and were granted leave of absence.

Soumya Sen Sharma

The Chairman welcomed the Senate members to the meeting and requested Member Secretary, Senate to present the agenda of the 52nd Senate meeting.

Item No.52.1: Confirmation of the Minutes of the 51st Senate Meeting

The minutes of the 51st Senate meeting were confirmed by the Senate.

Item No. 52.2: Action Taken Report

The Senate of the Institute noted the Action Taken Report with the following addendum.

51.4 The following committee was constituted by the Senate to frame the policy and mechanism for the award of doctorate honoris causa to eminent persons in the next convocation.

1. Prof.Sudip Chattopadhyay (BT) - Convenor
2. Prof.Parimal Pal (CH) - Member
3. Prof.Pathik Kumbhakar (PH) - Member
4. Prof.Seema Sarkar Mandal (MA) - Member

Item No. 52.3: To consider issues related to the UG and PG studies

The Senate considered issues related to the UG and PG studies, including reforms in the examination system and resolved the following.

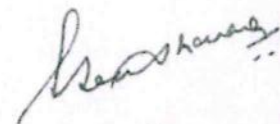
The following committee was constituted to propose reforms in the examination system, including flexibility, revision in attendance rule and the modalities to offer the EAA courses in the third semester onwards. The committee will submit the report to Chairman, Senate by January 31, 2019.

1. Prof. S. Ghosh (EE) - Chairperson
2. Dean (Academic) - Member – ex-officio
3. Prof. Tandra Pal (CS) - Member
4. Prof. Sumit Kundu (EC) - Member
5. Prof. Milan Majhi (CY) - Member
6. Dr. Debashis Mitra (CS) - Member
7. Associate Deans (A&E) - Members – ex-officio
8. Deputy Registrar (A&E) - Convenor

Meanwhile, the attendance rule as resolved in the 49th Senate meeting will be in vogue during the even semester, 2018-19 with an addendum that the grade shall not be reduced below 'P' grade in any case.

Item No. 52.4: To consider issues related to the PhD studies

The Senate ratified the minutes of the RAC meeting held on 05/11/2018. The award of PhD degree to 17 candidates and the registration of 3 candidates for the PhD program were ratified already approved by Chairman, Senate, were ratified.



List of candidates awarded PhD degree:

Sl. No	Regn. No.	Dept	Candidates Name	Name of the Supervisor	Date of Award
1	NITD/PHD/MME/2013/00434	MM	Alok Mishra	Dr. J. Maity	01.10.2018
2	NITD/PHD/CHE/2014/00553	CH	Gargi Biswas	Dr. S. Dutta Dr. K. Adhikari	05.10.2018
3	NITD/PHD/CE/2015/00617	CE	Sanjay Sengupta	Dr. A. K. Dutta Dr. P. Topdar	08.10.2018
4	NITD/PHD/ch/2014/00524	CY	Suvanka Dutta	Dr. R. N. Saha	11.10.2018
5	NITD/PHD/CSE/2014/00519	CS	SumanaKundu	Dr. G. Sarkar	12.10.2018
6	NITD/PHD/PH/2015/00694	PH	SumanaMandal	Dr. M. K. Mandal	22.10.2018
7	NITD/PHD/CY/2011/00277	CY	AninditaSikdar	Dr. S. S. Panja	26.10.2018
8	NITD/PHD/CSE/2014/00476	CS	Sandeep Saxena	Prof. G. Sanyal	29.10.2018
9	NITD/PHD/ME/2014/00498	ME	X Canute Motha	Prof. M. C. Majumder	29.10.2018
10	NITD/PHD/ECE/2014/00458	EC	HemantPatidar	Dr. G. K. Mahanti	30.10.2018
11	NITD/PHD/CHE/2015/00619	CH	KoelSaha	Dr. J. Sikdar	31.10.2018
12	NITD/PHD/M/2014/00543	MA	KanikaMandal	Prof. K. Basu	31.10.2018
13	NITD/PHD/M/2014/00500	MA	AbhirupBandyopadhyay	Dr. S. Kar Dr. D. Datta, Mumbai	31.10.2018
14	NITD/PHD/MME/2014/00531	MM	BiswarupBandyopadhyay	Dr. A. Bhattacharyya Dr. M. Mallik	01.11.2018
15	NITD/PHD/CE/2016/00722	CE	Ningthoujam Monika Chanu	Dr. R. P. Nanda	01.11.2018
16	NITD/PHD/MS/2014/00547	MS	Arindam Banerjee	Dr. A. De Dr. G. Bandyopadhyay	02.11.2018
17	NITD/PHD/EE/2014/00562	EE	Sriparna Roy Ghatak	Dr. P. Acharjee	02.11.2018

List of candidates registered for PhD program:

SL.NO	NAME	DEPTT.	SUPERVISOR	DATE OF REGISTRATION
1	ARINDAM GHOSH	CS	1) DR. S. SAHA 2) DR. M. SAHA 3) DR. S. MONDAL	03.10.2018
2	PRITHVIRAJ PRAMANIK	CS	1) DR. M. SAHA	03.10.2018
3	BISHWAJIT SHARMA	ME	1) DR. R.N. BARMAN	31.10.2018

52.4.1 In addition, the following resolutions were taken.

- i. Utmost care must be taken by the supervisors with respect to the content, organization and language of the PhD thesis before endorsing it for submission.
- ii. The DSC must be more vigilant and responsible while monitoring the quality of the work and the PhD thesis.
- iii. Cl. 8.8 in the PhD regulation shall remain unchanged.

For wider circulation, the PhD admission notice will be published in a national English newspaper in a display-classified mode.

Item No. 52.5: To consider the draft Patent Regulation of the Institute

The Intellectual Properties Policy and Guidelines of the Institute, submitted by the committee constituted for the purpose was deliberated upon in detail and was recommended by the Senate with a few revisions (Annexure I).

The Institute will explore the feasibility of appointing a patent attorney firm on retainer basis on per patent application basis. The Institute will also explore the possibility of funding the patent applications to the extent possible. The other possible external sources of funding for patents should also be looked into.

The following IPMC was nominated by the Senate for a period of two years.

- | | |
|--|-------------------------|
| 1. Dean (R&C) | - Chairman (Ex-officio) |
| 2. Prof. P. Pal (CH) | - Coordinator |
| 3. Prof. Subrata Banerjee (EE) | - Joint Coordinator |
| 4. Prof. Sudit Sekhar Mukhopadhyay (BT) | - Joint Coordinator |
| 5. Prof. N. B. Hui (ME) [Physical Sciences] | - Member |
| 6. Prof. Sankar Chandra Moi (CY) [Chemical Sciences] | - Member |
| 7. Prof. Apurba Dey (BT) [Biological Sciences] | - Member |
| 8. Prof. Suchismita Roy (CS) [Electrical Sciences] | - Member |

Item No. 52.6: To consider the possibility of offering online courses as suggested by the MHRD

The following committee was constituted to examine the feasibility of implementing the scheme and propose the norms, in consultation with the academic departments. The report should be submitted by January 31, 2019 to Chairman, Senate.

- | | |
|----------------------------|------------|
| 1. Registrar | - Convenor |
| 2. Prof. N. K. Roy (EE) | - Member |
| 3. Prof. K. C. Ghanta (CH) | - Member |
| 4. Prof. Avijan Dutta (MS) | - Member |

Item No. 52.7: To consider academic reforms and students' feedback system

The Senate considered the matter and resolved that online students' feedback shall be made mandatory. Further details to implement the system will be worked out by the Academic Section.

The following resolutions were also taken to be effected from the academic session 2019-20.

- a) The senior faculty members should take the classes for the first year students.

- b) A faculty member will take a course for a period of maximum three years after which it should be handed over if there is another faculty member in the department willing to take the course. However, in a special case, when a faculty member is engaged in writing a book or other important activities, this condition may be waived.
- c) Each faculty member should take at least one full course in addition to taking shared courses, depending on the teaching load.

Item No. 52.8: To consider MoU with TCS

The Senate approved the MoU with TCS for collaborative activities.

Item No. 52.9.1 MoU with FEI, STU, Bratislava, Slovakia

The Senate recommended the MoU for consideration by the MHRD.

Item No. 52.9.2 Institution of distinguished alumni award

The Senate approved the introduction of a distinguished alumni award. Chairman, Senate will constitute a committee who will formulate the norms and submit the report to Chairman, Senate for discussion in the next Senate.

Item No. 52.9.3 Continuance of the B. Tech. program by Saugata Das

The Senate permitted Saugata Das (16EE8047) to continue his B. Tech. program from fifth semester in the academic session 2019-20 by readmission.

Item No. 52.9.4 Seat Matrices for the PG programs

The Seat Matrices for admission to different PG programs for the academic session 2019-20 retained the same as in the academic session 2018-19 as given under.

SEAT MATRIX FOR MTECH PROGRAMS(2019-2021)													
Department	Specialization / Program Name	OC	OC-PWD	SC	SC-PWD	ST	ST-PWD	OB	OB-PWD	CCMT	Sponsored	Total	
Biotechnology - (BT)	Biotechnology (BT)	8	0	3	0	1	0	4	0	16	2	18	
Chemical Engineering - (CH)	Chemical Engg (CE)	8	1	2	0	1	0	4	0	16	2	18	
Civil Engineering - (CE)	Geotechnical Engg - (GE)	7	1	2	0	1	0	5	0	16	2	18	
	Structural Engg - (SU)	8	0	3	0	1	0	4	0	16	2	18	
Computer Science and Engineering - (CS)	Computer Science and Engg (XG)	31	1	9	1	5	0	16	1	64	8	72	
Earth and Environmental Studies (Coordinating Department) (EA)	Environmental Science and Technology - (EH)	8	1	2	0	1	0	4	0	16	2	18	
Electrical Engineering - (EE)	Power Electronics and Machine Drives	7	1	2	0	1	0	5	0	16	2	18	

	- (PB)											
	Power Systems - (PO)	8	0	2	0	1	0	4	1	16	2	18
Electronics and Communication Engineering - (EC)	Microelectronics and VLSI - (MQ)	8	0	3	0	1	0	4	0	16	2	18
	Telecommunication Engg - (TL)	7	1	2	0	1	0	5	0	16	2	18
Mathematics	Operations Research - (OR)	8	0	3	0	1	0	4	0	16	2	18
Mechanical Engineering - (ME)	Fluid Mechanics & Heat Transfer - (FH)	7	0	2	0	2	1	4	0	16	2	18
	Machine Design - (MD)	7	1	2	0	1	0	4	1	16	2	18
	Thermal Engg - (TI)	8	0	2	1	1	0	4	0	16	2	18
Metallurgical and Materials Engineering (MM)	Metallurgy & Materials Technology - (TY)	8	0	2	0	2	0	4	0	16	2	18
Physics (PH)	Advanced Material Science and Technology - (MK)	8	0	2	0	1	0	4	1	16	2	18
TOTAL		146	7	43	2	22	1	79	4	304	38	342

SEAT MATRIX FOR MBA PROGRAM (2019-2021)

SL. NO	DEPARTMENT	OPEN	OPEN -PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
1	MS	19	1	6	0	3	0	10	1	40

SEAT MATRIX FOR MSC PROGRAMS 2019-2021 (Through CCMN)

SL. NO	DEPARTMENT	OPEN	OPEN- PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
1	CHEMISTRY	9	1	3	0	2	0	5	0	20
2	MATHEMATICS	10	0	3	0	1	0	5	1	20
3	PHYSICS	10	0	3	0	1	1	5	0	20

The MCA program has already been discontinued from 2019-20 and admission to the MSW program has been kept in abeyance for the academic session 2019-20.

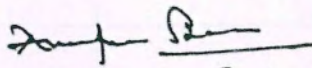
(16)

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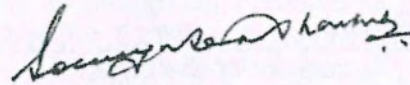
Item No. 52.9.5 Change of nomenclature of a course in B. Tech. program

The nomenclature of the course XES52 (semester II) was changed to "Graphical Analysis using CAD".

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



**Anupam Basu
Director
& Chairman, Senate
NIT Durgapur**



**Soumya Sen Sharma
Registrar & Secretary, Senate
NIT Durgapur**

Place: NIT Durgapur
Date: 21/12/2018

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

STUDENT FEEDBACK REPORT

ANNEXURE 53.2.7

Academic program: _____ Dept. _____ Academic Session: _____
 Semester: _____ Course Code: _____ Course Name: _____ Full/Half: (Please Tick) _____
 Name of the Faculty: _____ Number of Classes undertaken: _____
 Please put your honest declaration to assess the delivery of the course through your response to each of the following questions.

Nos.	Questions	Response
Q1.	Relevance / usefulness of the topics covered in the course [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q2.	Regularity of the class [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q3.	Pace of delivery of content [1=Too Slow / Too Fast, 3 = Slow / Fast, 5 = Adequate]	
Q4.	Enthusiasm and preparedness in teaching the subject [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q5.	Clarity of presentation / teaching techniques [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q6.	Stimulation of interest in the subject [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q7.	Availability of Course Materials [1=Not available, 2 = Partly Available but poor, 3 = Available but not satisfactory, 4 = Available & good, 5 = available & excellent]	
Q8.	Approachability of the teacher inside and outside the classroom [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q9.	Creates opportunities to skill development (thought provoking discussion, problem solving and participation) [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Q10.	Consistency of the question paper (coverage and balance) [1=Poor, 2 = Fair, 3 = Good, 4= Very Good, 5 = Excellent]	
Self Assessment of Students		
Q11.	Your effort in studying the course [1=Very Light, 2 = Light, 3 = Average, 4= Heavy, 5 = Very Heavy]	
Q12.	Workload of this course in comparison with other courses [1=Very Light, 2 = Light, 3 = Average, 4= Heavy, 5 = Very Heavy]	

Q13. Specific strength of the teacher:

Q14. Specific weakness of the teacher:

Q15. Suggestions for improvement:

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INDIA

ACADEMIC SECTION

Minutes of the joint meeting of UGAC and PGAC held at 15.00 hours on 21.12.2018 (Friday) in the meeting room of Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof. G. Sanyal	-	HOD, CSE
3.	Dr. A. Dutta	-	HOD, MS
4.	Dr. D. Sukul	-	HOD, Chemistry
5.	Dr. K. Adhikari	-	HOD, EES
6.	Dr. S. Pramanik	-	HOD, MME
7.	Prof. P. Kumbhakar	-	HOD, Physics
8.	Prof. A. Mondal	-	for HOD, HSS
9.	Prof. A. K. Mal	-	HOD, ECE
10.	Prof. D. Dasgupta Mondal	-	HOD, BT
11.	Prof. A. K. Meikap	-	Dean (R & C)
12.	Prof. K. C. Ghanta	-	for HOD, CH
13.	Dr. S. N. Mahato	-	Dept. of EE
14.	Dr. N. B. Hui	-	Asso. Dean (A & E)
15.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)
16.	Dr. S. Roy Barman	-	Asso. Dean (A & E)

The Dean (Academic) welcomed the members to the meeting and the agenda was placed.

Item # 1: Confirmation of the minutes of the meeting of UGAC and PGAC held jointly on 11.09.2018. The minutes of the UGAC and PGAC meeting held jointly on 11.09.2018 were confirmed.

Item # 2: To consider the withdrawal of studentship of
i) Jyoti Ranjan Nayak (Roll No. 18EE4207)
ii) Angshuman Saha (Roll No. 18PH4512)

The withdrawals are granted and the students may be refunded with the Institute security deposit on application and submission of no dues certificates.

Item # 3: To consider the application regarding continuation of M.Tech as Part Time students without scholarship, due to acceptance of Government service.

- i) Sneha Kumari (Roll No. 17CE4109)
ii) Anjali Bharti (Roll No. 17CE4202)

The applications of the two students are examined.

The students are permitted to continue as M.Tech. without campus residency and scholarship. Their project and seminar of 3rd and 4th semester will be evaluated in the Academic Session 2019-20 subjected to the no objection certificate from their respective employers.

Item # 4: To consider the approval of new M.Tech Elective Course of EES Dept. - Hydrogeochemistry, Contamination and Remediation (ES 9022).

The course content in appropriate format along with the resolution of DSC are receive by the committee.

The course ES9022 is approved for floating in the ensuing 2018-19 Even Semester and onward.

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Basak
21/12/2018

Item # 5: To consider the approval of new Departmental Elective subject of CSE Dept. – i) Big Data and Analytics (CS 816) and ii) Machine Learning (CS 826).

The course contents in appropriate format along with the resolution of DSC are received by the committee.

The courses CS816 and CS826 are approved for floating in the ensuing 2018-19 Even Semester and onward.

Item # 6: To consider and approve the result of Even Semester 2018-19 Post Graduate Regular / Backlog Examination.

The results were presented to the PGAC and approved for publication. The Incomplete (INC) results and corrigendum results, if any, due to change in marks in theory papers will be published on 14.01.2019.

Item # 7: To consider and approve the result of Even Semester 2018-19 Under Graduate Regular / Backlog Examination.

The results were presented to the UGAC and approved for publication. The Incomplete (INC) results and corrigendum results, if any, due to change in marks in theory papers will be published on 14.01.2019.

Item # 8: To consider and approve the result of Course Work of PhD Candidates in Even Semester 2018-19.

The results were presented to the PGAC and approved for publication.

Item # 9: To consider the approval of new Departmental Elective subject of MM Department – i) Raw Materials Preparation for Iron and Steel making (MM826) and ii) Energy and Environment in Metallurgical Industries (MM827).

The course contents in appropriate format along with the resolution of DSC are received by the committee.

The courses MM826 and MM827 are approved for floating in the ensuing 2018-19 Even Semester and onward. Also the grouping of Departmental Elective III (MM810 to MM813) and Departmental Elective IV (MM820 to MM825) are merged on request of the HOD of MME.

Item # 10: To consider inclusion of departmental elective of BT 820 from Even Semester B.Tech Programme 2018-19.

The course content in appropriate format along with the resolution of DSC is received by the committee.

The course BT820 is approved for floating in the ensuing 2018-19 Even Semester and onward.

Item # 11: To consider issuance of revised mark sheet of Bivek Sarkar (Roll No. 16MM6101) – MT 9012 for 3rd Semester and 4th Semester.

The matter is approved.

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

Handwritten signature
21/12/2018

Dean (Academic)

Date: 21.12.2018

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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
INDIA
ACADEMIC SECTION

Date: 15.01.2019

Minutes of the meeting of UGAC and PGAC held jointly on 15.01.2019 (Tuesday) at 15.30 hrs in the meeting room of Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof. P. Acharjee	-	HOD, EE
3.	Prof. P. Kumbhakar	-	HOD, Physics
4.	Prof. K. Adhikari	-	HOD, EES
5.	Prof. D. Dasgupta Mandal	-	HOD, BT
6.	Prof. A. Dutta	-	HOD, MS
7.	Prof. G. Sanyal	-	HOD, CSE
8.	Prof. S. Dutta	-	HOD, ChE
9.	Prof. D. Sukul	-	HOD, Chemistry
10.	Dr. S. Pramanik	-	HOD, MME
11.	Prof. A. Layek	-	HOD, ME
12.	Prof. S. Kar	-	HOD, Mathematics
13.	Prof. K. Basu	-	HOD, HSS
14.	Prof. N. B. Hui	-	Asso. Dean (A & E)
15.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 Confirmation of the minutes of the meeting of UGAC and PGAC held jointly on 21.12.2018 (Friday).

The minutes of the UGAC & PGAC meeting held jointly on 21.12.2018 were confirmed.

Item # 2 To consider the publication of corrigendum result of Odd Semester Regular Examination 2018-19 for all programmes.

The UGAC - PGAC recommended the publication of corrigendum result of Odd Semester Regular Examination 2018-19 for all programmes. Out of 16 incomplete results of Odd Semester Regular Examination, 10 were declared failed and other complete results were published.

Item # 3

To consider letter no. F. No. 33-1/2018-TS.III (Pt. II), MHRD, DHE, TS.III, GOI dated 10.12.2018 on reimbursement of tuition fee for eligible SC/ST students studying in IITs/NITs - regarding.

The matter was discussed in detail. The matter is referred to the Senate of the Institute as it involves financial implications and decisions adopted in the 34th meeting of the BOG held on July 24, 2014 and subsequently in 49th meeting of the Senate held on March 23, 2018 (vide item no. 49.7).

Item # 4

To consider the cases of the students who could not appear for Odd Semester Regular Examination 2018-19 for all programmes due to medical reasons / family calamity.

The UGAC-PGAC considered the cases of the following students who could not appear for Odd Semester Regular Examination 2018-19 for all programmes due to medical reasons / family calamity - the students are permitted to appear in odd semester supplementary examination 2018-19 as per the clauses under the regulations of the programme.

• Anshuman Jha	-	17ME8135	-	MAC331
• Souvik Tapadar	-	17ME8137	-	MEC304
• Anunita Das	-	18A80003	-	ESC01, PHC01
• Abhrajit Saha	-	18A80077	-	ESC01
• Aniket Ray	-	18D80019	-	ESC01, PHC01
• Sneha Banerjee	-	15/EC/40	-	EC722
• Abhishek K Jaiswal	-	18G80029	-	ECC01, MAC01, EEC01, CSC01, BTC01
• Shradha Saha	-	17CS6023	-	CS3101, CS3102, CS3103 CS3104, MS3005
• J. Satyavardhan Reddy	-	16IT8009	-	IT501, IT502, IT503, IT504, MM541

Item # 5

To consider the matter regarding change of name of Hari Shankar (Roll No. 17EC8061, Reg. No. 17U10410) to Hari Shankar Manoj.

Resolved that all the future certificates will be with new name. No change will be made in already issued documents.

Item # 6

To discuss the appeal of Gajraj Gurjar (Roll No. 18H80092, Reg. No. 18U10736) on "to excuse for the late submission of Income Certificate and grant the refund of my 1st semester fee".

The matter was discussed in detail. The student has to pay Even Semester Registration Fee of Rs. 69,100.00 by 18.01.2019 and subsequently may apply for scholarship. Late fee for deposition of even semester registration fee 2018-19 may be waived. Appeal for refund of tuition fee for 1st semester 2018-19 is not accorded.

Item # 7

To consider the list of IT courses (IT810 – Natural Language Processing, IT812 – Network Security and Cryptography, IT813 – Digital Image Processing, IT821 – Semantic Web, IT822 – Ethical Issues for Modern Computer Professionals, IT823 – Machine Learning) for 8th Semester B. Tech Programme as Departmental Elective III and Departmental Elective IV in the Department of Computer Science and Engineering from Even Semester 2018-19.

The course contents in appropriate format along with the resolutions of DSC are received by the committee. The courses (IT810 – Natural Language Processing, IT812 – Network Security and Cryptography, IT813 – Digital Image Processing, IT821 – Semantic Web, IT822 – Ethical Issues for Modern Computer Professionals, IT823 – Machine Learning) are approved for floating in the ensuing even semester 2018-19 and onward.

Item # 8 To consider list of Open Elective subjects (HS840 - Entrepreneurship Management, HS841 - Literature and Cinema, HSE440 - English for Communication) to be offered from the Department of HSS for B. Tech Even Semester students during 2018-19.

The course contents in appropriate format along with the resolutions of DSC are received by the committee. The courses (HS840 - Entrepreneurship Management, HS841 - Literature and Cinema, HSE440 - English for Communication) are approved for floating in the ensuing even semester 2018-19 and onward.

Item # 9 To consider the list of courses of MT9015 - Material Modelling & Simulation, MT9030 - Foundation of Physical Metallurgy, MT9031 - Corrosion Engineering, MT9032 - Plasma Technology for Metallurgical Applications - to be offered by the Department of MME from Even Semester 2018-19.

The course contents in appropriate format along with the resolutions of DSC are received by the committee. The courses (MT9015 - Material Modelling & Simulation, MT9030 - Foundation of Physical Metallurgy, MT9031 - Corrosion Engineering, MT9032 - Plasma Technology for Metallurgical Applications) are approved for floating in the ensuing even semester 2018-19 and onward.

Item # 10 To consider the course of MEC432 (Mechanical Engineering)- to be offered by the Department of ME from Even Semester 2018-19.

The course contents in appropriate format along with the resolutions of DSC are received by the committee. The courses MEC432 (Mechanical Engineering) is approved for floating in the ensuing even semester 2018-19 and onward.

Item # 11 To consider the cancellation of admission / registration from the Institute of the following students.


- | | | | | |
|------------------|---|----------|---|---------|
| • Archana Kumari | - | 18CS4122 | - | M. Tech |
| • Upasana Halder | - | 18ME4121 | - | M. Tech |
| • Shobhraj Sunny | - | 17ES4115 | - | M. Tech |
| • Mohit Raj | - | 17ES4121 | - | M. Tech |
| • Sayan Mallick | - | 18G80040 | - | B. Tech |

The withdrawal of studentships are granted. Refund of Institute security deposit and mess fee on prorata basis if any may be accorded.

Item # 12 To consider the admission criteria (eligibility, seat matrix etc.) of M. Sc Programme for the year 2019-20.

The matter was discussed and recommended for implementation.

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


Dean (Academic)
Date: 15.01.2019

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F.No.33-1/2018-TS.III (Pt.II)
Ministry of Human Resource Development
Department of Higher Education
Technical Section-III

Shastri Bhawan, New Delhi
Dated: 1st December, 2018

To
The Director
All National Institute of Technology (NITs) and IEST Shibpur

Subject: Reimbursement of tuition fee for eligible SC/ST students studying in IITs/NITs - regarding

Sir/Madam,

I am directed to enclose herewith a copy of TC-Section's letter No.13-27/2018-TC (Part-II) dated 14th November, 2018 on the above mentioned subject and provide information as per para 3 to enable this Division to consolidate the information and provide to TC Section of this Ministry.

Encl.: As above

Yours faithfully

K. Rajan
(K. Rajan)
Under Secretary (NITs)
Tel: 011-23384159

Copy to: Shri Rajesh Singh Solanki, Under Secretary (TC), MHRD, New Delhi

F. No. 13-27/2018-TC (Part II)
 Government of India
 Ministry of Human Resource Development
 Department of Higher Education
 Technical Section (Coordination)

Shastri Bhawan, New Delhi
 Dated: 14.11.2018

Subject: Reimbursement of tuition fee for eligible SC/ST students studying in IITs/ NITs.

Scholarship division had sent D.O. letters from Secretary (HE) to Secretary, Department of Social Justice & Empowerment (DSJE) and Secretary, Ministry of Tribal Affairs (MoTA) so that both the Ministries could reimburse the tuition fee of the SC/ST beneficiaries to the concerned IIT/ NIT from the academic session 2018-19 and onwards since the IITs/ NITs are cross subsidizing the tuition fees for the other economically backward students. This reimbursement would be in the best interest of the financial health of the institution.

2. In this regard, the information regarding fee charged by IITs/ NITs is required by MoTA so as to enable them to make provisions in their budget.
3. It is also requested to issue the following instructions regarding tuition fee reimbursement for ST students who are studying in IITs/NITs and are the beneficiaries of the following schemes of MoTA:
 - Top Class Scholarship (TCS): Tuition fee needs to be claimed from MoTA.
 - Post Matric Scholarship (PMS): Tuition fee may be claimed from Tribal Department of the domicile State of the ST students.
 - ST students who are not covered under the above schemes could be provided fee waiver.
4. IIT and NIT division is requested to urgently provide the consolidated information regarding fee charged by IITs and NITs and issue instructions as mentioned in para 3 above to all IITs and NITs under intimation to this section.

Handwritten notes and signatures:
 65/1723
 P. Anand
 16/11/18
 Ms. Anand
 + encl
 (NIT) A/S

(Signature)
 (Rajesh Singh Solanki)
 Under Secretary(TC)
 Ph:23385935

DDG(NIT)/ Director(IIT)

25



F. No. 24-2/2016 TS 1
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, dated 8th April 2016

To
The Directors of all IITs

Subject: Revision of tuition fee for the undergraduate programmes

Sir,

With a view to further strengthen the IITs, Chairperson of IIT Council, after examining the report of the Committee on funding of IITs and the recommendations of the Standing Committee of the IIT Council (SCIC) for revision of tuition fee in IITs, has approved revision of tuition fee in the IITs to Rs. 2 lakh a year from the academic year 2016-17, subject to the following for protecting the interests of the socially and economically backward students:

- a) The SC/ST/PH students shall get complete fee waiver.
 - b) The most economically backward students (whose family income is less than Rs. 1 lakh per annum) shall get full remission of the fee.
 - c) The other economically backward students (whose family income is between Rs. 1 lakh to Rs. 5 lakh per annum) shall get remission of 2/3rd of the fee.
 - d) All students shall have access to interest free loan under the Vidyalaxmi scheme for the total portion of the tuition fee payable.
2. Further, all IITs are requested to utilize funds accrued through the increased student fee for the purpose of building good quality infrastructure with the assistance of the Higher Education Funding Agency (HEFA).
3. The Directors of all IITs are requested to take action accordingly.

Yours faithfully,


(R. Subrahmanyam)
Additional Secretary (TE)

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
INDIA
ACADEMIC SECTION

Date: 14.02.2019

Minutes of the meeting of UGAC and PGAC held jointly on 14.02.2019 (Thursday) at 15.30 hrs in the meeting room of Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof.S. Ghosh	-	Deptt. of EE
3.	Prof. P. Gupta	-	Deptt. of ChE.
4.	Prof. P. Acharjee	-	HOD, EE
5.	Prof. P. Kumbhakar	-	HOD, Physics
6.	Prof. K. Adhikari	-	HOD, EES
7.	Prof. D. Dasgupta Mandal	-	HOD, BT
8.	Prof. A. Dutta	-	HOD, MS
9.	Prof. T.Pal	-	HOD, CSE
10.	Prof. S. Dutta	-	HOD, ChE
11.	Prof. D. Sukul	-	HOD, Chemistry
12.	Dr M.M.Ghosh	-	HOD, MME
13.	Prof. A. Layek	-	HOD, ME
14.	Dr. S. Bagchi	-	Deptt. of Mathematics
15.	Dr. S. Ranwa	-	Deptt. of ECE
16.	Prof. K. Basu	-	HOD, HSS
17.	Prof. N. B. Hui	-	Asso. Dean
18.	Dr. P. S. Bhowmik	-	Asso. Dean
19.	Dr. S.Roy Barman	-	Asso. Dean

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 **Confirmation of the minutes of the meeting of UGAC and PGAC held jointly on 15.01.2019 (Tuesday).**

The minutes of the UGAC & PGAC meeting held jointly on 15.01.2019 were confirmed.

Item # 2 **To consider the publication of result of Odd Semester Supplementary Examination 2018-19 for all programmes.**

The UGAC – PGAC recommended the publication of result of Odd Semester Supplementary Examination 2018-19 for all programmes.

Item # 3 **To consider change of marks of odd semester regular examination of B. Tech 1st Semester students 2018-19 in MAC01 for five students.**

The matter was discussed in detail. It was recommended to consider the change of marks of odd semester regular examination of B. Tech 1st Semester students 2018-19 in MAC01 for five students.

Item # 4 To consider change of marks for continuous assessment of Roll No. 16IT8009 in theory paper IT501 during odd semester regular examination 2018-19.

The matter was discussed in detail. It was recommended to consider change of marks for continuous assessment of Roll No. 16IT8009 in theory paper IT501 during odd semester regular examination 2018-19.

Item # 5 To consider the appeal of Archana Choudhary (Roll No. 17IT8020) regarding change of her name to Archana.

The matter was referred to the legal cell of the Institute.

Item # 6 To consider the issues related to the pedagogical matter of the courses.

The matter was discussed in detail and was recommended to adopt the guidelines for the courses.

Item # 7 To consider the issue related to scholarship for backlog M. Tech students

Resolved that the scholarship will be withheld if the student has to appear for a supplementary exam and on his successful completion of such course the scholarship will resume again.

The scholarship will be stopped if the student has to appear in a backlog examination and he will not be assigned with teaching assistantship but can continue with the study in the programme.

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

Bark
14/2/2019
Dean (Academic)

Date: 14.02.2019

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INDIA

ACADEMIC SECTION

Date: 28.03.2019

Minutes of the meeting of UGAC and PGAC held jointly on 28.03.2019 (Thursday) at 11.30 hrs in the meeting room of Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof. P. Acharjee	-	HOD, EE
3.	Prof. P. Kumbhakar	-	HOD, Physics
4.	Prof. K. Adhikari	-	HOD, EES
5.	Prof. D. Dasgupta Mandal	-	HOD, BT
6.	Prof. T.Pal	-	HOD, CSE
7.	Prof. S. Dutta	-	HOD, ChE
8.	Prof. D. Sukul	-	HOD, Chemistry
9.	Dr. M.M.Ghosh	-	HOD, MME
10.	Prof. S. Kar	-	HOD, Mathematics
11.	Prof. K. Basu	-	HOD, HSS
12.	Prof. A. K. Samanta	-	HOD, CE
13.	Prof. N. B. Hui	-	Asso. Dean (A & E)
14.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)
15.	Dr. S.Roy Barman	-	Asso. Dean (A & E)

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 Confirmation of the minutes of the meeting of UGAC and PGAC held jointly on 14.02.2019 (Thursday).

The minutes of the UGAC & PGAC meeting held jointly on 14.02.2019 were confirmed.

Item # 2 To consider the corrigendum result of supplementary examination odd semester 2018-19 for 31 students of B. Tech Programme due to technical reasons.

The UGAC recommended the publication of corrigendum result of Odd Semester Supplementary Examination 2018-19 for 31 students of B. Tech Programme due to technical reasons.

Item # 3 To consider withdrawal of Ankit Kumar (Roll No. 18E80063, Reg. No. 18U10501) from B. Tech Programme.

The withdrawal of studentship is granted.

Barman
28/3/19

Item # 4 To consider introduction of new / additional open electives by the Department of HSS for B. Tech students who took admission on 2017 onwards.

- i. Statistical Techniques for Economics (Subject Code: HSO 541)
- ii. Culture and Communication (Subject Code: HSO 542)
- iii. Personality Development (Subject Code: HSO 641)
- iv. Soft Skills (Subject Code: HSO 742)
- v. Classics of Literature (Subject Code: HSO 842).

The matter is discussed in detail and recommended.

Item # 5 To consider introduction of new / additional open electives by the Department of Physics for B. Tech students who took admission on 2017 onwards.

- i. Quantitative Biology (Subject Code: PHO 441)
- ii. Optical Instrumentation (Subject Code: PHO 842).

The matter is discussed in detail and recommended.

Item # 6

To consider the seat matrix of CSAB - JoSAA 2019, CCMN 2019, CCMT 2019 (with eligibility criteria and special eligibility criteria) and MBA admission 2019.

The seat matrix incorporating the EWS quota as per the guideline of MHRD was prepared and provisionally approved by the Chairman, Senate. The UGAC & PGAC considered and approved the matrices.

Item # 7

To discuss the matter regarding offering of degree to MSW students with specialization in HRM / Health and Development.

The matter for considering the modification in curricula & enlistment of subjects in the basket of electives of MSW curricula was discussed, considered and recommended in the meeting of UGAC - PGAC held jointly on 17.08.2017 under item no. 11, which was subsequently placed in the 47th meeting of the Senate held on 22.09.2017 under item no. 47.4.

The minutes of the meetings of the PGAC and / that of 47th the Senate did not reflect / indicate any guideline or decision regarding offering of degree to MSW students with specialization (in HRM / Health and Development).

In view of above, the matter of offering of degree to MSW students with specialization in HRM / Health and Development is referred to the Senate for discussion and decision.

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

Rank
28/3/2019
Dean (Academic)

Date: 28.03.2019

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209, WEST BENGAL, INDIA
NOTE SHEET

No.: NITD/Acad/2019-20/Seat Matrix-BTech

Date: 25.02.2019

Sub: Approval - Seat Matrix for Admission of Indian nationals in B.Tech./ Dual Degree/ Integrated M.Sc. Programme 2019-2020 through JoSSA/ CSAB.

Discipline	Quota	Sub Quota	OP	OP-PWD	EWS	SC	SC-PWD	ST	ST-PWD	OB	OB-PWD	TOTAL	TOTAL	
BT	WB	Gender neutral	11	1	1	5	0	2	0	7	1	28	28	
		Female	3	0	0	1	0	1	0	1	0	6	34	
	OS	Gender neutral	12	0	1	3	1	2	0	0	7	0	26	26
		Female	3	1	1	1	0	0	0	0	2	0	8	34
SUBTOTAL			29	2	3	10	1	5	0	17	1	68	68	
CH	WB	Gender neutral	11	1	1	4	0	1	0	8	1	27	27	
		Female	3	0	1	1	0	1	0	1	0	7	34	
	OS	Gender neutral	11	1	1	5	0	2	0	0	7	1	28	28
		Female	3	0	0	1	0	1	0	0	1	0	6	34
SUBTOTAL			28	2	3	11	0	5	0	17	2	68	68	
CE	WB	Gender neutral	14	0	1	3	1	2	0	7	0	28	28	
		Female	2	0	0	2	1	1	0	0	1	1	8	36
	OS	Gender neutral	14	0	1	4	1	2	0	0	8	0	30	30
		Female	2	0	1	1	0	0	0	0	1	0	5	35
SUBTOTAL			32	0	3	10	3	5	0	17	1	71	71	
CS	WB	Gender neutral	31	1	3	9	1	4	0	19	1	69	69	
		Female	5	1	1	3	0	2	0	2	1	15	84	
	OS	Gender neutral	31	2	4	9	1	4	1	17	1	70	70	
		Female	5	0	1	4	0	1	0	4	0	15	85	
SUBTOTAL			72	4	9	25	2	11	1	42	3	169	169	
EE	WB	Gender neutral	16	1	2	5	1	2	0	10	0	37	37	
		Female	3	0	1	1	0	1	0	2	0	8	45	
	OS	Gender neutral	16	1	1	6	0	2	0	9	1	36	36	
		Female	3	0	1	1	1	1	0	2	0	9	45	
SUBTOTAL			38	2	5	13	2	6	0	23	1	90	90	

Discipline	Quota	Sub Quota	OP	OP-PWD	EWS	SC	SC-PWD	ST	ST-PWD	OB	OB-PWD	TOTAL	TOTAL	TOTAL
EC	WB	Gender neutral	16	0	1	6	0	2	1	7	1	34		
		Female	3	1	1	1	0	1	0	3	0	10	44	
	OS	Gender neutral	16	1	2	5	1	3	0	9	0	37		
		Female	3	0	1	1	0	0	0	2	0	7	44	88
		SUBTOTAL	38	2	5	13	1	6	1	21	1	88		
ME	WB	Gender neutral	32	1	3	10	1	5	0	17	1	70		
		Female	4	1	1	2	1	1	1	4	0	14	84	
	OS	Gender neutral	31	1	4	10	0	5	1	16	1	69		
		Female	4	1	0	3	0	2	0	4	1	15	84	168
		SUBTOTAL	71	4	8	25	1	13	2	41	3	168		
MM	WB	Gender neutral	10	1	1	5	0	1	1	9	0	28		
		Female	4	0	0	0	0	1	0	1	0	6	34	
	OS	Gender neutral	11	1	1	4	0	1	0	8	1	27		
		Female	3	0	1	1	0	1	0	1	0	7	34	68
		SUBTOTAL	28	2	3	10	0	4	1	19	1	68		
CH-DD	WB	Gender neutral	0	0	0	1	0	0	0	1	0	2		
		Female	1	0	0	0	0	0	0	0	0	1	3	
	OS	Gender neutral	1	0	0	0	0	0	0	1	0	2		
		Female	0	0	0	0	0	0	0	0	0	0	2	5
		SUBTOTAL	2	0	0	1	0	0	2	0	5			
BT-DD	WB	Gender neutral	1	0	0	1	0	0	0	0	0	2		
		Female	0	0	0	0	0	0	0	0	0	0	2	
	OS	Gender neutral	1	0	0	0	0	0	0	1	0	2		
		Female	0	0	0	0	0	1	0	0	0	1	3	5
		SUBTOTAL	2	0	0	1	0	1	1	0	5			
CY-INT	WB	Gender neutral	3	0	0	1	0	0	0	2	0	6		
		Female	1	0	0	1	0	0	0	0	0	2	8	
	OS	Gender neutral	3	0	1	1	0	1	0	1	0	7		
		Female	1	0	0	0	0	0	0	1	0	2	9	17
		SUBTOTAL	8	0	1	3	0	1	4	0	17		817	

Placed for kind consideration and approval please.

Now 25/2/2019

Approved 

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209, WEST BENGAL, INDIA
NOTE SHEET

No.: NITD/Acad/2019-20/Seat Matrix - MTech.

Date: 25.02.2019

Sub: Approval - Seat Matrix for Admission to Post graduate Programme (MTech), 2019.

MTECH PROGRAMME 2019-2021

Specialization / Program Name	OP	OP-PWD	EWS	SC	SC-PWD	ST	ST-PWD	OB	OB-PWD	THROUGH CCMT	SPONSORED	TOTAL
Biotechnology (BT)	8	0	1	3	0	1	0	4	1	18	2	20
Chemical Engineering (CE)	8	0	1	3	0	1	0	5	0	18	2	20
Geotechnical Engineering - (GE)	7	1	1	2	0	2	0	5	0	18	2	20
Structural Engineering - (SU)	8	0	1	3	0	1	0	5	0	18	2	20
Computer Science and Engineering (XG)	31	2	4	9	1	5	0	19	1	72	8	80
Environmental Science and Technology - (EH)	7	1	1	3	0	1	0	5	0	18	2	20
Power Electronics and Machine Drives - (PB)	7	1	1	2	1	1	0	5	0	18	2	20
Power Systems - (PO)	8	0	1	3	0	1	0	4	1	18	2	20
Microelectronics and VLSI - (MQ)	8	0	1	3	0	1	0	5	0	18	2	20
Telecommunication Engineering - (TL)	7	1	1	2	0	2	0	5	0	18	2	20
Operations Research - (OR)	8	0	1	3	0	1	1	4	0	18	2	20
Fluid Mechanics and Heat Transfer - (FH)	7	1	1	2	0	2	0	5	0	18	2	20
Machine Design - (MD)	7	1	1	3	0	1	0	4	1	18	2	20
Thermal Engineering - (TI)	8	0	1	2	0	2	0	5	0	18	2	20
Metallurgy and Materials Technology - (TY)	8	0	1	3	0	2	0	4	0	18	2	20
Advanced Material Science and Technology - (MK)	8	0	1	3	0	1	0	4	0	18	2	20
TOTAL	145	8	19	49	2	25	1	88	5	342	38	380

Placed for kind consideration and approval.

Handwritten signature and date
 25/2/2019

Dean (Academic)
 Date: 25/02/2019

Approved

Handwritten signature
 Chairman, Senate

(88)

MAHATMA GANDHI AVENUE, DURGAPUR - 713209, WEST BENGAL, INDIA

No.: NITD/Acad/2019-20/Seat Matrix - MBA - MSc

Date: 25.02.2019

NOTE SHEET

Sub: Approval - Seat Matrix for Admission to Post graduate Programme (MSc and MBA), 2019.

MSC 2019-2021 (Through CCMN)

SL. NO.	DEPARTMENT	OPEN	OP-PwD	EWS	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
1	CHEMISTRY	10	0	1	3	1	1	0	6	1	23
2	MATHEMATICS	9	1	2	3	0	2	0	6	0	23
3	PHYSICS	10	0	2	3	0	2	0	6	0	23

MBA 2019-2021, (Through local admission)

SL. NO.	DEPARTMENT	OPEN	OP-PwD	EWS	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
1	MANAGEMENT STUDIES	19	1	3	6	0	3	0	12	1	45

Placed for kind consideration and approval please.

[Signature]
25/02/2019

Dean (Academic)

Date: 25/02/2019

Approved

[Signature]

Chairman, Senate

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209, WEST BENGAL, INDIA
NOTE SHEET

No.: NITD/Acad/2019-20/Seat Matrix - FS

Sub: Approval - Seat Matrix for Admission of foreign nationals/PIO/Overseas Citizens of India/CIWG in Post Graduate and B.Tech/Dual Degree/Integrated M.Sc. Programme 2019-2020 through ICCR/DASA/GOI-MEA.

Date: 25.02.2019

1. The seat matrix for foreign students to take admission in B.Tech Programme of NIT Durgapur in Academic Session 2019 - 2020 proposed as below:

	BIO-TECH.	CIVIL ENGG.	CHEMICAL ENGG.	COMP. SC. & ENGG.	ELEC. & COM. ENGG.	ELEC. ENGG.	MECH. ENGG.	MET. & MAT. ENGG.	TOTAL
TOTAL SEATS 2018 (4 year B.Tech.)	60	63	60	150	78	80	149	60	700
TOTAL SEATS 2019 (including 5% EWS)	68	71	68	169	88	90	168	68	790
TOTAL SEATS 2020 (including 10% EWS)	75	79	75	187	97	100	187	75	875
SEATS FOR FOREIGN NATIONALS 2019	10	10	10	25	14	14	25	10	118
ICCR ADMISSION 2019	03	03	04	08	05	04	09	04	40
DASA ADMISSION 2019	03	03	02	06	03	03	05	02	27
DASA ADMISSION 2019 (CIWG)	01	01	01	03	01	02	03	01	13
GOI-MEA ADMISSION 2019	03	03	03	08	05	05	08	03	38
SEATS FOR FOREIGN NATIONALS 2020	11	12	11	28	15	15	28	11	131
ICCR ADMISSION 2020	04	03	04	10	05	05	09	04	44
DASA ADMISSION 2020	03	03	03	06	03	03	06	02	29
DASA ADMISSION 2020 (CIWG)	01	02	01	03	02	02	03	01	15
GOI-MEA ADMISSION 2020	03	04	03	09	05	05	10	04	43

2. Eligibility criteria to take admission in B.Tech Programme 2019 - 2020 of NIT Durgapur for the students nominated through ICCR is as below:

- Date of Birth after October 01, 1994.
- Must have appeared in +2 standards and obtained 75 percent in aggregate.
- Must have Physics, Chemistry, Mathematics and English as subjects in +2 standards.
- He/She has appeared in +2 standard examination on or after 2017 (i.e. totals no. of two attempts).

3. Eligibility criteria to take admission in B.Tech Programme 2019 - 2020 of NIT Durgapur for the students nominated through DASA are as per GOI, MHRD.

4. The Institute is not to be responsible for the students nominated through DASA are as per GOI, MHRD.

5. The seat matrix for foreign students to take admission in M.Tech./M.Sc. Programme of NIT Durgapur in Academic Session 2019 - 2020 proposed as below:

DEPARTMENT	M.TECH./M.SC. PROGRAMME NAME/SPECIALIZATION	TOTAL SEATS WITH EWS (CCMT/CCMN)	SEATS FOR FOREIGN NATIONALS	ICCR + CIWG ADMISSION	DASA ADMISSION	GOI-MEA ADMISSION
Biotechnology	Biotechnology	18	3	1+0	1	1
Chemical Engg.	Chemical Engg.	18	3	1+0	1	1
Civil Engg.	Structural Engg.	18	2	1+0	1	0
	Geotechnical Engg.	18	3	0+1	1	1
Computer Science & Engg.	Computer Science & Engg.	72	11	2+1	4	4
	Power Systems	18	2	1+0	0	1
Electric Engg.	Power Electronics and Machine Drives	18	3	0+1	1	1
	Telecommunication Engg.	18	2	1+0	0	1
Electronics & Communication Engg.	Microelectronics & VLSI	18	3	0+1	1	1
	Environmental Science & Technology	18	2	1+0	1	0
Mathematics	Operations Research	18	3	1+0	1	1
	Machine Design	18	3	0+1	1	1
Mechanical Engg.	Fluid Mechanics and Heat Transfer	18	2	1+0	0	1
	Thermal Engg.	18	3	0+1	1	1
Metallurgical and Materials Engg.	Metallurgy and Materials Technology	18	2	1+0	1	0
	Advanced Materials Science and Technology	18	3	1+0	1	1
Chemistry	M.Sc. in Chemistry	23	4	1+0	2	1
Physics	M.Sc. in Physics	23	4	1+0	1	2
Mathematics	M.Sc. in Mathematics	23	4	1+1	1	1
Total		411	62	15+7	20	20

6. Eligibility criteria to take admission in M.Tech. Programme 2019 - 2020 of NIT Durgapur for the students nominated through ICCR/DASA should be similar to that of the Indian students and individual applications should be screened by the respective departments.

7. Eligibility criteria to take admission in M.Sc. Programme 2019 - 2020 of NIT Durgapur for the students nominated through ICCR/DASA should be similar to that of the Indian students and individual applications should be screened by the respective departments.

Placed for kind consideration and approval please.

Approved

Wank
25/12/2019
Dean (Academic)

Ampan Das
Chairman

Item No. 47.1: Confirmation of the Minutes of the 45th Senate Meeting

The 46th Senate Meeting was held on 05th July, 2017 at 03:00 p.m. in the Senate Room of the Institute. The minutes of the said meeting were mailed to all the Senate members for their comments. No comments were received
(Vide Annexure I) [p.4]

Item No. 47.2: Action Taken Report

Item No.	Resolution	Action Taken
46.2	Action Taken Report	
46.3	To ratify the resolutions of the UGAC and PGAC meetings held jointly on 26/05/2017 and 23/06/2017 respectively	Ratified
46.4	To ratify the resolutions of the BOS-R meetings held on 10/04/2017	Ratified
46.5	To consider the regulations for B. Tech / B. Tech and M. Tech (Dual Degree) / Integrated M. Sc. Degree Programme - Effective from the Academic Year 2017- 2018).	Implemented
46.6	To consider the regulations for Post-Graduate Academic Programmes (M. Tech, MCA, MBA and MSW) Effective from the Academic Year 2017- 2018).	Implemented
46.7	To discuss the matter of reduction of intake of students to improve the Teacher : Student ratio to 1 : 18 as compared to the present ratio as resolved during the 45 th meeting of the BOG vide item 45.04 (Chairman Presentation)	Implemented
46.8	To discuss the reasons for a downward slide in the NIRF ranking in the "India Ranking 2017" vis-a-vis "India Ranking 2016" and recommend concrete steps to arrest such trend and improve our position in the "India Ranking 2018" - as resolved during the 45 th meeting of the BOG vide item 45.04 (Chairman Presentation).	Dean (R&C) will convene the meeting shortly
46.9	To discuss the actions taken and planned to be taken on the recommendation of NBA Accreditation Committee and the Comprehensive External Review Committee as resolved during the 45 th meeting of the BOG vide item 45.04 (Chairman Presentation)	Dean (Academic) will prepare the final report shortly
46.10	To approve the registration of Ph.D. candidates.	Approved
46.11	To approve the award of Ph.D. degree	Approved
46.12	Any Other Item with the permission of the Chair.	
46.12(a)	To consider the matter regarding Tuition Fee waiver of SC/ST students admitted in M. Tech programme through CCMT	Implemented
46.12(b)	To discuss the matter of un-acceptance of a letter from Mr. Manish Kumar Mehrotra, a research scholar of MS department by Dr. Durba Pal, Assistant Professor, DMS NITD.	Implemented
46.12(c)	To consider the introduction of joint M. Tech programme on Water Resource Management with FOMSK Polytechnic University, Russia under BRICS Cooperation during the visit of the Director	Noted for implementation

with a team of faculty members of NIED to Russia

Item No. 47.3: To nominate the "Student Invitees" for the Senate as per clause 8(XV) of Statutes:

The Senate may nominate two "Student Invitees" for the Senate as per clause 8(XV) of the Statute following the norms approved by the Senate in its 43rd meeting held on 25th September, 2016 (Item no. 43.6). UGAC/PGAC recommended the following names during its meeting held on August 2017 (item no. 13):

Undergraduate: Mr. Kumar Mohit (Roll No. 14/CS/31, CGPA - 9.62);

Postgraduate: Ms. Tufika Choudhury (Roll No. 16IT4113, CGPA 9.91)

Item No. 47.4: To ratify the resolutions of the UGAC and PGAC meetings held jointly 17/07/2017, 17/08/2017 and 14/09/2017 respectively.

The Senate may ratify the above-mentioned resolutions.

(Vide Annexures II, III, IV)
[p. 12 , p. 19 , p. 32]

Item No. 47.5: To ratify the resolutions of the BOS-R meetings held on 14/09/2017.

The Senate may ratify the above-mentioned resolution.

(Vide Annexure V)
[p. 47]

Item No. 47.6: To consider the nomenclature of degree to be awarded to the B. Tech., M. T and PhD students of erstwhile IT and CA departments and Computer Centre subsequent merger with Computer Science & Engineering department.

The Senate may consider the matter.

Item No. 47.7: To consider a revision in the final results of the graduating B. Tech students (2016-17) due to the software problem.

The Senate may consider the matter.

Item No. 47.8: To consider the list of students of Under-Graduate and Post-Graduate Programmes for the award of the degrees and gold medals in the 13th Convocation of Institute.

The Senate may consider the matter.

(Vide Annexure VI)
[p. 59]

Item No. 47.9: To consider the letter of HoD, HS regarding M. Tech in Entrepreneurship Innovation offered jointly by the IIS & MS department & MSW Program offered by the department

The Senate may discuss the matter.

(Vide Annexure VII)
[p. 107]

Item No. 47.10: To finalize the tentative date & to suggest a panel for the Chief Guest of Convocation of the Institute.

The Senate may discuss the matter.

2

Item No. 47.11: To consider the rules for Central Library of the Institute regarding Issue-Return of books.

The Senate may discuss the matter.

(Vide Annexure VIII)
[p. 108]

Item No. 47.12: To consider the draft Patent Regulations of the Institute.

The Senate may discuss the matter.

(Vide Annexure IX)
[p. 120]

Item No. 47.13: Any other matter with the permission of the chair.

Parthapratim Gupta

Parthapratim Gupta
Professor, Chemical Engineering & Member Secretary, Senate
NIT Durgapur

Date: 15.09.2017

INDIA
ACADEMIC SECTION

Date: 17.08.2017

Minutes of the meeting of UGAC and PGAC held jointly at 16.00 hours on 17.08.2017(Thursday) in the meeting room of Academic Section.

The following members were present in the meeting

1.	Prof. S. Ghosh	-	Dean (Academic)
2.	Prof. A. Gangopadhyay	-	Dean (FW)
3.	Dr. N. Banerjee	-	Dean (SW)
4.	Prof. P. P. Sengupta	-	HOD, HSS
5.	Dr. K. Adhikari	-	HOD, EES
6.	Dr. S. Kar	-	HOD, Mathematics
7.	Dr. D. Dasgupta Mandal	-	HOD, BT
8.	Dr. A. Dutta	-	HOD, MS
9.	Prof. G. Sanyal	-	HOD, CSE
10.	Dr. S. Dutta	-	HOD, ChE
11.	Dr. D. Sukul	-	HOD, Chemistry
12.	Prof. A. K. Bhattacharjee	-	HOD I/C, ECE
13.	Dr. S. Pramanik	-	HOD, MME
14.	Dr. N. B. Hui	-	Asso. Dean (A & E)
15.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)
16.	Dr. S. Roy Barman	-	Asso. Dean (A & E)

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 **Confirmation of the minutes of the meeting of UGAC and PGAC held jointly on 17.07.2017 (Monday).**

The minutes of the UGAC & PGAC meeting held jointly on 17.07.2017 were confirmed.

Item # 2 **To publish the result for Even Semester Supplementary examination 2016-17 (other than final semester).**

The result of Even Semester Supplementary Examination 2016-17 (other than final semester) and withheld results of Even Semester Regular Examination 2016-17 were considered and recommended for publication.

Item # 3 **To consider RA case of Ramakrishna Uppati (B. Tech - 4th semester 2016-17 - Roll No. 15/ME/102 - Production Engineering I - ME 403 - on 02.08.2017 - supple exam 2016-17).**

The student will be allowed to appear the subject paper as Backlog and he will be debarred to participate in the placement activities of the institute.

Contd.... Page 2

- Item # 4 To consider the Programme.
The matter was noted and recommended.
- Item # 5 To consider the marks of M. Tech Even Semester 2016-17 of Roll No. 16/ME/4104 in the subject ME 2052 - which was not submitted earlier.
The marks was considered for publication of the result of the student and the Academic Council noted the matter of late submission of marks of such kind with great concern.
- Item # 6 To consider the medical supplementary of Soumik Mondal (Roll No 15/ME/51) in the subjects of ME403, ME404, EE432.
The matter was considered as per the UG Regulations.
- Item # 7 To consider the appeal of Manoj Kumar Pal (B. Tech admitted in 2017 18) regarding change of branch.
The matter was discussed and resolved that the student may apply at the end of 2nd semester of his study for change of branch as per the provision under regulations.
- Item # 8 To consider the appeal of Ashish Saini (Roll No. 16/MM/4106 - B Tech) regarding leave of absence from college beyond permissible limit.
The matter was considered as per the PG Regulations.
- Item # 9 To consider cancellation of admission Abhishek Chaurasia - B. Tech 17A80058, Wafikul Khan - M.Sc - Physics - 17PH4511, Govind Kumar M.Tech - MME - 17MM4104, Harshini S.P. - M. Tech - BT- 17BT4106, Ferrin Antony - M. Tech - BT- 17BT4111, Monisha V - M. Tech - E 17BT4106, Bhaskar Kumar Brahma - M.Sc - Chem - 17CY4513, Amritendu Chakraborty - M.Sc - Chem - 17CY4513, Ankit Kumar - M. Tech - Machine Design- 17ME4105, Abhishek Kumar Sonu - M. Tech - Power Electronics- 17EE4205, Mritunjoy Kumar - M. Tech - ECE - V 17EC4205, Ninin Kumar - M. Tech - Geo-Tech Engineering 17CE4206, Bharat Naik - M. Tech - Machine Design- 17ME4104, Sa Yasmin - M. Tech - Chemical Engineering - 17CH4104, Dipanw Bhattacharjee - M. Tech - Electrical Engineering - 17EE4204, San Mathew - M. Tech - Biotechnology - 17BT4101, Baliram Gupta - MC 17CS6011
The cancellation of admission was considered. No refund of fees admissible as per clause 5.4 of B. Tech programme where it states "student is removed or he/she withdraws/leaves the institute in the session without completing the entire programme, all fees paid including the caution deposit will be forfeited by the institute" and clause 4.5 of regulation where it states "If a student leaves after final admission wherever no admission is taken place against the vacant seat, all including the caution deposit will be forfeited".

Item # 10 To consider revision of tuition fee for 5 year Integrated M. Sc. in Chemistry.

The tuition fee proposed for 5 year Integrated M. Sc. in Chemistry be Rs. 15,000.00 per annum with a condition that when a student switches over to B Tech programme due to change of branch he/she has to pay at par with the fee structure for B. Tech programme. Also, he/she needs to pay the balanced fee of the 1st year. Moreover, no fee waiver will be applicable to the Integrated M. Sc. Program on the basis of Family income. The revision of tuition fee may be made effective from 2018 - 2019.

Item # 11 To consider the modification in Curricula & Enlistment of Subjects in the Basket of Electives of MSW curricula.

The matter was considered and recommended.

Item # 12 To consider the choice of Elective 2 for M. Tech (EI) program

The matter was considered and recommended.

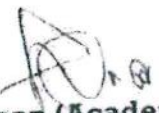
Item # 13 To consider the nomination of student representative to the Senate of the institute for the academic year 2017-18

Mr. Kumar Mohit (B. Tech - Roll No. 14/CS/31, Reg. No. 20140215, 6th Semester CGPA - 9.62) and Ms. Tulika Choudhury (M. Tech - Roll No. 16IT4113, Reg. No. 16P10350, 2nd Semester CGPA - 9.91) are recommended as the student representatives to the Senate of the institute for the academic year 2017-18.

Item # 14 To consider mandatory display of Accreditation status on institute website.

The matter was discussed and decided that the Accreditation status of the respective programme will be displayed on institute website.

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


Dean (Academic)

Date: 17.08.2017

SUB: Modification in Curricula & Enlistment of Subjects in the Electives of MSW curricula as per Revised P.G. Regulations

Members Present.

1. Prof P. P. Sengupta
2. Dr. J. Banerjee
3. Dr. A. Modak
4. Dr. S.K. Rai
5. Prof. P. Ghosh : external Expert, Viswa Bharati University
6. Prof. A. Sarkar : external Expert, Viswa Bharati University
7. Dr. P. Choudhury. External Expert from CS ,Invited
8. Dr. S. Das. External Expert from CS, Invited

Considering the Revised P.G. Regulation, following modifications are suggested:

1. The existing PG regulation be corrected in pp4, clause 1.3.5, where dept. be mentioned as Humanities and Social Sciences, instead of Social studies.
2. in the clause no 11.3.ii, within parenthesis, it should be mentioned as M.Tech, M.Sc, MSW along with MCA
1. As per Revised P.G guideline (Clause No: 8.1, pp7), this PG course will also have the Comp like Core Subjects, Electives (04 no of Electives papers , out of 04 No of Baskets of Electives), Sessional (Based on Field Work & Lab), Projects, Seminar.

2. The Following Elective Baskets are incorporated:

Basket -I : HRM

Basket -II : Health & Development.

Basket-III: ICT based Social Work & Analytics.

Basket -IV: Marketing Management..

Revised Curricula is attached in **Annex-II**.

Both the MSW students and M.Tech Students in E & I can opt for any Electives as outlined in above baskets, along with the Core paper (for M.Tech Students in E & I). They may also opt for any UG elective courses as Electives, offered by the department, as per PG regulations(8.5).

3. As per Revised P.G.Regulation, Students are allowed to do Internship/ Project, with External Reputed Organisation, jointly for the stipulated time, as outlined detailed in the relevant Clause of Revised P.G. Regulation (Clause No: 8.10, pp18).

4. The Degree to be offered for MSW be read as Masters in Social Work, with Specialisation in HRM/Health& Development/Marketing Management/ Analytics.

5. The Manual for Field work is placed and approved.

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INDIA

ACADEMIC SECTION

Minutes of the meeting of RAC (Research Academic Committee) meeting on 19.12.2018 (Wednesday) at 16.00 hrs at the meeting room of the Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Dr. P. S. Bhowmik	-	Asso. Dean (Academic)
3.	Dr. S. Roy Barman	-	Asso. Dean (Academic)
4.	Prof. A. N. Mullick	-	HOD, ME
5.	Prof. P. Acharjee	-	HOD, EE
6.	Prof. T. Pal	-	Dept. of CSE
7.	Prof. D. Dasgupta Mandal	-	HOD, BT
8.	Prof. A. K. Mal	-	Dept. of ECE
9.	Dr. B. K. Show	-	Dept. of MME
10.	Prof. K. Adhikari	-	HOD, EES
11.	Dr. Arindam Modak	-	for HOD, HSS
12.	Dr. Sukadev Sahoo	-	for HOD, Physics
13.	Dr. A. Dutta	-	HOD, MS
14.	Prof. K. C. Ghanta	-	for HOD, CH

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1: Confirmation of the minutes of the meeting of RAC held on 05.11.2018 (Monday).

The minutes of the RAC meeting held on 05.11.2018 were confirmed.

Item # 2: To consider the request to rename the title of PhD thesis of

- i) Mohamed Ahmed Galal (Reg. No. NITD/PhD/CE/2016/00747)
- ii) Ankush Chanda (Reg. No. NITD/PhD/MATH/2016/00736)
- iii) Sanjib Sadhu (Reg. No. NITD/PhD/CS/2015/00682)
- iv) Krishnendu Kumar Pobi (Reg. No. NITD/PhD/CH/2014/00525)

The rename of the respective Thesis are approved.

Item # 3: To consider the prayer of to discontinue the scholarship of the following Scholar and to continue the PhD without scholarship as Part Time students.

- i) Krishnan Adhikary (Reg. No. NITD/PhD/MA/2015/00665)
- ii) Mita Bandyopadhyay (Reg. No. NITD/PhD/HS/2017/00953)

The applications are scrutinised and found that the above students completed all the residency requirements and the applications are duly forwarded by respective DSC. All other documents are found in order.

The students will be allowed to continue their PhD as Part Time scholar without scholarship.

Item # 4: To consider the prayer for withdrawal from PhD programme

- i) Soumendra Laha (Reg. No. NITD/PhD/MS/2017/00967)
- ii) Suman Kumar Datta (Roll No. 17MM1101)
- iii) Bicky Agarwal (Roll No. 18CE1504)

The withdrawal of the above student is approved.

(45)

Banb
19/12/2018

Item # 5: To consider the prayer for reconstitution of DSC for the doctoral study of
i) Abhijit Chatterjee (Roll No. 14/ChE/1501, PT, PhD).

Due to superannuation of one DSC member the DSC requires reconstitution by replacement of that member with an existing faculty. The documents are scrutinised and found in order.

The reconstitution of DSC is approved.

Item # 6: To consider the prayer for Opting external co-supervisor of
i) Sudeep Paul (Roll No. 17MM1102) and
ii) Arnab Dey (Roll No. 16EC1104).

The documents of the external co supervisors were scrutinised and the approval of DSC were found in order.

The inclusions of external co supervisor for respective candidates are approved.

Item # 7: To consider registration for Ph.D. Programme of the following candidates who completed all requirements.

SL.NO	NAME	DEPT.	SUPERVISOR	DATE OF REGISTRATION
1	SWAGATA BISWAS	PH	DR. S. SAHOO	26.11.2018
2	SAROJ KHUTIA	PH	DR. H. CHAUDHURI	27.11.2018
3	BISWAJIT SARKAR	CH	PROF. S. DUTTA	29.11.2018
4	SANNISTHA BANERJEE	EE	DR. P. S. BHOWMIK	30.11.2018

The registrations are recommended and to be reported to Senate for approval.

Item # 8: To consider the name of the students to be awarded with Ph.D. Degree – completed all requirements for the award of Ph.D. Degree.

SL. NO	REGN. NO	DEPT.	CANDIDATES	NAME OF THE SUPERVISOR	DATE OF AWARD
1	NITD/PhD/CH/2015/00676	CH	SHRABONI MUKHERJEE	1) DR. G.N. HALDER	27.11.2018
2	NITD/PhD/CY/2016/00730	CY	ABHRANIL DE	1) DR. M. MAJI 2) DR. B. BISWAS, NBU, WB	03.12.2018
3	NITD/PhD/EE/2015/00598	EE	DIPAK KUMAR MISHRA	1) PROF. C. KOLEY 2) PROF. N. K. ROY	12.12.2018
4	NITD/PhD/CHE/2015/00586	CH	SOUMYA BANERJEE	1) DR. G.N. HALDER	17.12.2018
5	NITD/PhD/ME/2015/00673	ME	MANOJ KUNDU	1) PROF. M. C. MAJUMDAR	18.12.2018
6	NITD/PhD/MS/2014/00495	MS	MANAVENDRA PRATAP SINGH	1) PROF. M. RAY	19.12.2018

The award of PhD Degrees are recommended and to be reported to Senate for approval.

Item # 9: Application for extension of registration period beyond 5 years by

- i) Sujata Bose (NITD/PhD/MS/2013/00454)
- ii) Shyamal Bhunia (NITD/PhD/CHE/2014/00464)

The registration period of the scholars are extended by one year each beyond five years and to be reported to Senate for approval.

Item # 10: Permission for registration by fulfilment of all requirements by

- i) Sneha Khator (Roll No. 15/BT/1106).

The documents forwarded by the Department of Biotechnology are examined and found in order.

The scholar is permitted to register for the PhD programme.

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

Handwritten signature
Dean (Academic)

Date: 19.12.2018

Minutes of the meeting of RAC (Research Academic Committee) meeting on 19.02.2019 (Tuesday) at 1530 hrs at the meeting room of the Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Dr. P. S. Bhowmik	-	Asso. Dean (Academic)
3.	Dr. S. Roy Barman	-	Asso. Dean (Academic)
4.	Dr. J. Dey	-	Dept. of EE
5.	Prof. D. Dasgupta Mandal	-	HOD, BT
6.	Prof. K. Adhikari	-	HOD, EES
7.	Prof. K. Basu	-	HOD, HSS
8.	Prof. P. Kumbhakar	-	HOD, Physics

The Chairman welcomed the members to the meeting and the agenda is placed.

Item # 1: Confirmation of the minutes of the meeting of RAC held on 19.12.2018 (Wednesday).

The minutes of the RAC meeting held on 19.12.2018 are confirmed.

Item # 2: To consider the request to reframe the title of PhD thesis of

- i) Sarbani Mukherjee (Reg. No. NITD/PhD/EE/2017/00898)
- ii) Sourav Moitra (Reg. No. NITD/PhD/EE/2017/00838)
- iii) Prosenjit Kundu (Reg. No. NITD/PhD/MA/2016/00757)
- iv) Partha Mukhopadhyay (Reg. No. NITD/PhD/HSS/2016/00725)
- v) Joydeb Pal (Reg. No. NITD/PhD/MATHS/2016/00735)
- vi) Chandan Choudhary (Reg. No. NITD/PhD/MM/2016/00791)
- vii) Manish Kumar (Reg. No. NITD/PhD/PH/2014/00511)
- viii) Pallabi Saha (Reg. No. NITD/PhD/BT/2015/00669)
- ix) Biplab Hazra (Reg. No. NITD/PhD/MME/2017/00857)
- x) Madhabendra Sinha (Reg. No. NITD/PhD/HSS/2017/00890)

The rename of the respective Thesis are approved.

Item # 3: To consider the prayer of to discontinue the scholarship of

- i) Ranashree Das (Reg. No. NITD/PhD/ME/2018/01028)
- ii) Ravi Kant Kumar (Reg. No. NITD/PhD/CS/2015/00650) and to allow them as Part-Time PhD Scholar.

The applications are scrutinised and found that the above students have completed all the residency requirements and the applications are duly forwarded by respective DSC. All other documents are found in order. They are permitted to continue as Part-time PhD scholar.

Item # 4: To consider the prayer for withdrawal from PhD programme

- i) Arghya Ghosh (Roll No. 17ES1101) - Some of the books, laboratory items and drawer key were not returned to the department.
 - ii) Sutirtha Chakraborty (Roll No. 18CS1504)
- i) Mr. Argha Ghosh intimated his withdrawal by e-mail to the Dean (Academic), which was forwarded to the respective supervisor for comment. The HOD, EES

commented that the scholar left without any intimation to the Department and books, laboratory items and drawer key were not returned to the department. It is resolved that an E-Mail communication is to be sent by the Head of the Department, EES to Arghya Ghosh, directing him to return the items which are lying with him within one month from the date of such communication, failing which further steps will be initiated.

ii) The withdrawal of Sutirtha Chakraborty is approved.

Item # 5:

To consider the prayer for reconstitution of DSC for the doctoral study of

- i) Anirban Chattopadhyay (Reg. No. NITD/PhD/ECE/2017/00894)
- ii) Ashok Prabhakar (Reg. No. NITD/PhD/CHE/2015/00625)
- iii) Subhadip Sarkar (Reg. No. NITD/PhD/MS/2017/00850)
- iv) Ajay James (Reg. No. NITD/PhD/CC/2015/00609)
- v) Thafseela Koya Poolakkachalil (Reg. No. NITD/PhD/CC/2015/00620)

The application of Anirban Chattopadhyay is referred back to the Department as the matter is not clearly understood from his appeal.

The applications of Ashok Prabhakar and Subhadip Sarkar are considered and reconstitution of the respective DSC is approved.

From the scrutiny of the files of Ajay James and Thafseela Koya, it is found that all the documents except, the document for formation of DSC are duly submitted. The supervisor requested the Dean (Academic) to incorporate the missing document as it was not executed that time, due to his ignorance. It is resolved that the form for formation of DSC will be signed by the Dean (Academic) in current date.

Item # 6:

To consider the prayer for opting external co-supervisor of

- i) Prosanta Sarkar (Roll No. 17MA1102)
- ii) Sourav Mondal (Roll No. 17MA1103)
- iii) Sunita Agarwala (Roll No. 15IT1116)

The bio-data of the proposed external co-supervisors and the related documents were examined and found in order. The inclusions of external co-supervisors for respective scholars are approved.

Item # 7:

To consider registration for Ph.D. Programme

SL. NO	NAME	DEPT	SUPERVISOR(S)	DATE OF REGISTRATION
1	WASI UR RAHMAN	CH	DR. G. HALDER	
2	PRIYANKA CHAKRABORTY	CS	DR. A. SARKAR	03.01.2019
3	PRASANTA KUMAR PARIDA	PH	DR. S. SAHOO	04.01.2019
4	PIYALI CHATTERJEE	PH	DR. A. K. CHAKRABORTY	04.01.2019
5	SHIBENDU MAHATA	EC	DR. R. KAR	04.01.2019
6	AVISHEK CHAKRABORTY	EC	DR. D. MANDAL	10.01.2019
7	TITHILI SADHU	CY	1) DR. J. CHAKRABORTY 2) DR. A BHATTACHARJEE	21.01.2019
8	INDRANI BANERJEE	CY	1) DR. J. CHAKRABORTY 2) DR. A BHATTACHARJEE	21.01.2019
9	ANIL KUMAR MISHRA	CE	PROF. V. K. DWIVEDI	24.01.2019
10	SANJIB SAHA	CS	DR. D. NANDI	25.01.2019
11	BISHESWAR KARMAKAR	CH	DR. G. HALDER	30.01.2019
12	SAYAN GUPTA	MS	DR. G. BANDYOPADHYAY	01.02.2019
13	ABHILASHA RAI	CH	1) DR. S. DUTTA 2) DR. J. CHAKRABARTY	08.02.2019
14	ASHOK BABU CHATLA	EC	1) DR. B. MAJI 2) DR. H. KHAN 3) DR. B.T.P. MADHAV	18.02.2019
15	AMIT PAUL	CS	DR. A. DUTTA	19.02.2019

The registrations are recommended and to be reported to Senate for approval.

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Handwritten signature and date: 19/2/19

Item # 8: To consider the name of the scholars to be awarded with Ph.D. Degree - completed all requirements for the award of Ph.D. Degree.

SL. NO	REGN. NO	DE PT	NAME OF THE SCHOLAR	NAME OF THE SUPERVISOR(S)	DATE OF AWARD
1	NITD/PHD/EC/2016/00699	EC	PRASIT KUMAR BANDYOPADHYAY	1) DR. A. K. BHATTACHARJEE 2) DR. A. ACHARYYA, C.B.G.E. COLLEGE, WB 3) DR. A. BISWAS, K.N.U, ASANSOL	21.12.2018
2	NITD/PhD/CY/2016/00701	CY	INDRANI THAKUR (MUKHERJEE)	1) DR. R. N. SAHA 2) DR. S. CHATTERJEE CSIR-IMMT, BHUBANESWAR	11.01.2019
3	NITD/PHD/ECE/2014/00473	EC	DEBASIS MANDAL	DR. A. K. BHATTACHARJEE	11.01.2019
4	NITD/PhD/ME/2015/00639	ME	PARIMAL SHARAD BHAMBARE	DR. M. C. MAJUMDER	11.01.2019
5	NITD/PHD/CSE/2016/00723	CS	ADITI KHANRA	1) DR. T. PAL, 2) DR. M. K. MAITY, M. R. COLLEGE, MIDNAPORE 3) DR. M. MAITI VIDYASAGAR UNIVERSITY	11.01.2019
6	NITD/PHD/MME/2012/0034 7	MM	NIVEDITA DUTTA (CHOWDHURY)	DR. K. S. GHOSH	22.01.2019
7	NITD/PhD/ECE/2013/00441	EC	RAJESH BERA	1) DR. D. MANDAL 2) DR R. KAR 3) DR. S. P. GHOSHAL	05.02.2019
8	NITD/PhD/ECE/2015/00615	EC	BIJOY KUMAR MANDAL	1) DR. A. K. BHATTACHARJEE 2) DR. A. BISWAS K. N. U, ASANSOL	15.02.2019

The award of PhD Degrees are recommended and to be reported to Senate for approval.

Item # 9: To consider an appeal of Anup Datta (Roll No. 15ME1508) on extension of period for registration till March 2019.

The extension of registration period till March 2019 is permitted.

Item # 10: To consider an appeal of extension of PhD registration period by
i) Manoj Chandra Kannaujiya (Reg. No. NITD/PhD/CHE/2014/00468)
ii) Bipasha Mridha Ghosh (Reg. No. NITD/PhD/EES/2014/00474)

The registration period of Manoj Chandra Kannaujiya are extended upto 19.02.2020. and that of Bipasha Mridha Ghosh upto 02.03.2020, each by one year beyond five years. The matter is to be reported to Senate for approval.

Item # 11: To consider an appeal of
i) Nirmal Paul (Roll No. 16CY1507),
ii) Ajay James (Reg. No. NITD/PhD/CC/2015/00609)
iii) Thafseela Koya Poolakkachalil ((Reg. No. NITD/PhD/CC/2015/006200)
iv) Biswaji Kamila (Reg. No. NITD/PhD/ChE/2014/00522)
for paying semester registration fee with fine.

The scholars are permitted for paying semester registration fee with fine.

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19/2/19 Page 3 of 4

Item # 12:

To consider the resolution of meeting of DSC of Department of HSS dated 17.01.2019 regarding introduction of courses of "Communication Skills" and "Research Methodology" for PhD course work.

The matter is discussed and is referred to PGAC for further discussion. Meanwhile the Department of HSS is requested to frame course structure, syllabus and curriculum with subject code as per the prescribed proforma.

Item # 13:

To consider the cases of semester registration fee for the scholars when
(i) the PhD thesis is to be revised and sent back to the examiner(s) and
(ii) the PhD thesis is not recommended / rejected by the examiner(s).

The matter is discussed in detail and it is recommended that such scholars have to pay semester registration fee to keep his/ her studentship for the period till his / her thesis is recommended by the examiners. However, the matter of scholarship will not be revived for such cases.

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

Went
19/2/19

Dean (Academic)

Date: 19.02.2019

Minutes of the meeting of RAC (Research Academic Committee - formerly known as BOS-R) meeting on 28.03.2019 (Thursday) at 12.00 hrs at the meeting room of the Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof. P. Acharjee	-	HOD, EE
3.	Prof. P. Kumbhakar	-	HOD, Physics
4.	Prof. K. Adhikari	-	HOD, EES
5.	Prof. D. Dasgupta Mandal	-	HOD, BT
6.	Prof. T.Pal	-	HOD, CSE
7.	Prof. S. Dutta	-	HOD, ChE
8.	Prof. D. Sukul	-	HOD, Chemistry
9.	Dr. M.M.Ghosh	-	HOD, MME
10.	Prof. S. Kar	-	HOD, Mathematics
11.	Prof. K. Basu	-	HOD, HSS
12.	Prof. A. K. Samanta	-	HOD, CE
13.	Prof. N. B. Hui	-	Asso. Dean (A & E)
14.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)
15.	Dr. S.Roy Barman	-	Asso. Dean (A & E)

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 Confirmation of the minutes of the meeting of RAC held on 19.02.2019 (Tuesday).

The minutes of the BOS-R meeting held on 19.02.2018 were confirmed.

Item # 2 To consider the request to reframe the title of PhD thesis of

- i) Hasim Ali Khan (Reg. No. NITD/PhD/CE/2017/00881)
- ii) Sumalya Ghosh (Reg. No. NITD/PhD/ECE/2015/00582)
- iii) Ratna Mandal (Reg. No. NITD/PhD/CSE/2014/00489)
- iv) Partha Sarathi Paul (Reg. No. NITD/PhD/CSE/2015/00692)
- v) Debajyoti Roy (Reg. No. NITD/PhD/ME/2015/00646).

The rename of the respective theses are approved.

Item # 3 To consider the prayer of to discontinue the scholarship of

- i) Sudeshna Debnath (Reg. No. NITD/PhD/MA/2017/00951) - and to allow her as Part-Time PhD Scholar without fellowship.
- ii) Shipra Mukhopadhyay (Reg. No. NITD/PhD/CY/2016/00812) - and to allow her as Part-Time PhD Scholar without fellowship.
- iii) Raju Das (Reg. No. NITD/PhD/ME/2017/00908) - and to allow him as Part-Time PhD Scholar without fellowship.
- iv) Mrinal Goswami (Reg. No. NITD/PhD/CS/2017/00883)

The applications are scrutinised and found that the above students completed all the residency requirements and the applications are duly forwarded by respective DSC. Their studentship will be continued as Part-Time PhD scholar subjected to the submission of NOC from the respective employer within May 2019.

(51)

Barman
28/3/19

- Item # 4 To consider the prayer for withdrawal from PhD programme
i) Abhirup Pramanik (Roll No. 17MA1105) - Due to some personal and family problem.

The withdrawal of Abhirup Pramanik (Roll No. 17MA1105) is approved.

- Item # 5 To consider the prayer for constitution / reconstitution of DSC for the doctoral study of

- i) Anirban Chattopadhyay (Reg. No. NITD/PhD/ECE/2017/00894).

The matter is approved.

- Item # 6 To consider the prayer for opting external co-supervisor of

- i) SK MD Arif (Roll No. 18MM1101).

The bio-data of the proposed external co-supervisors and the related documents were examined and found in order. The inclusions of external co-supervisors for respective scholars are approved.

- Item # 7 To consider registration for Ph.D. Programme

SL. NO	NAME	DEPT	SUPERVISOR	DATE OF REGISTRATION
1	TAPASHREE MONDAL	CY	DR. S. S. PANJA	26.02.2019
2	SUDEEP PAUL	MM	1) DR. S. BERA 2) DR. D. MANDAL 3) DR. M. DAS	19.03.2019

The registrations are recommended and to be reported to Senate for approval.

- Item # 8 To consider the name of the students to be awarded with Ph.D. Degree - completed all requirements for the award of Ph.D. Degree.

SL. NO.	REGN. NO	DEPT	SCHOLARS	NAME OF THE SUPERVISOR	DATE OF AWARD
1	NITD/PhD/HSS/2012/00369	HS	ALOKE KHALI	1) PROF. P. P. SENGUPTA	25.02.2019
2	NITD/PhD/EES/2014/00494	ES	SUDIPTO BANERJEE	1) DR. K. ADHIKARI, 2) DR. S. BANDYOPADHYAY HOOGHLY MOHSIN COLLEGE HOOGHLY	27.02.2019
3	NITD/PhD/PH/2014/00533	PH	SUBRATA BISWAS	1) PROF. P. KUMBHAKAR	06.03.2019
4	NITD/PhD/BT/2012/00366	BT	AJOY ROY	1) DR. K. S. KHANNAM	8.03.2019
5	NITD/PhD/BT/2016/00763	BT	SAGARIKA DEEPTHY T	1) DR. M. GHOSH	12.03.2019
6	NITD/PhD/ME/2015/00638	ME	PRADEEP KUMAR KRISHNAN	1) PROF. M. C. MAJUMDER	15.03.2019
7	NITD/PhD/MA/2016/00764	MA	SK. ARIF AHMED	1) DR. S. KAR, 2) DR. D. P. DOGRA, IIT BHUBANESWAR	16.03.2019
8	NITD/PhD/MA/2013/00452	MA	JOTINDRA NATH ROUL	1) PROF. S. KAR, 2) DR. K. MAITY, M. G. MAHAVIDYALAYA, 3) PROF. M. MAITI, VIDYASAGAR UNIVERSITY	18.03.2019
9	NITD/PHD/CS/2016/00742	CS	SAIBAL MAJUMDER	1) DR. T. PAL 2) DR. S. KAR	25.03.2019
10	NITD/PhD/CE/2014/00504	CE	B. NEETHU	1) DR. D. DAS	27.03.2019

The award of PhD Degrees are recommended and to be reported to Senate for approval.

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Bank
28/3/2019

Item # 9 To consider an appeal of Ratna Mandal (Reg. No. NITD/PhD/CSE/2014/00489) on extension of PhD registration period by one year.

The extension of PhD registration period till 04.04.2020 is granted.

Item # 10 To consider the note sheet dated 15.03.2019 from HOD, CSE, regarding absence of Pushpendra Singh (Roll No. 18CS1105) from 27.02.2019 onwards without any communication and permission.

The Department of CSE will communicate with the scholar regarding his prolonged absence from the activities with regard to his PhD work. Further decision may be taken on getting the response from the scholar and the recommendation of DSC.

Item # 11

To consider the matter regarding course structure and syllabi of Research Methodology and Communication Skills to be offered to the PhD scholars taken admission on or after January 2019.

In the 51st meeting of the Senate held on October 04, 2018 it was decided that all PhD scholars are required to clear a course in Research Methodology and a practice course on "English for Technical Writing" (Sessional Course) , vide PhD regulation clause 6.0 course work.

The course Research Methodology should be interdepartmental in nature. Communication Skill was not considered in Senate. This matter to be re-discussed in next RAC in line of the 51st Senate resolution.

Item # 12

To consider the consolidated seat matrix of PhD admission 2019 with EWS quota.

The seat matrix incorporating the EWS quota as per the guideline of MHRD was prepared and provisionally approved by the Chairman, Senate. The RAC considered and approved the matrix.

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

Dean
11/04/2019
Dean (Academic)

Date: 28.03.2019 / 11.04.2019

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3

National Institute of Technology Durgapur
M. G. Avenue, Durgapur – 713209, West Bengal, India

No. NITD/Acad/2019-20/Seat Matrix/PhD

Date: 11-03-2019

Subject: Approval for Seat Matrix for admission to PhD programme, 2019-20 and onwards

Academic year	OP	OP-PWD	EWS	SC	SC-PWD	ST	ST-PWD	OBC	OBC-PWD	Total
2018-19	29	1	0	9	0	4	1	15	1	60
2019-20	29	1	3	9	1	6	-	17	1	67
2020-21	29	1	7	10	1	6	1	19	1	75

Placed for your kind consideration and approval.

Bant
11/03/2019

Dean (Academic)
Dean (Academic)
National Institute of Technology
Durgapur - 713209, India

Approved

[Signature]
Chairman, Senate

INDIA

ACADEMIC SECTION

Date: 16.04.2019

Minutes of the meeting of RAC (Research Academic Committee - formerly known as BOS-R) meeting on 16.04.2019 (Tuesday) at 03.30 pm at the meeting room of the Academic Section.

The following members were present in the meeting

1.	Prof. I. Basak	-	Dean (Academic)
2.	Prof. A. K. Meikap	-	Dean (R & C)
3.	Prof. P. Acharjee	-	HOD, EE
4.	Prof. P. Kumbhakar	-	HOD, Physics
5.	Prof. A. Gangapadhyay	-	For HOD, EES
6.	Prof. D. Dasgupta Mandal	-	HOD, BT
7.	Prof. A. Dutta	-	HOD, MS
8.	Prof. A. K. Mal	-	HOD, ECE
9.	Prof. T. Pal	-	HOD, CSE
10.	Prof. A. Layek	-	HOD, ME
11.	Prof. S. Dutta	-	HOD, ChE
12.	Prof. D. Sukul	-	HOD, Chemistry
13.	Dr. M.M.Ghosh	-	HOD, MME
14.	Prof. S. Kar	-	HOD, Mathematics
15.	Dr. S. Banerjee	-	For HOD, HSS
16.	Prof. A. K. Samanta	-	HOD, CE
17.	Prof. N. B. Hui	-	Asso. Dean (A & E)
18.	Dr. P. S. Bhowmik	-	Asso. Dean (A & E)
19.	Dr. S. Roy Barman	-	Asso. Dean (A & E)

The Chairman welcomed the members to the meeting and the agenda was placed.

Item # 1 Confirmation of the minutes of the meeting of RAC held on 28.03.2019 (Thursday).

The minutes of the RAC meeting held on 28.03.2018 were confirmed.

Item # 2 To consider the request to reframe the title of PhD thesis of

- i) Chandrima Bhadra (Reg. No. NITD/PhD/CE/2017/00885)
- ii) Subba Reddy Dodda (Reg. No. NITD/PhD/BT/2015/00630)

The rename of the respective theses are approved.

The provisions in the regulation regarding submission of PhD thesis after approval of reframing the title may be revisited.

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10/11/2019
23/4/2019

- Item # 3 To consider the prayer for withdrawal from PhD programme
i) Ujjal Sanyal (Reg. No. NITD/PhD/MS/2017/00852).

The withdrawal of Ujjal Sanyal (Reg. No. NITD/PhD/MS/2017/00852) is approved.

- Item # 4 To consider reformation of DSC for the doctoral study of
i) Ashok Kumar Sahani (Reg. No. NITD/PhD/CE/2014/00496)
ii) Prakash Mondal (Reg. No. NITD/PhD/CE/2017/00886)
iii) Atrye Bandopadhyay (Reg. No. NITD/PhD/CE/2016/00778)

The matter is approved.

- Item # 5 To consider the prayer for opting co-supervisor of
i) Arpan Dasgupta (Reg. No. NITD/PhD/BT/2016/00740).

The matter is approved.

- Item # 6 To consider the prayer for opting External co-supervisor of
i) Orkodip Mookherjee (Roll No. 18ME1101).

The bio-data of the proposed external co-supervisors and the related documents were examined and found in order. The inclusions of external co-supervisors for respective scholars are approved.

- Item # 7 To consider registration for Ph.D. Programme

SL. NO	NAME	DEPT	SUPERVISOR	DATE OF REGISTRATION
1	ANUP DATTA	ME	DR. N. B. HUI	02.04.2019
2	SNEHA KHATOR	BT	DR. S. S. MUKHOPADHYAY	10.04.2019
3	GOUTAM SARKAR	CE	DR. P. ROY	11.04.2019

The registrations are recommended and to be reported to Senate for approval.

- Item # 8 To consider the name of the students to be awarded with Ph.D. Degree - completed all requirements for the award of Ph.D. Degree.

SL. NO.	REGN. NO	DEPT	SCHOLARS	NAME OF THE SUPERVISOR	DATE OF AWARD
1	NITD/PhD/BT/2013/00435	BT	SIDDHARTHA PAL	1) DR. K. S. KHANNAM	01.04.2019
2	NITD/PHD/CS/2015/00660	CS	MOUMITA PRADHAN	1) PROF. T. PAL 2) PROF. P. ROY, KALYANI GOVT. ENGG.COLLEGE	04.04.2019
3	NITD/PhD/CHE/2015/00643	CH	SUMIT HANSAPAL DHAWANE	1) DR. G. HALDER 2) PROF. T. KUMAR, ISM DHANBAD	08.04.2019
4	NITD/PhD/ME/2016/00835	ME	DEEKSHA PORWAL	1) DR. K. KHAN	13.04.2019
5	NITD/PhD/ECE/2015/00644	EC	APARNA KUNDU	1) DR. A. K. BHATTACHARJEE	15.04.2019

The award of PhD Degrees are recommended and to be reported to Senate for approval.

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23/4/2019

Item # 9

To consider an appeal of Jyotirmoy Samanta (Reg. No. NITD/PhD/MS/2013/00396) on extension of PhD registration period by one year, Prasenjit Chakraborty (Reg. No. NITD/PhD/ChE/2013/00442) on extension of PhD registration period by six months and Virendra Kumar (Reg. No. NITD/PhD/ME/2013/00426) on extension of PhD registration period by one year.

The extension of PhD registration period for

- i) Jyotirmoy Samanta (Reg. No. NITD/PhD/MS/2013/00396) is granted for one year up to 05.05.2020.
- ii) Prasenjit Chakraborty (Reg. No. NITD/PhD/ChE/2013/00442) is granted for one year up to 07.04.2020.
- iii) Virendra Kumar (Reg. No. NITD/PhD/ME/2013/00426) is granted for one year up to 13.08.2020.

Item # 10

To discuss regarding course structure and syllabi of "Research Methodology" and "English for Technical Writing" to be offered to the PhD scholars.

The compulsory courses of "Research Methodology" and "English for Technical Writing" have to be taken within a year of admission by all scholars preferably in the same semester.

(A) "Research Methodology"

It will be a theory paper of 4 credits (L-T-P = 3-1-0) of 56 hrs in a semester with subject code XE9031.

It should have five modules from

1. Dept. of HS
2. Dept. of MA
3. Dept. of CS
4. Dept. of MS and
5. Respective thesis supervisor - 14 Hrs

The Department of HS will be the coordinating department for this subject.

Attendance: The cut off attendance to appear for the end semester examination will be 60% in a semester and below that will not be allowed to appear in the examination. The Department of HSS will compile and moderate the marks for submission.

Evaluation process: There will be end term examination of 80 marks from Modules 1 through 4 and Continuous Assessment of 20 marks from Module 5 only. There will be no mid-term examination. The end-term examination will be centrally conducted by Academic Section on a single script.

A committee comprising of the Heads of the Departments of HS, CS, MA, MS will further decide upon the course structure, syllabus, question paper format, evaluation mechanism etc. The HOD, Department of HS being the coordinating department should compile the resolution and submit to the academic section before 6th May 2019.

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(B) "English for Technical Writing"

It will be a sessional paper of 2 credits (L-T-P = 0-0-3) of 42 Hrs having subject code HS1951 offered by the Department of HS. The syllabus of this subject be prepared by the Department of HS and submit to the academic section before 6th May 2019.

Item # 11

To consider modification in the eligibility criteria for admission to PhD program under Category A (Full-time Institute Scholar) from 2019-20 onwards.

In addition to the eligibility criteria specified in the PhD regulation, qualification at any National Eligibility Tests or selection process as described in F. No.: 12-2/2019-U1 dated Jan 31, 2019 is mandatory.

Item # 12

To consider modification in the minimum eligibility criteria for admission to part-time PhD program from 2019-20 onwards.

Minimum eligibility criteria for admission to part time PhD program 2019-20 onwards will be same as full-time PhD program under Category A. However, qualification in National Eligibility Tests etc., is not required.

Item # 13

To consider modification in (i) assignment, (ii) completion, (iii) examination and evaluation of PhD course work.

Some of the clauses of the PhD regulations 2019 be modified as:

Clause 6.1: Course work is compulsory for all scholars enrolled for PhD program including those with Master Degree in the same discipline. PhD scholar will have to qualify all the course work as assigned by the DSC.

Clause 6.2:

(i) All Ph.D. scholars are required to qualify in "Research Methodology", and "English for Technical Writing".

(ii) The DSC will assign additional courses as follows:

- Scholar with M. Tech. degree - Minimum 8 credits
- Scholar with B. Tech/M. Sc./ MA/ MCA - Minimum 16 credits

(iii) While this is a general guideline, the DSC may decide on higher credits requirement.

(iv) Online courses offered by MOOCS/NPTEL, etc. and conduct on-line examination may also be utilised for the purpose of credit requirement, as assigned by the DSC.

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23/4/2019

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Clause 6.7: They must pass each of these courses with at least C grade in a 7-point scale. The results will be published as "Qualified" for grades obtained "C" and above and as "Not Qualified" for grades obtained below "C". A student shall get maximum three chances to pass a course assigned by the DSC, through grade improvement examinations, which will be held concurrently with supplementary examinations of other academic programmes.

The revision will take place from the beginning of academic session 2019-20 and may be implemented for the present scholars if required.

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

[Handwritten Signature]
23/4/2019

Dean (Academic)

Date: 16.04.2019 / 23.04.2019



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

INTER OFFICE MEMO

No: NITD/Acad/2019-20

Date: 15.04.2019

From:
Prof.S.Ghosh
NIT Durgapur

To:
The Chairman, Senate
NIT Durgapur

Sub: Recommendations on reforms in examination system including flexibility, revision in attendance rule and modalities to offer EAA courses in third semester onwards.

Ref: NIT Durgapur office order no. NITD/Regis/52-Senate/OR dated 17.01.2019 as enclosed.

1. The Senate of the Institute in its 52nd meeting held on 20th December 2018 vide Item No. 52.3 has constituted a committee to propose reforms in examination system including flexibility, revision in attendance rule and modalities to offer EAA courses in third semester onwards.
2. The recommendations of the committee is enclosed here with for kind consideration.

S. Ghosh
23/4/2019
Prof. S. Ghosh

Prof. Ghosh
For next Senate
25/4/19



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

No: NITD/Acad/2018-19

Date: 12.04.2019

Sub: Recommendations on reforms in examination system including flexibility, revision in attendance rule and modalities to offer EAA courses in third semester onwards.

Ref: NIT Durgapur office order no. NITD/Regis/52-Senate/OR dated 17.01.2019.

The recommendations of the committee are as follows:

UG Clause 2.10: If a student fails to join the Institute and attend classes within 15 days of starting of classes, he will be deemed to have left the programme. Fees deposited including security money will be forfeited.

UG Clause 7.1 and PG Clause 6.1: Every student in the Undergraduate programme is required to pay registration fee of each semester in online mode on the dates fixed as notified in Academic Calendar..

UG Clause 7.5 and PG Clause 6.4: A student who does not pay semester registration fee within the scheduled dates as per the Academic Calendar may be permitted in consideration of any compelling reason, a late semester registration fee payment within the days as specified in the Academic Calendar on payment of an additional fee as below:

- 01-10 Calendar Days after scheduled dates - Rs. 2000/-

UG Clause 9.8: Deleted.

UG Clause 9.9: Each GIAN / NPTEL / MOOCS course attended by a student shall be considered as an additional course, and the grade for which shall be recorded in a separate grade card which will not be considered in a calculation of the CGPA / SGPA.

UG Clause 10.7 and PG Clause 9.7: Following rules will be applicable for theory courses to a student having attendance below 75%.

- For attendance <75% but not <50% - reduction of one grade.
- For attendance <50% but not <25% - reduction of two grades.
- For attendance <25% - debarred from end semester examination.

The line "the calculation of attendance will be made till the cutoff date as indicated in the Academic Calendar" stands deleted in UG regulations.

(61)
A. Ami
Mukherjee
15/4/2019
R. S. S.



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UG Clause 11.2 (d): Degree Grade Point Average (DGPA) will be replaced by Cumulative Grade Point Average (CGPA).

UG Clause 11.2 (e) and PG Clause 11.2 (e):

Components		Weights
Continuous Assessment (CA)	-	15%
Mid Term Examination	-	25%
End Term Examination	-	60%

UG Clause 11.2 (f) and PG Clause 11.2 (f): The CA Component shall be of 15 marks based on Tests/Quiz/Assignments or any other method as deemed fit by the concern faculty member.

Evaluation method of this component should be intimated to the students.

Initiative should be taken to ensure qualitative improvement of the student on the subject throughout the semester.

UG Clause 11.2 (g) and PG Clause 11.2 (g): The Mid Term Examination shall be of 1.5 hours duration and the end term examination shall be of 3 hours.

UG Clause 11.2 (i) and PG Clause 11.2 (i): The Teacher should upload the marks of each component in Academic Module of Institute Automation System.

UG Clause 11.3: Non-graded courses under XXS shall be offered to the students and these will include courses of diverse nature. The performance indicated by "Satisfactory / Unsatisfactory" shall be included in the grade card. The courses of first two semesters shall be coordinated by the Physical Training Centre and shall include physical training / sports and games, NCC and NSS as per the existing practice. The courses for remaining four semesters will include activities in NSS / NCC / Unnat Bharat / Sports and games / different student activity clubs etc. and shall be evaluated by the concerned faculty advisors / instructor.

UG Clause 11.7: Based on the CGPA, student shall be awarded,

First Class Distinction, if the CGPA is 8.00 and above, subject to clearing of all subjects in regular examinations and without any disciplinary conviction.

First Class, if the CGPA is equal to or more than 6.50.

Second Class, if the CGPA is equal to or more than 5.00 but less than 6.50.

Passed with special consideration if the CGPA is less than 5.00 with clearing all the subjects.



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

PG Clause 11.4: Based on the CGPA, student shall be awarded,

First Class, if the CGPA is equal to or more than 6.50, subject to clearing of all subjects in regular examinations and without any disciplinary conviction.

Second Class, if the CGPA is equal to or more than 5.00 but less than 6.50.

Passed with special consideration if the CGPA is less than 5.00 with clearing all the subjects.

UG Regulations Appendix III.1.5 and PG Regulations Appendix II.1.5 is merged with UG Regulations Appendix IV.1.0 and PG Regulations Appendix III.1.0 and is as follows.

Conversion from marks to grade shall be done using the table given below. However, the teacher may on his / her perception of difficulty level of assessment process undertaken, alter the boundary / cut off marks by ± 2 marks.

Range of Marks obtained	Grade obtained	Performance	Grade Point Per Credit
90-100	Ex	Excellent	10
80-89	A	Very Good	9
70-79	B	Good	8
60-69	C	Fair	7
50-59	D	Average	6
40-49	P	Pass	5
30-39	PS	Pass with Special Consideration	4
<40	F	Fail (for theory papers in Regular / Supplementary Examination)	0
<30	F	Fail (for theory papers in Backlog Examination)	0
<50	F	Fail (for sessional papers)	0

UG Regulations Appendix III. and PG Regulations Appendix II.:

1. No change.
2. a) No change
b) The cut off marks below which a student would be assigned as F grade is 40 for theory papers in Regular and Supplementary Examinations, 30 for theory Backlog Examinations and 50 for Sessional papers.
3. No change.
4. No change.
5. No change.
6. No change.

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Mila Mori
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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

UG Regulations Appendix IV. and PG Regulations Appendix III.:

1. As a measure of performance the following grading system using the following letter grade and corresponding grade points per credit shall be followed.

Range of Marks obtained	Grade obtained	Performance	Grade Point Per Credit
90-100	Ex	Excellent	10
80-89	A	Very Good	9
70-79	B	Good	8
60-69	C	Fair	7
50-59	D	Average	6
40-49	P	Pass	5
30-39	PS	Pass with Special Consideration	4
<40	F	Fail (for theory papers in Regular / Supplementary Examination)	0
<30	F	Fail (for theory papers in Backlog Examination)	0
<50	F	Fail (for sessional papers)	0

In addition, there are four transitional grading symbols, which are to be used to indicate special position of the student in a subject.

I	-	for 'Incomplete assessment'
X	-	for 'Absent'
RA	-	for 'Reported Against'
W	-	for 'Withheld'

2. No change.
3. No change.

UG Regulations Appendix V. and PG Regulations Appendix IV.:

1. No change.
2. No change.
3. No change.
4. No change.
5. No change.
6. No change.

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T. P. J. *SK* *SK* *SK*



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

Name			Signature
PROF. S. GHOSH	EE	CHAIRPERSON	
PROF. I. BASAK	DEAN (ACADEMIC)	MEMBER	
PROF. TANDRA PAL	HOD, CSE	MEMBER- EX-OFFICIO	
PROF. SUMIT KUNDU	ECE	MEMBER	
PROF. MILAN MAJHI	CY	MEMBER	
DR. DEBASIS MITRA	CSE	MEMBER	
PROF. N. B. HUI	ASSO. DEAN (A & E)	MEMBER- EX-OFFICIO	
DR. P. S. BHOWMIK	ASSO. DEAN (A & E)	MEMBER- EX-OFFICIO	
DR. S. ROY BARMAN	ASSO. DEAN (A & E)	MEMBER- EX-OFFICIO	
MR. D. RAY	DR (A & E)	CONVENOR	 15/11/2019

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

No. NITD/Regis/52-Senate/OR

17th January 2019

OFFICE ORDER

The Senate of the Institute in its 52nd meeting held on 20th December 2018 vide Item No. 52.3 has constituted a committee consisting of the following members to propose reforms in the examination system, including flexibility, revision in attendance rule and the modalities to offer the EAA courses in the third semester onwards. The committee will submit the report to Chairman, Senate by January 31, 2019.

- | | |
|----------------------------|------------------------|
| 1. Prof. S. Ghosh (EE) | - Chairperson |
| 2. Dean (Academic) | - Member – ex-officio |
| 3. Prof. Tandra Pal (CS) | - Member |
| 4. Prof. Sumit Kundu (EC) | - Member |
| 5. Prof. Milan Majhi (CY) | - Member |
| 6. Dr. Debashis Mitra (CS) | - Member |
| 7. Associate Deans (A&E) | - Members – ex-officio |
| 8. Deputy Registrar (A&E) | - Convenor |

This issues with the approval of the competent authority.


Registrar

Copy to:

1. Director.
2. Registrar.
3. All Deans / All HoD
4. Dy. Registrar (A&E)
5. All concerned members
6. Director's Secretariat./Registrar's Secretariat.
7. File copy.



**INSTITUTE INNOVATION
& INCUBATION CENTRE**



**INSTITUTE INNOVATION & INCUBATION CENTRE (IIIC)
National Institute of Technology Durgapur**

M G Avenue
Durgapur-713209
iiicnitdgp@admin.nitdgp.ac.in



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Background: The Government of India has taken several initiatives to establish the institute innovation and incubation centre (IIIC) at different institutes/orgnisations to promote the culture of innovation and incubation activities at grass route level in India. Government realizes that there is a need to create high class incubation facilities across various parts of India with suitable physical infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for mentoring the start-ups. Accordingly, National Institute of Technology (NIT) Durgapur has been established the Institute Innovation and Incubation Centre (IIIC) at institute premises which would support innovators and start-up businesses in their pursuit to become successful entrepreneurs.

Objective:

- To promote the culture of innovation & entrepreneurship in the institute, nearby institutes and organistations.
- To create high class incubation facilities with suitable physical infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for mentoring the start-ups.
- To support establishment of Institute Innovation and Incubation Centre (IIIC) at NIT Durgapur that would support innovators and start-up businesses in their pursuit to become successful entrepreneurs.
- To systematically foster the culture of Innovation across the country.
- To promote the capacity building activities towards innovation and incubation

Features: IIIC NIT Durgapur will help to establish Technology/Companies as well as individuals or a group of individuals. It provides common infrastructure and services such as technology development assistance, networking and mentoring, funding access, training and development, business support services (entrepreneurship development, marketing, finance and accounting, research, legal, regulatory), pre-incubation services amongst others to start-ups businesses. The IIIC would be setup as a Special Purpose Vehicle (SPV) as a “not for profit” section 8 company or as a Society/Trust. IIIC can also be established as a “for profit company” under the Companies Act 2013.

Funding: An amount of Rs 95 Lakhs as Financial support in the form of Grant-in-aid is to be arranged through institutes/Alumni/Other Sources for a maximum of 5 years. It is expected that the IIIC would become self-sustainable by the end of 5 years.

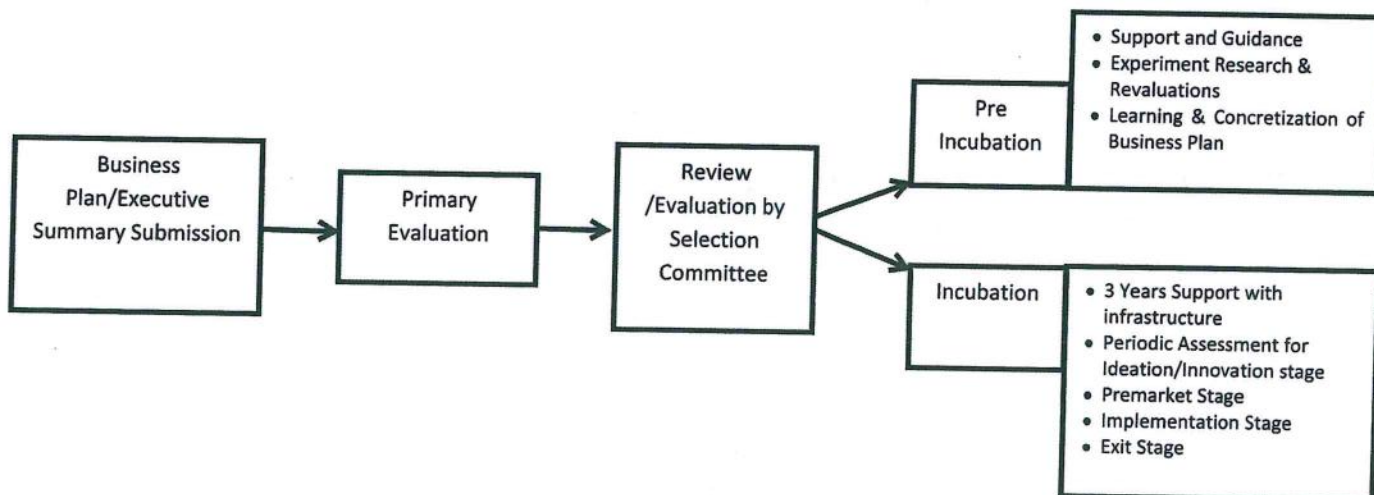
Infrastructure: An area of 1000Sq ft in the name of ESD cell located at S N Roy Memorial Building and an area of 2000 Sq. ft in the name of Ashoke Sen Design and Innovation Centre located near New Guest House are to be initially used for IIIC activities. In view of that, an initial Grant of Rs 275000/ is allotted for initial set up of IIIC in view of furniture , computer and its accessories. Along with the above facilities all Laboratories at the institute and nearby institutes are to be used for IIIC activities.

Policies and procedures for the operational matters of IIC;

The policies and procedures for the operational matters related to the IIC, NIT Durgapur wishes it covers the following processes:

1. Eligibility
2. Incubation admission procedure
3. Infrastructure and Services provided to incubate
4. Mandatory Mentorship
5. Period of Incubation/ Exit
6. Intellectual Property Evaluation
7. Seed Funding
8. Periodic Assessment
9. Conflicts of interest
10. Disclaimer
11. Agreements

The policy is subject to periodical review and amendments. It will be the responsibility of the companies admitted to IIC, NIT Durgapur to update themselves from time to time on amendments in the Incubation policy and procedures. NIT Durgapur reserves the rights to make an exception of all or any of the terms of the policy for a particular company or a promoter on a case to case basis.





Incubation Eligibility

- Any person desirous of availing incubation facilities has to incorporate a private/public limited company under the Indian Companies Act/ Udyog Aadhar Registration and apply in the prescribed format along with the required documents. No application for incubation shall be entertained if the applicant has not incorporated a private/public limited company under the Companies Act / Udyog Aadhar Registration.
- The companies promoted by Faculty of NIT Durgapur shall be governed by Faculty Entrepreneurship Policy as approved by the Institute. The companies promoted by students enrolled for full-time Degree at an educational institute shall not be offered incubation if the student is holding an Executive position; however, companies promoted by students are eligible to apply for incubation provided the student is not actively engaged with the company beyond any engagement which may be permitted by the Institute.
- A company if promoted by regular staff or employee of an organization shall be granted incubation only upon submission of 'No Objection Certificate' from the competent authority or employer. However, companies having employees as shareholders are eligible to apply for incubation.
- Any company that is engaged or proposing to be engaged in imparting educational courses and/or training programs including vocational trainings or is planning to undertake such activities during or after its incubation at IIIC, Durgapur is not deemed eligible for incubation and their application will not be entertained.

Incubation Admission procedure:

All the applicants shall have to read and agree to the terms and conditions of the incubation. Then only their applications shall be processed.

STAGE 1: Submit Executive Summary/ Business Plan

As a first step in the admission process, the prospective company should submit an Incubation Application containing the Business plan, Certificate of incorporation and Memorandum & Articles of Association. IIIC NIT Durgapur then shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea.

Evaluation Criteria:

- Some representative criteria to be applied for evaluation (not limited to these).
- Strength of the product idea in terms of its technology content, innovation, timeliness and market potential.
- Profile of the core team/ promoters.
- Intellectual Property generated and the potential of the idea for IP creation.
- Financial/ Commercial Viability and 5 year projections of P&L, Balance Sheet and Cash Flows.



- Funds requirement and viability of raising finance.
- Time to market.
- Break-even period.
- Commercial potential, demand and requirement in India.
- Scalability

Infrastructure and services provided to the Incubatees:

Upon admission to IIIC, the following facilities will be offered to the incubated companies on an individual basis:

- Office space.
- Computers - rental basis.
- Printer.
- Broad Band Internet Connection (wired and wireless)
- Phone connection - Each company will pay the rentals and bills.
- Standard Furniture as decided by IIIC.
- One Accommodation to Director/Promoter depending upon the availability on payment basis (One room in Guest house/ student residential hostel).

Common Infrastructure:

IIIC NIT Durgapur provides a common pool of hard and soft infrastructure to be shared by all incubated companies.

The following resources are provided:

- Photocopying machine
- Document Scanner
- Access to Institute Library
- Access to Computer resources Software and Hardwares
- Other Institute Resources with paid service
- Meeting/Conference room with Audio and projection equipment.
- Tele or Video conferencing facilities.

Institute infrastructure:

IIIC, NIT Durgapur may facilitate access to the Institute infrastructure or laboratories as per the norms of NIT Durgapur.

Services: IIIC NIT Durgapur may associate with professionals for accounting, IP, legal and management expertise on a part-time basis as per institute law. The incubated companies can



avail their services as per institute law. Any direct services provided to an incubatee would have to be paid for by the incubatee to the service provider.

IIIC NIT Durgapur will also provide soft infrastructure and business services to the incubated companies with payment basis. The possible services and support items are listed as follows:

- Common secretarial pool/staff.
- Intern Support: To provide support in Technology and management, incubatees will be assigned from Research Scholar, M.Tech, B.Tech and MBA student, if desired.

Mentoring and Advisory Services:

- Strategic Check-ups: The IIIC NIT Durgapur Head will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
- An incubated company will have to take a faculty advisor as a mentor on technology issues.
- Specialized mentors will also be made available to the companies to assist with particular strategic areas or to provide project-oriented consultation.
- An incubated company may avail the consulting services by empanelled professionals.

Mentorship:

One of the objectives of Incubation is to utilize the technical expertise and lab infrastructure of National Institute of Technology Durgapur. Therefore, every company that is offered incubation at IIIC NIT Durgapur has to select one faculty member from the Institute who shall act as a mentor to the incubated company and guide the company on product development. The company has to offer minimum 1% of share equity to the mentor as a consideration of mentorship.

Industry Mentor: IIIC NIT Durgapur has created a database of Industry mentors. Every company incubated at IIIC may select one Industry mentor within six months from the date of joining the centre. In case the incubatee opts for an industry mentor, the company has to offer a minimum 1% of equity to the mentor as a consideration of mentorship.

Tenure of Incubation:

The companies will be permitted to stay in the incubator for a period of two years. They may be granted maximum two extensions for 6 months each at a time at the sole discretion of the Institute.



Exit from IIIC:

An incubated company will leave the incubator under the following circumstances:

- Completions of two years stay (if no extension granted).
- Under performance or non-viability of business proposition as decided by IIIC on case to case basis.
- Irresolvable promoters dispute as decided by IIIC on a case to case basis.
- Violation of NIT Durgapur's policy.
- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/ founders' team without concurrence of IIIC NIT Durgapur
- Any change of more than 50% of equity ownership would require a prior approval of IIIC NIT Durgapur
- Any other reason for which IIIC may find it necessary for an incubated company to leave.

Notwithstanding anything written elsewhere, IIIC's decision in connection with the exit of an incubated company shall be final and shall not be disputed by any company.

Periodic Assessment

A committee set up by IIC NIT Durgapur will evaluate the performance of incubatee every 3 months. The emphasis of evaluation will be on checking if the milestones specified in the business plan are met. For a company which has taken seed fund loan, additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability, utilization of seed money loan for the specified purposes and its ability to repay the loan. Further seed fund disbursement will be dependent on the progress shown in previous appraisal.

Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation are:

A. Ideation / Innovation stage

- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- First level Business Planning / Business Modelling
- Founding Team • Intellectual property protection
- Seed Funding

B. Pre-Market Stage

- Proof of Concept/ Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing



- Full scale business planning including production, sales and sourcing

C. Implementation Stage

- Full scale Business Planning
- Pitching for Venture Funding
- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage

- Going National / Global
- Exit options for NIT Durgapur
- Full scale business Graduation
- Post incubation Survival

The incubatee may be asked to provide more frequent updates to IIC NIT Durgapur

Conflicts of Interest

In case of any conflicts of interests, the decision of the Institute shall be final and binding upon the parties.

Disclaimer:

IIC NIT Durgapur does not guarantee success and/or feasibility of the technology transferred from the Institute. IIC NIT Durgapur or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold IIC NIT Durgapur or any person representing them harmless from any loss including damage, penalty.

Agreements:

All incubatees shall enter into the following agreements with the Institute:

- Incubation Agreement: Contain rules and other incubation norms, consideration, equity holding, etc. (Applicable to all.)
- Seed-Fund Agreement: Contain rules of disbursement and repayment. (Applicable to incubatees availing seed-fund.)
- Technology Commercialization Agreement: Applicable to incubatees using technology or IP developed by National Institute of Technology Durgapur

Intellectual Property:

The Promoters should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubated company as per the rule of NIT Durgapur.

In case the incubated company is desirous of using the Intellectual Property of NIT Durgapur like patent, software code, copyright, design registration, developed product, etc, then the company shall make such request in writing to IIC. The terms and conditions for such IP



licensing shall be decided by the Institute as per recommendations of Institute Competent Authority.

The company shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).

The company shall inform if any IP has been generated as a result of the collaborative work with faculty members (who are not promoters) and is being incorporated into the product(s).

The company shall inform if any NIT Durgapur infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).

The company shall inform of the agreement, if any, with NIT Durgapur that the IP has been assigned to the company for commercialisation.

The entrepreneur would have the option of first purchasing the rights of IP from NIT Durgapur and then being incubated or assigning equity to NIT Durgapur in lieu of the direct payments to the Institute. Please refer to the Consideration section for details.

The incubatee would maintain a register with the details of any IP (patents, licenses, copyrights, etc.) that has been brought into the company prior or during their stay at IIIC. Also, any IP developed during the stay would be maintained in the register.

Notwithstanding anything written above, Intellectual Property Rights will be governed by the rules laid down by NIT Durgapur.

Seed Funding

IIIC may provide seed loan subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and shall be based on the merits of each company. Further, the admission to IIIC shall not automatically entitle the companies to seed loan.

A company desirous of getting seed loan may submit an application for seed fund after three months of incubation at IIIC. The seed loan will be sanctioned based on the eligibility criteria as decided by IIIC. It would also be subject to the terms stipulated as per the Seed funding Guidelines of IIIC.

One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to the companies who already have some sources of revenue or some customer order booking. IIIC will have the sole discretion to sanction or reject an application for seed loan and the decision of IIIC in this regard shall be final. IIIC is not bound to give any reason in case an application for seed loan is rejected.



Though seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to IIC Head's satisfaction over the suitable progress made by the company.

Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of IIC NIT Durgapur.

Business Plan Template

The following template can be used for creating a comprehensive business plan. Though the sequence shown is not mandatory, the plan must cover all the sections listed in the template:

1. Introduction / Company overview
2. Concept / Proposition / Product description
3. Market opportunity
4. Competition survey
5. Development plan and milestones
6. Marketing plan
7. Management / Organizational chart
8. Financials
9. Risks and de-risking strategies
10. Appendix Conflict and Agreement

Conflicts of Interest:

In case of any conflicts of interests, the decision of the Institute shall be final and binding upon the parties.

Disclaimer:

IIC NIT Durgapur does not guarantee success and/or feasibility of the technology transferred from the Institute. IIC NIT Durgapur or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold IIC NIT Durgapur or any person representing them harmless from any loss including damage, penalty.

Agreements:

All incubatees shall enter into the following agreements with the Institute:

- Incubation Agreement: Contain rules and other incubation norms, consideration, equity holding, etc. (Applicable to all.)

- Seed-Fund Agreement: Contain rules of disbursement and repayment. (Applicable to incubatees availing seed-fund.)
- Technology Commercialization Agreement: Applicable to incubatees using technology or IP developed by National Institute of Technology Durgapur

Seed Fund Guidelines

The processing of seed capital involves:

1. A company desirous of getting seed loan may submit an application for seed fund after three months of incubation at IIIC NIT Durgapur
2. The seed loan will be sanctioned based on the eligibility criteria as decided by IIIC. It would also be subject to the terms stipulated as per the Seed fund Guidelines of IIIC. One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to the companies who already have some sources of revenue or some customer order booking.
3. The final decision regarding it will be announced within a month. IIIC will have the sole discretion to sanction or reject an application for seed loan and the decision of IIIC in this regard shall be final. IIIC is not bound to give any reason in case an application for seed loan is rejected.
4. The applicant would then enter into a Seed Fund Agreement with the Institute.
5. After execution of agreement, the funds will be transferred to the project account within 10 days. Both the company's CEO and the IIIC coordinator will be in charge of the bank account.
6. Though seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to IIIC Head's satisfaction over the suitable progress made by the company. Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of IIIC.
7. The company will be subjected to regular performance reviews.
8. Repayment Options: The repayment options have been decided by a committee comprising members from the grant agencies, advisory Board IIIC, Industry Experts, CA & legal consultant.

Option I:

Full amount would be paid back with an interest, which will be prime lending rate of SBI (on the date of sanction) less 4% and remains fixed for the tenure of the loan.

Option II:

50% of the total seed fund sanctioned will be interest free loan; repayment would start after 18 months from the date of first disbursement.



50 % of the seed fund sanctioned would be convertible into equity (@ 5% equity against loan up to ₹ 5 lakh).

75% of the total seed fund sanctioned will be a loan and will be paid back with an interest of PLR less 6%.

25% of the seed fund sanctioned would be convertible into equity (@ 3 % equity against loan up to ₹ 5 lakh) at par.

Option IV:

100 % of the seed fund sanctioned would be convertible into equity (@ 10% equity against loan up to ₹ 10 lakh).



Incubation Agreement

This Agreement is made on this day of 20__ by and between _____, a Company registered under the Companies Act 1956, having its registered office at _____ through its Directors and the promoters _____ (herein after referred to as "Resident company or incubatee" which expression shall include unless it be repugnant to the context or meaning thereof mean and include their successors, representatives, assigns, promoters etc.)
.....OF THE FIRST PART

AND

National Institute of Technology Durgapur an Institute created under the NIT Act, 2007 through The Dean, Research & Consultancy as authorized signatory (hereinafter referred to as 'NIT DURGAPUR' which expression shall include unless it be repugnant to the context or meaning there of NIT DURGAPUR has established a Institute Innovation and Incubation Center (hereinafter referred to as IIIC) with a mission to foster successful entrepreneurs and develop industry in the Knowledge and Technology based area
.....OF THE SECOND PART.

IIIC and NIT DURGAPUR are same parties for the purpose of this agreement, IIIC is the operating and implementing body of NIT Durgapur. Similarly Resident Company/Incubatee also after the exit from IIIC denote second party.

NOW IT IS DULY COMMUNICATED AND HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. Objectives

NIT Durgapur agrees to incubate _____ in the Innovation and Incubation Centre (IIIC) at NIT DURGAPUR. The purpose of incubation unit will be to:

- Promote & interact with, and resource technology/expertise from faculty members and research scholars and laboratory infrastructure in the various departments and centers of the Institute.
- Help in getting other kinds of techno-managerial expertise required that is not available within the institute.
- Incubating novel technology and business ideas into viable commercial products or services.

2.0 Tenure of Incubation



The Resident company/incubatee has been using the facilities of IIIC with effect from _____ and is carrying out full fledged activities as a Resident company/incubatee. IIIC has been extending all the facilities of incubation from the said date.

2.1 NIT Durgapur will permit Incubatee Company to commence incubation in IIIC with effect from _____ and the incubation shall expire on _____.

2.2 The period of Incubation can be extended only by NIT Durgapur at its discretion if a request is made by the company.

3. Facilities and Infrastructure

That NIT DURGAPUR will provide facilities to the resident company/incubatee as per the regulations framed by NIT Durgapur in this regard and as amended from time to time. The facilities and infrastructure more specifically are as in Annexure 3A.

Upon admission to IIIC, certain facilities as given in Annexure 3A, will be offered to the Resident company/incubatee on payment basis as prescribed in Annexure 4. Further, NIT Durgapur has the right to inspect and examine the premises allotted to the resident Company/incubatee at any point of time during the incubation period/stay at the IIIC premises. On the completion of the incubation or when the Resident company leaves IIIC due to any other reason, all the furniture, space and any other facilities provided shall be surrendered to IIIC in good condition (after allowing for normal wear and tear in the case of equipments). All costs incurred for such restoration to good condition shall be borne by the resident company and in case IIIC has to incur any further expenditure to get the equipment or the room back into good condition then the same shall be recovered from the resident company and/or its directors or promoters. All dues including that of the accommodation at the RA hostel should be cleared by the resident company before it leaves the incubation otherwise, all outstanding dues shall be recovered from the company or its directors and/or promoters.

3.1 Common infrastructure

IIIC provides a common pool of hard and soft infrastructure to be shared by all incubatee/resident companies. Certain resources can be provided on charge basis by NIT Durgapur on request of the resident company and subject to the rules and regulations in this regards as applicable from time to time.

3.2 Institute infrastructure

IIIC will facilitate access to the Institute's infrastructure on request of the resident company/incubatee as per regulations made by NIT DURGAPUR in this regard. The facilities will remain under the overall control of NIT DURGAPUR and will be available to the resident company only for specific activities.

3.3 Services of Professionals

IIIC may identify and associate professionals for accounting, IP, legal and management expertise on a part-time basis. Incubatee/Resident Company can avail of their services on prescribed charges. Any direct services provided to an incubatee would have to be paid for by the incubatee to the service provider on mutually agreed terms and conditions.

IIIC may also provide soft infrastructure and business services by third party to the incubatee companies, if NIT Durgapur so agrees on the request of the resident company/incubatee. Possible services and support items on payment basis are listed as in Annexure 3B. IIIC may also, if regulations of NIT Durgapur permit, to assist the Resident Company/Incubatee in getting consultancy services through partner organizations and identified consultants, in the areas such as Market research and opportunity identification, Valuation of Businesses, Competitor Research, Market analysis and sizing, Customer Search, Electronic Research, Marketing plan formulation Consulting on strategies at various stages: Launch, Growth and Harvest of businesses. However it is made clear that IIIC acts merely as a facilitator for any services and the resident company/incubatee shall have to make an agreement with the service provider towards terms and conditions for availing the service. IIIC may on its discretion provide certain services on subsidized or no-charge basis.

3.4 **Mentoring and Advisory Facilities:** Each Resident Company or Incubatee is required to have a Faculty mentor from NIT Durgapur or if permitted by NIT Durgapur, from any other Institute as a Faculty Mentor/ Advisor, primarily for technical issues. The terms and conditions in this regard have to be worked out by the resident company/incubatee with the faculty concerned and intimated to NIT Durgapur.

4. Consideration

4.1 The Incubatee/Resident Company is required to provide a Non-Dilutable Equity (as defined in Annexure 2) equivalent to 3% of the promoter's equity to NIT Durgapur, In addition to this the Company has to provide 1% of the promoter's equity or 100 shares whichever is higher to each mentor of NIT Durgapur read with the



SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT Annexure 1 of this Agreement.
Further: -

4.2 NIT Durgapur/IIC shall levy charge on the resident company/incubatees for infrastructure and facilities, current rates are given in Annexure 4.

4.3 Charges for seed money and NIT Durgapur's Intellectual Property would be as decided by NIT Durgapur.

4.4 NIT Durgapur/IIC may change the above rates from time to time at its discretion and date of implementation of the amended charges shall be applicable with immediate effect.

4.5 A monthly charge other than office space, will be charged by IIC and shall be payable strictly within seven days from the date of the communication in this regard.

4.6. The Resident Company/Incubatee shall have to execute separate agreement for seed money and/or Intellectual Property/know-how, Technology owned by NIT Durgapur, as and when a request is made and agreed upon by NIT Durgapur.

4.7 The resident company will pay to NIT DURGAPUR a charge for utilization of the space allotted to it @ Rs.08.00 per Sq. Ft. per month. The consideration shall be Rs. 2000/- Only (Rupees Two Thousand only) per month. The said consideration shall be payable by the company in the following manner:

4.7.1 Rupees Six thousand per quarter shall be payable in advance for every quarter one week before the start of the quarter or on the 24th of the month preceding the quarter. Quarter for this purpose would mean the quarter as per the English calendar commencing from January every year. The consideration for the quarter during which the incubation commences shall be proportionately adjusted taking into consideration the date of commencement of the incubation.

4.7.2 The company would have option of deferring 50% of the charges as mentioned in 4.7.1 till the time they exit from IIC.

(i) In lieu of such deferment either they can pay back later but before the exit with an interest of 12% compounded quarterly or alternatively the resident company /incubatee shall issue additionally 1% of the equity to NIT Durgapur and this equity shall also be a Non-Dilutable.

(ii) **Default in payment:** If the company defaults to pay at any time any dues then they shall have the option to pay such dues at the time of exit with 12% interest compounded quarterly or shall issue non-dilutable equity at the option of NIT Durgapur.

$$\% \text{ of Equity} = \frac{\text{Computed unpaid amount}}{\text{Computed total amount during the incubation}} \times 1\%$$

4.8 On the request of resident Company/Incubatee access to any other facility of NIT Durgapur's infrastructure shall be made available and shall be charged as per the NIT Durgapur regulations.

5.0 As a statement of faith on the value of partnership with NIT DURGAPUR the company is committed to issue equity shares to NIT DURGAPUR as per clause 4. At the time of disposal the decision of IIC / NIT DURGAPUR regarding buyback of full or part of the 3% equity issued shall be conveyed to the company and the company shall abide by the decision. The buyback and equity disposal rules are as contained in Annexure 2 and the SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT annexed to this Agreement.

5.1 That the resident company shall surrender and vacate the premises on NIT DURGAPUR on a notice by IIC no advance notice is required to be given by IIC to the resident company.

5.2 That NIT DURGAPUR shall have lien on the assets of the resident company at the incubation center till such time that the resident company clears all the outstanding dues.

5.3 That the 'SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT' Annexure 1 forms part and parcel of this agreement and is hereby accepted by the resident company in its entirety and the resident company and its directors hereby indemnify NIT DURGAPUR and undertake to remain responsible for all dues payable or losses suffered on account of any act, negligence, default on the part of the Resident Company/ Incubatee and its Directors and employees.



6. **Amendments** Notwithstanding anything contained hereinabove or in the 'SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT' annexed thereto IIIC may at any time amend all or any part of the agreement and its annexure and the Resident Company/ Incubatee shall be bound by the said amendments. The amendments shall be applicable with immediate effect.

7. **Arbitration:** Any/all disputes between the resident company/ incubatee shall be referred for arbitration to the person so nominated by the Director NIT Durgapur under the Indian Arbitration & Conciliation Act whose decision shall be final and binding upon the parties. The place of arbitration shall be Durgapur

8. NIT Durgapur reserves its right to nominate a representative on the Board of Director of the Resident Company/Incubatee till the time NIT Durgapur holds equity. The Incubatee/Resident Company shall indemnify to NIT Durgapur or nominee any loss suffered or expense incurred in as a result of such nomination.

In witness whereof parties hereto have signed this Incubation Agreement on the date and year mentioned hereinbefore.

For & on behalf of

Signature

Name

Designation

Seal

For & on behalf of

NIT Durgapur

Signature

Name

Designation

Seal

Witness (Name & Address)

1.

2.

Witness (Name & Address)

1.

2.



Annexure 1 of Incubation Agreement

SALIENT RULES FORMING PART OF THE INCUBATION AGREEMENT

The company hereinafter called the "Resident Company/Incubatee" as per the Incubation Agreement with the Institute for Synergistic collaboration through IIIC has been permitted. If there is any conflict in the rules and byelaws given below, with any of the clauses of the agreement mentioned above, the rules/clauses of the said agreement will prevail.

RULES AND/OR BYELAWS:

Rule-1

Tenure of Incubation

The resident company/Incubatee will be permitted to incubate in IIIC for a period of Twenty four Months. Two further extensions can be granted for 6 months each at a time, at the sole discretion of NIT Durgapur.

Exit

The resident company/Incubatee will be required to leave the incubator under the following circumstances:

- After the completion of the Incubation including extended incubation period, if any.
- Underperformance or in-ability to perform business as evaluated and decided by IIIC/NIT Durgapur on case to case basis
- Irresolvable promoters' disputes in opinion of IIIC/NIT Durgapur on case to case basis
- Violation of any Statute, rules and regulations of NIT Durgapur in the opinion of IIIC/NIT Durgapur on case to case basis.
- Capital cash flow exceeds Rs 1 Crore in the opinion of IIIC/NIT Durgapur on case to case basis
- Number of employees of the incubatee exceeds 20
- When the annual gross revenues of the incubatee (excluding all the taxes) exceeds Rs. One crore or the Net Profit After Tax exceeds Rs. Ten Lakhs
- When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan
- Incubatee plans for a public issue in the opinion of IIIC/NIT Durgapur on case to case basis
- Change in promoters'/ founders' team in the opinion of IIIC/NIT Durgapur on case to case basis.
- Any change of more than 50% of equity ownership unless approved by IIIC, in the opinion of IIIC/NIT Durgapur on case to case basis
- Any other reason for which IIIC may find it necessary for an incubatee resident company to leave.

Notwithstanding anything written elsewhere, IIIC's decision in connection with the exit of an incubatee company shall be final and shall not be disputed by any incubatee company.

Rule-2

The Resident Company/Incubatee shall undertake Research & Development, Design/Testing, prototype development from NIT Durgapur's premises but shall not carry out warehousing, storage, marketing sales or other commercial routine activity.

Rule-3

The IIIC address in NIT Durgapur Campus cannot be used as the address of the Registered Office of the resident company/incubatee.

Rule-4

Subleasing or subletting of any kind of the space given by IIIC is not allowed. Non-observance of this rule will result in immediate expulsion.

Rule-5

If an incubatee/resident company require more space or has vacant space, a request for additional space/surrender of the space is required to be made to IIIC in writing.

Rule-6

The resident company/Incubatees are required to provide a list, as per the following format, of their full time and part time employees at least once every month:



S.No.	Name	Age	Sex	Full time or part time	Qualification & Experience	Designation & Responsibilities /Duty	Address	Signature
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Rule-7

All the visitors to the IIIC Complex are required to sign in the visitor's register and collect their visitor's badges/passes. They must bear these passes/badges at all times while in the IIIC complex. They are required to return these passes/badges while leaving the building.

Rule 8

The space given at IIIC complex is without any furniture. The resident company or the Incubatee are required to submit their lay out plan for any modifications, permanent fixtures etc which they are planning in the space provided to them. Without the prior approval of the lay out plan from IIIC they cannot undertake such work. After the completion of incubation, the space should be returned in the same condition as it was in the time of taking the occupying the space of IIIC excluding normal wear and tear, decision of IIIC in this regard will be final.

Rule-9

The resident company or Incubatee should observe that noise levels are kept at minimum and, no abnormal noise by any machine or by their employees or visitors should be made. Any complaint of high noise level will result in appropriate action by IIIC.

Rule-10

All resident companies/Incubatees are required to observe health and safety standards. No hazardous material can be brought inside the complex without the prior approval of IIIC. All the incubatee companies are required to keep a first aid kit in the space provided to them.

Rule-11

No resident company or its employee can display notices or signage except in the space or Boards provided for such signage by IIIC.

Rule-12

It is the responsibility of all the resident companies and their employees to use the common facilities e.g. common area, fax & other machines etc. with due diligence and care.

Rule-13

The Resident company or incubatee shall be required to submit to the IIIC a unaudited/audited financial statement before the 7th of every month to IIIC office. Non-compliance with the same would result in a fine of Rs. 1000 and if the same is not given for three months continuously the offices of the company would be sealed without any further notice. The company should also inform IIIC on the progress on the incubation projects and should make presentations to the Committee on a quarterly basis and non-compliance would result in similar penalties stated above. The Incubatee is also obliged to submit to IIIC one copy each of the Memorandum of Association, Articles of Association, and Annual Report (as and when approved by their Board of Directors).

Rule-14

It will be obligatory for the resident company or incubatee to involve IIT area experts and/or use existing laboratory facilities during the developmental activities for mutual benefits. The consultancy charges payable to NIT Durgapur area experts/ mentor will be according to the norms as laid down by NIT Durgapur in this regard.

Rule 15

Notwithstanding any issue/dispute pending between the Company and NIT Durgapur/IIIC at the time of completion of the agreed tenure of incubation period, or if given an exit notice by IIIC the incubatee must vacate the allotted space unconditionally.

Rule-16



The resident company/Incubatees are required to keep the IIIC informed about any visitor from abroad, foreign collaboration and/or foreign partner or director, and abide by the rules/procedures in vogue in the IIIC / NIT Durgapur.

Rule-17

NIT Durgapur/IIIC reserves the right to nominate one representative to the company's Board of Directors till NIT DURGAPUR exits from the company. The nomination of NIT DURGAPUR's representative will be made pursuant to M.O.U arrived at with IIIC NIT DURGAPURI and that such nominee shall not be deemed to be, in any way, concerned with the affairs or day-to-day working of the company and/or held liable for breach of any of the provisions by the company of the companies act.

Rule-18

The Resident Company/Incubatees are required to keep the IIIC informed in advance and obtain their concurrence in writing for the following during the incubation period:

- a) Change of Name of Incubation Company to any other form of legal entity
- b) Any Major change in their incubation/business plans
- c) Change in their ownership pattern
- d) Change in their Board of Directors
- e) disposal of assets

Rule-19

IIIC/NIT DURGAPUR reserves the right to release information regarding the Incubatee /the Incubation / the product or service to the media to promote IIIC for non-commercial purposes.

Rule-20

All resident Companies incubated in the Centre would be required to submit their audited annual Balance Sheet to the Centre after graduating from the Centre.

Rule-21

On issues wherein no rules and/or byelaws are clearly defined, IIT Durgapur rules and/or byelaws shall prevail.

Rule 22

Disclaimer

The incubatee/Resident company understands and acknowledges that IIIC/NIT DURGAPUR intends to provide supports facilities to the Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and facilities, IIIC/NIT DURGAPUR does not undertake responsibility for:

- Ensuring success of an incubatee/resident company, its products/ process/ services or marketability,
- Ensuring quality of support provided by IIIC to the complete satisfaction of the incubatee companies or their promoters/ founders.
- Ensuring quality of services of the consultants engaged by the incubatee companies through IIIC/NIT DURGAPUR network. Incubatee companies will have to apply their judgments before getting in to a relationship with them.

The incubatee/resident company agrees that IIIC/ NIT DURGAPUR or their employees shall not be held liable for any reason on account of the above.

ANNEXURE 2

Clarification to the word "Non-Dilutable" appearing in Clause 4 of the Incubation Agreement.

What is Non-dilutable?

This is clarified for the interests of the parties and to avoid any confusion or ambiguity.

The Company and their Promoters agree that the IIIC is providing incubation facility which is very critical for growth and sustenance of the Company in early days, in return NIT Durgapur shall be provided with 3% shares of the "promoters' holding" in the company free of cost and this shall be duty of the promoters to maintain NIT Durgapur's 3% equity of promoters' shares till NIT Durgapur decides to sell or give buy back option to the Company or promoters.

Who are Promoters (For the purpose of this agreement)?

Promoters are natural persons, including their close relatives and family members, who have formed the company and have signed the Articles of Association before the Registrar of Companies and have approached IIIC, NIT DURGAPUR with Incubation Proposal and have signed the Incubation Agreement.

Method of valuation for Equity Disposal:

The method of maintaining the equity of NIT Durgapur at the stipulated level and the mechanism for equity disposal are as follows:

- A) On a price as mutually agreed;
- B) On a price calculated by an expert so appointed with mutual consent
- C) In case the parties do not agree with the amount calculated through mode as given in A & B paras above the valuation shall be done on the basis of the expenditure incurred and/or the assets (tangible and intangible) generated. All expenditure incurred including salaries shall be compounded on a quarterly rest basis by a risk adjusted rate of return of 24%. This rate has been arrived keeping in general, that the expected rate of return in successful ventures is of order of 40-50%. The value of the company shall be treated as equal to this value. In case where the Director/promoter are working in the company without or nominal salary/remuneration, their contribution shall be calculated for this purpose as equivalent to the Total emoluments drawn on the date of valuation by an Assistant Professor of NIT Durgapur includes such emoluments like Basic, Dearness, House Rent Allowance and other allowances.

Illustration: Suppose "A" and "B" form a Company "C", here A & B are the promoters for the purpose of calculation of 3% equity. Assuming that the paid-up capital of the C is 2, 06,000 and authorized capital 5,00,000 with equity holding distribution given below:

Share holding of Promoter "A"	10,000 Shares
Share holding of Promoter "B"	10,000 Shares
3% of NIT DURGAPUR equity of Promoters (A+B)	600 Shares
Total	20,600 Shares

Case 1: Suppose a Venture Capitalist (VC) invests in the company against 25 % equity in the company. The structure of the shares holding will be:

Share holding of VC	6,867 Shares
Share holding of Promoter "A"	10,000 Shares
Share holding of Promoter "B"	10,000 Shares
3% of NIT DURGAPUR equity of Promoters (A+B)	600 Shares
Total	27,467 Shares

Equity holding of Promoters (A+B) remains same, so there is no requirement to give additional shares to NIT DURGAPUR

Case 2: Suppose Promoters increase their shares by 5000 by any mode like but not limited to issuing additional shares, bonus shares then NIT DURGAPUR's equity will also be increased, without any consideration from NIT Durgapur for the same this is to ensure that at all time the shares of NIT Durgapur are equal to 3% of the equity of Promoters. However this condition shall apply only up-to a period of one year from the date of exit from IIIC

Share holding of Promoter "A" and 'B'	25000 Shares
3% of NIT DURGAPUR equity of Promoters (A+B)	750 Shares
Total	25,750 Shares

Case 3 Subsequent to this, any dilution of the equity may be based on the valuation of the promoters holding at the times of valuation. The Incubatee Company can issue additional equity at a premium based on the valuation. In case the shares are issued at a rate less than the full value (value arrived as per valuation defined herein

above), the NIT Durgapur's share holding shall also be increased in such a ratio that equity is maintained at 3% value of the pre-issue valuation.

Suppose the promoters are "A" & "B" have 1000 shares with valued at Rs. 100/- upon valuation.

Share holding of Promoter "A" and 'B' of Rs 100 each	1000 Shares
NIT DURGAPUR equity of Promoters (A+B) of Rs. 100 each	30 Shares
Total present value	Rs 1,03,000/-

A & B issue additional 1,000 shares at a premium of Rs 40 (Rs 50 × 1000), which is less than full value (Rs. 100/-)

Total Capital is Rs 50 × 1,000 + 1,03,000 = Rs 1,53,000

Share of NIT Durgapur = (30 + X), X= additional shares to be issued to NIT DURGAPUR as a result of under valuation

Total Shares = 1000+1000+(30+X)=2000+(30+X)

Value per Share = $\frac{1,53,000}{2000 + (30 + X)}$

NIT Durgapur Value = $\frac{1,53,000 \times (30 + X)}{2000 + (30 + X)} = 3,000$ (Value of IIT share)

(Promoters pre issue share value is Rs. 100 × 1000 shares)
 $= 1,53,000 \times (30 + X) = (2000 + 30 + X) \times 3000$
 $= 4590000 + 153000X = 6000000 + 90000 + 3000X$
 $= 153000X - 3000X = 6090000 - 4590000$
 $= 150000X = 1500000$
 $= X = 10$

So according to this hypothetical illustration the Incubatee Company has to issue 10 additional shares to NIT Durgapur against this NIT Durgapur shall not pay any money.

Please note that these hypothetical illustrations are only for the purpose of Clarification and should not be construed as actual which may be different from these figures.

Annexure 3A.

Facilities and infrastructure to the resident companies subject to the Rules and Regulations and as mentioned in clause 3 of the Agreement.

- Office space Square feet.
- Personal Computers – up to five, depending on the team size
- Printer
- Internet connection one e-mail ID for the promoters who shall be responsible for any misuse of use by unauthorized persons.
- Phone lines (Intercom)
- Furniture.
- Electricity in single phase maximum of 5 KVA.
- Accommodation (One room in RA hostel)
- Any other facility requested and granted by NIT Durgapur.

ANNEXURE 3B.

- Training in business management: structured short courses
- Training in business communication: written as well as verbal
- Accounting tools/ software
- Common secretarial pool/staff
- Experiences of successful companies – a knowledge/ information site would be created where management concepts, intellectual property evaluations, deal making, negotiations, networking, VC funding, company registrations etc are provided
- Networking events/ showcases
- Tie-ups with chartered accountants and other professional organizations as required



ANNEXURE 4

Consideration for infrastructure facilities in addition to other:

The consideration payable by the company for the use of the incubation centre facilities and infrastructure will be as follows:

Office Usage Fee	@ Rs.8/sq.ft/month
PC usage fee (up to 2 PCs)	@ Rs.1000/month/comp
Printer	@ Rs.200/month/(inkjet)
	@ Rs.500/month/(laserjet)
Internet connection	@ Rs.1000/quarter
Accommodation (Research Scholar hostel)	@ Rs.1000/ month
Electricity charges	On actuals per month
Telephone charge	On actuals per month
Any other facility required by incubate/ Resident	On actuals per month



PERSONAL GUARANTEE BY THE PROMOTERS to National Institute of Technology Durgapur

We, _____ son of _____ residing at _____ the Director and promoter of _____ do hereby undertake a personal guarantee to pay all unpaid or balance dues, charges and any other levies by National Institute of Technology Durgapur including an interest @ 12% compounded quarterly from the date payment becomes due up-to the date of payment. The amount payable shall be as calculated by NIT DURGAPUR /IIC for using/availing facilities and infrastructure that arise against the Incubation Agreement dated _____ signed by _____ and National Institute of Technology Durgapur. We the Directors/promoters shall keep NIT DURGAPUR indemnified against all claims, losses, damages, costs, liabilities charges and expenses incurred, suffered or paid by NIT DURGAPUR relating to the acts and omissions of the Promoters and employees of the resident company on its incorporation by reasons of having allowed the _____ promoted by us to use the incubation facilities provided by NIT Durgapur. The Agreement made on Day of 20__.

Signature:
(Name)

Address:
.....
.....

Witnesses: (Signature, Name, Father's name and Address)

- 1.....
- 2.....
-
-
-



Faculty Guidelines for Incubation

National Institute of Technology Durgapur

Preamble: Faculty members at NIT Durgapur are continuously engaged in knowledge generation and dissemination. A large number of R&D activities are being carried out by faculty members and students in several cutting-edge science and technology areas. However, most of these research outcomes do not get translated into commercial products, benefiting the society in general, due to several reasons including lack of interest in the industry in commercializing new and futuristic technologies and restriction on the Institute's employees to start entrepreneurship. Towards this end, NIT Durgapur, in line

Definitions:

- i. "NIT Durgapur" or the "Institute" shall mean "National Institute of Technology Durgapur".
- ii. "Policy" means Faculty Entrepreneurship Policy of National Institute of Technology Durgapur.
- iii. "Faculty Member" shall mean a faculty member of National Institute of Technology Durgapur.
- iv. "Promoter" means a promoter as defined under Section 2(69) of Companies Act 2013.
- v. "Executive capacity" shall mean a role as a Director or a Chief Executive Officer, Chief Operating Officer or Manager or any person, enjoying similar role, by whatever name called, in the Company, having executive power(s) in the Company
- vi. "Equity" shall mean 'liability free' equity shares (fully paid up), having voting rights, of the Company.
- vii. "Company" shall mean a start-up Company, having at least one Faculty member from NIT Durgapur in Executive or in Non-Executive Capacity in the company.

1. Kind of Companies

NIT Durgapur encourages and prioritizes the Companies in the following order.

- a. Companies jointly owned by the faculty members and/or graduating students/alumni (along with possible others).
- b. Companies owned by the faculty members (one or many) along with possible others.

2. Companies eligible under this “Policy”:

Such a Company must pursue businesses that are a direct result of the research and development activities of the faculty member of NIT Durgapur. In such cases, the faculty member(s) and student(s), if applicable, will be known as a founding member(s)/Promoter(s) in a Non-Executive position of the Company.

3. Companies not eligible under this Policy:

A faculty member cannot associate, either as a Promoter or in an “Executive Capacity”, with:

- a. Companies involved in Teaching and/or development of educational content. On the other hand, companies developing innovative technology platforms that facilitate delivery of content are permissible.
- b. Companies whose business will be to provide consultancy services.
- c. Such class of Companies

2. Role of the Faculty Member:

The Faculty member has to take prior permission from the Institute before associating with any business venture or starting a new venture in the application format as prescribed by NIT Durgapur (Annexure I). It is expected that the faculty member would be a Promoter of such Companies and/or a Director on its Board. In addition, the faculty member can choose one of the following options:

- a. Provide consultancy to the Company in a non-executive capacity. However, the total number of days allocated by the faculty member for the consultancy activities should not exceed the maximum number of days allowed by the Institute for such activities. Undertake projects that could be executed at NIT Durgapur, and manage through the Company. However, this may be undertaken only after obtaining explicit permission from the competent authority at NIT Durgapur and entering into an explicit agreement with the Institute following existing processes.
- b. Take a sabbatical and/or Leave without pay and work full-time for the Company in an Executive Capacity (COO, CEO, Vertical Head etc). Eligibility and approvals of such leave are governed by the extant rules of the Institute. It should be noted however that the faculty member of NIT Durgapur should take all possible steps to ensure that his/her duties and responsibilities as a member of NIT Durgapur faculty, take precedence over all other activities regardless of the nature of his/her engagement with the company.

3. Intellectual Property Rights and Usage of Institute Resource:

As stated in the preamble, faculty members of NIT Durgapur are only allowed to incorporate Companies whose business objectives can only be fulfilled by using the know-how and/or technologies developed at NIT Durgapur. Thus it is critical that there is clarity vis-à-vis policy of usage of institute resources, know-how developed using institute resources and IP Rights.

- a. In the event the Company uses any “know-how” for business purpose, which has not been secured through any IP prospects, the Faculty member has to disclose the source and origin of such “Know-how”.
- b. In the event the faculty member(s) would want to use an existing Intellectual Property developed at NIT Durgapur and protected by filing/grant of patent where NIT Durgapur is an applicant & the Faculty member is an inventor, the Faculty member(s) may request for an exclusive license of the IP from the Institute to the Company, the grant of which may be guided by the policy stated below:
 - i. The faculty member would submit an application for the same to the office of Dean, Research & Development.
 - ii. Upon obtaining permission, the Company may initiate the process of getting the IPR licensed to it.
 - iii. The exclusive license may be given to the company on a perpetual basis till the time the company is in the business and/or the IPR is within its protected period.
 - iv. In case the Company agrees to sublicense the “licensed IPR(s)” to any other entity, then the licensing revenue generated by the Company will be distributed among the inventors and the Institute, as per the extant IPR policy of the Institute.
 - v. In any case, NIT Durgapur reserves the “First Right of Refusal” for any IPR generated in the Institute.

The Company may be permitted to use the laboratory and other such facilities to which the founding faculty member(s) is entitled. The Company may also use other facilities of the Institute on payment basis as per the prevailing norm.

4. Disclosure and Compliance

Financial and non-financial disclosure agreement will be signed as per the existing Institute norms. Also, a separate Conflict of Interest Disclosure Statement (Annexure II) will have to be furnished every six months (April 30th and October 31st) by the Company. At all times, the faculty member(s) must ensure that the Company/Companies he/she is associated with is/are compliant with all the norms of the Government of India. Non-compliance by the faculty member(s) shall have no bearing NIT Durgapur.



5. Support from other Faculty Members

Support from other faculty members of the institute during and after the incubation (if applicable, see below) period of the Company would be treated under the Institute's extant consultancy norms (other than assigned faculty mentor(s)).

6. Support from Students

Any support received from students for the Company would be as per the existing guidelines of the Institute.

7. Outsourcing of Sponsored Research/ Consultancy Assignment to the Company

Outsourcing of full/in part of Institute's projects to the Company would be governed by the existing policies of the institutes. If in case such a policy is not available then a decision on outsourcing would be taken on a case by case basis by the Institute and in accordance with the guidelines provided by the sponsor, if applicable.

8. Funding for the Company

The Company will have its own funding and accounting procedures in line with the prevailing statutory norms.

9. Methodology

A Company will necessarily be required to be incubated in the Institute. However, in exceptional cases, the institute may allow a faculty member to open/operate/incubate the Company outside the institute if sufficient justification is provided.

The process of entrepreneurship will be as below:

- a. A faculty member will submit the duly filled application form (Appendix I) for establishing a new company to the Director of NIT Durgapur. This form needs to be forwarded by a series of offices, as indicated in the document.
- b. Once permitted, the faculty member may form a Company. A faculty member may approach the Institute even before the formation of a Company for an inprinciple approval for incubation of the Company.
- c. For the incubation of the Company, evaluation will be as per the policy of the Institute.
- d. Upon approval, the Institute and the Company may negotiate and enter into an agreement for financial consideration by the Company towards IIT Durgapur which will consist of consideration via equity shares in the Company and/or a share in the revenue of the Company, as mentioned below:
 - i. Liability-Free fixed equity (Pari pasu) of 10% in the Company. NIT Durgapur will reserve the right to liquidate any or all of the equity shares after seven years of formation of the Company while the Company will reserve the first right of refusal for purchase of the equity shares from NIT Durgapur.



- OR
- ii. A pre-determined, and agreed upon, share in the revenue of the Company, measured in terms of cost of units of product or services rendered by the Company, at fair market value on a given date.
- OR
- iii. A combination of liability free equity in the Company and share in the revenue of the Company, measured in terms of cost of units of product or services rendered by the Company, at fair market value on a given date.
- e. (V) Exit: The Company shall work towards a plan that would give NIT Durgapur an "Exit". It should be noted that this policy will cease to be in effect, other than the part governing his/her responsibility towards NIT Durgapur as listed in points 2a, 2b and 2c above, once the "Exit", as defined below, takes place.
- i. Company raises investment at a valuation of INR 30 crores or more. This threshold value may be changed from time to time.
- ii. Seven years from the date of Incorporation of the Company and the Company has graduated from incubation, both conditions satisfying.
- iii. Whichever between (i) or (ii) happens earlier.
- OR
- iv. The faculty member relinquishes executive position in the company OR ceases to be the promoter in the company.

10. Resolution of Conflicts

In situations in which the objectivity of a faculty member – due to his/her association with the Company - could reasonably be questioned, the Director of NIT Durgapur may establish an independent committee to investigate the operation of the Company and possible conflict of interest between the functioning of the Company and the academic duties of the faculty member(s) associated with the Company.

The faculty member may appeal to the Board of Governors of the institute for a review of the committee's decisions. The decision of the Board, in this regard, would be final.



SEED FUND AGREEMENT DEED

This agreement is made on this _____ day of _____ 20

BETWEEN

_____, a company registered under the Companies Act 1956, having its registered _____ office _____ at _____ through its Director and promoters _____ (hereinafter referred to as 'the company' which expression shall, unless repugnant to the context or inconsistent with the meaning thereof, mean and include its successors, representatives, assigns etc.) of the first part;

AND

National Institute of Technology Durgapur Durgapur, an institute established under the Institutes of Technology Act, 1961, through its Director or his representative, in his stead (hereinafter referred to

as 'the NIT DURGAPUR' which expression shall, unless repugnant to the context or inconsistent with the meaning thereof, mean and include its representatives, assigns etc.) of the second part.

WHEREAS, NIT DURGAPUR has established a Institute Innovation & Incubation Centre, (hereinafter referred to as IIIC)) with a mission to foster successful entrepreneurs and develop industry in the Knowledge and Technology based area.

AND WHEREAS, the Company has entered into an agreement with the NIT DURGAPUR by means of an agreement signed between the parties on _____ for the purpose of incubation and developing the company, represented by the first party, to become a successful entrepreneur.

AND WHEREAS, the Company, in the process of incubation and developing into a successful enterprise, is desirous of obtaining 'Seed Money Loan' from the NIT DURGAPUR for an amount of Rs. _____ (Rupees _____ only) and NIT DURGAPUR has agreed to provide the said amount being 'Seed Money Loan', on the terms and conditions mentioned hereinafter and agreed to by the Company. The company in its Meeting of the Board of Directors held on has duly authorized the company to seek the said loan from NIT DURGAPUR and has authorized its Managing Director _____ to execute all the documents and do all that is necessary to obtain the said "Seed Money Loan."

AND WHEREAS, The NIT DURGAPUR shall, unless the context otherwise requires, be represented by SIDBI Innovation & Incubation Centre (IIICR) for the purposes of this agreement

ARTICLE -1 CONDITIONS NECESSARY TO DISBURSEMENT OF THE LOAN

- 1.1 It shall be the liability and responsibility of the Company to mobilize the pre-incorporation expenses and minimum paid-up capital, as required by NIT DURGAPUR.
- 1.2 The Company has agreed that entire seed capital shall be used solely for the purpose of the project, as mentioned in the Loan Application and not for any other purpose. NIT DURGAPUR shall have the power to ensure proper end use of funds and in the event that it is found that the end use of the Loan is contrary to the terms / conditions of this agreement or the loan application the loan may be recalled prematurely by NIT DURGAPUR.



- 1.3 The Company shall involve at least one member of NIT DURGAPUR faculty as _____ with the company. In the event that the faculty member disassociates himself from the company due to drawbacks on account of the promoters / directors / members of the company or for any other reasons, then NIT DURGAPUR shall have the option of recalling the loan prematurely

ARTICLE – 2 MODE OF DISBURSEMENT OF LOAN

- 2.1 The disbursement schedule, as agreed between the parties is mentioned in Schedule-1 to the agreement.
- 2.2 The total cumulative loan amount disbursed to the company shall in no case be more than five times the paid-up capital of the company, (**paid up in cash**), at the time of disbursement of a loan installment. Paid up capital allotted in kind shall not be considered.
- 2.3 The loan shall be disbursed/released as per the Schedule-1 (disbursement schedule) limited till the period of incubation i.e. Rs. _____ till _____ **20**..... Further loan installments shall be disbursed only if the period of incubation is extended by IIT Durgapur, as per its incubation policy.
- 2.4 Notwithstanding anything contrary contained herein all dues payable by the company to IIICR or IIT Durgapur shall be deducted from the sanctioned Seed Money Loan and balance amount, if any shall be disbursed to the company

ARTICLE – 3: REPAYMENT OF THE LOAN AND INTEREST

- 3.1 The Interest on Seed Capital loan shall be levied at _____ Simple Interest. (The Interest rate is calculated as per the Prime lending rate of State Bank of India _____% less _____% on the date of Sanction _____). The Interest rate remains fixed for the tenure of loan. The Interest shall be payable monthly on the balance outstanding at the end of the previous month along with the installment of principal repayment.
- 3.2 The repayment of principal and interest shall have a moratorium period of 18 months from the first installment disbursement of the loan. The repayment shall commence from the nineteenth month.

- 3.3 The simple interest on the loan disbursed shall be applied @ _____ %per annum from the date of disbursement of each installment and shall be aggregated with the loan amount; the amount so determined shall be the principal amount that will have to be repaid as per the repayment schedule. Any delay in the repayment of installments as given in the Schedule of repayment shall be subject to a penal interest @ _____ % per month.
- 3.4 The Company shall repay the principle amount of the Loan strictly in accordance with the **Repayment Schedule**. The repayment schedule is appended in **Schedule-2** to this agreement.
- 3.5 Notwithstanding the above, if the Company decides to exit from the incubation before the specified period, the Company undertakes to repay the entire loan and interest due thereon prior to the exit from the incubation centre.
- 3.6 If the Company raises loans from other lenders/ financial institutions, repayment of such other loans shall commence only after the repayment of the Seed Capital Loan obtained by the Company pursuant to this agreement and interest due thereon.
- 3.7 NOTWITHSTANDING anything contrary contained herein, the incubate company shall issue liability free and fully paid-up equity shares, in favour of IIT Durgapur, on prorata basis of 4% equity against 5 lakhs of seed capital sanctioned, as guarantee of seed-capital amount.

Subsequently after the company utilizes the seed-capital or its exit from the incubation center, whichever is earlier, IIT Durgapur shall compute the equity to be retained in accordance with repayment option selected together with any outstanding unpaid amount against incubation including seed capital and transfer the balance equity back to the incubate company. Once the company repays the entire seed capital amount IIT Durgapur shall transfer shares taken as guarantee, back to the company.

ARTICLE – 4: SECURITY

- 4.1 NIT DURGAPUR shall at all times hold a lien on all the tangible and intangible assets (IPR, Patent, Trademark, etc.) of the Company till such time that the Loan is fully repaid by the Company. As additional security, the promoters / directors / members of the Company shall stand guarantee in their personal capacity for repayment of the seed capital loan in full by executing a **Bond of Guarantee** at the time of executing the agreement of loan.
- 4.2 The company shall ensure that a charge over the tangible and intangible assets is registered with the Registrar of Companies in favour of NIT DURGAPUR prior to the release of the first installment of the loan.
- 4.3 In the event that the Company raises loans from other financial institutions or any other agency by securing its assets, the charge created in favour of NIT DURGAPUR shall be a First Charge over the tangible and intangible assets of the company. Loans from other financial institutions or any

other agency can be given Second Charge over the tangible and intangible assets of the company.

ARTICLE – 5: COVENANTS

5.1 Particular affirmative covenants:

- (a) The Company shall utilize the entire loan only for the purposes as mentioned in the Loan Application, described in Schedule-3 to this agreement.
- (b) The Company shall maintain an asset register of assets procured from the loan.
- (c) The Company shall ensure that the physical progress of the project as well as the expenditure incurred on the project is as per the original schedule. To this end, the Company agrees to submit information to the NIT DURGAPUR on quarterly basis in a format as may be prescribed by NIT DURGAPUR, and such other information and data as may be required by the NIT DURGAPUR from time to time.
- (d) The Company hereby undertakes to submit information to the NIT DURGAPUR about all material changes or developments taking place in their companies from time to time such as (but not limited to) change in name, fund raised from any third party, company, change in project or product profile, change in directors or promoters, acquisition of a new office etc. The NIT DURGAPUR has the right to require the Company to seek its prior approval wherever necessary and to stipulate such additional condition as the NIT DURGAPUR in its absolute discretion deem fit for effecting any change as stated herein above.
- (e) The company will submit audited annual accounts / Directors reports etc. to the NIT DURGAPUR within a period of seven days from the approval of the account at the company's Annual General Meeting or positively by 30th, September of each year, whichever occurs earlier.
- (f) The Company shall submit a utilization certificate of Loan installments already granted from a Chartered Accountant before approaching for release of subsequent installments. The Company shall also submit un-audited quarterly Balance Sheet, Profit



& Loss Account and Cash flow statements to NIT DURGAPUR within one month of the end of the quarter. NIT DURGAPUR reserves the right to get the documents so submitted verified by its own chartered accountant. In such a case the company shall fully co operate with the Chartered Accountant of NIT DURGAPUR in providing to them / giving access to them all books of accounts, vouchers, registers, bills invoices over the tangible and intangible assets of the company.

- (g) **The Coordinator, IIIC will be inducted on the board of the Incubate Company by passing a board resolution a copy of which will be submitted to IIIC, NIT Durgapur for the purpose of records. The tenure of the Coordinator, IIIC on the board of the Incubate Company will be till such time that the seed capital is repaid by the said Incubate Company.**

5.2 Negative covenants:

- (a) The Company shall not utilize the loan for:

- I. Repayment of dues of promoters and their associates ,
- II. Repayment of loan from any other source nor for payment of interest on the loan borrowed from such other source,
- III. For extending loans to promoters, their associates
- IV. For making any inter corporate deposits or any speculative purpose,
- V. Personal benefit of promoters or their association.

- (b) The Company agrees that the NIT DURGAPUR shall have right to review or cancel the un-disbursed portion of the Seed Capital Loan subject to the performance of the Company. Further, if, as a result of such review, the NIT DURGAPUR determines that the Incubatee has not progressed or is unlikely to progress in its performance, the NIT DURGAPUR shall have a right to revise the terms of sanction and stipulate such additional condition as the NIT DURGAPUR in its absolute discretion deem fit and require the Company to take such measures as may be stipulated by the NIT DURGAPUR.

- (c) The Company agrees that non compliance of the above terms and conditions may invite a legal action from the NIT DURGAPUR and may force the Company to exit from the incubation centre.



ARTICLE – 6: REMEDIES AVAILABLE TO NIT DURGAPUR

If one or more of the events specified in this article (here in after called “events of default”) shall have happened then the NIT DURGAPUR by a return notice to the company may declare the **entire Seed Money Loan given and all accrued interest on the loan that may be payable by the company under or on terms of this agreement and/ or any other agreements, or documents subsisting between the company and the NIT DURGAPUR as well as all other charges and dues to be due and upon such declaration the same shall become due and payable forthwith, notwithstanding anything to the contrary in this agreement or any other agreement (s) or document (s).**

6.1: Events of default:

(a) Payment of Dues.

Default shall have occurred in repayment of principal amount and interest thereon and on payment of any other amount due and payable to NIT DURGAPUR in terms of this agreement and /or in terms of any other agreement (s) or document (s) that may be subsisting or that may be executed between the Company and the NIT DURGAPUR here after.

(b) Performance of Covenants.

Default shall have occurred in performance of any other covenants, conditions and agreements on the part of the company under this agreement or any other agreement (s) between the company and NIT DURGAPUR in respect of this loan and for any other loan and such default shall have continued over the period of 30 days after notice there of shall have been given to the company by NIT DURGAPUR.

(c) Supply of Misleading Information.

Any information given by the company prior to or during the course of incubation & interaction with the NIT DURGAPUR under this or any other agreement is found to be misleading or incorrect in any material respect.



(d) Inability to Pay Loan.

If there is reasonable apprehension that the borrower is unable to pay his dues or proceeding for taking him into insolvency has been commenced.

(e) Sale or disposal of Property.

If the company's properties on which the NIT DURGAPUR has lien is sold, disposed of, changed, encumbered or alienated.

(f) Attachment or restraint on Property.

If an attachment or restraint is levied on the property or any part thereof and/or recovery certificate proceedings are taken or commenced for recovery of any dues from the Company.

(g) Failure to furnish information/documents.

If the Company fails to furnish information/documents as required by NIT DURGAPUR under the provisions of this agreement.

6.2 Bankruptcy or Insolvency

If the Company shall become bankrupt or insolvent, the principal and all accrued interest on the loan and any other dues shall thereupon become due and payable forthwith and may be recovered by possessing and disposing off the assets of the company on which NIT DURGAPUR holds lien, anything in this Agreement to the contrary notwithstanding.

6.3 Notice to NIT DURGAPUR on the Happening of an Event of Default

If any event of default or any event which, after the notice or lapse of time or both would constitute an event of default shall have happened, the Company shall forthwith give NIT DURGAPUR notice thereof in writing specifying such event of default, or such event.

6.4 Expenses of Preservation of Assets of the Company and of Collection:

All costs incurred by NIT DURGAPUR after an event of default having occurred in connection with:



- (i) Preservation of the Company's assets (whether now or hereafter existing);
- (ii) Collection of amounts due under this Agreement
- (iii) Legal or any other expenses incurred in recovering the amount outstanding and interest thereon, or
- (iv) Expenses of any kind incurred in this context shall be recovered from the Company or its promoters and reimbursed to NIT DURGAPUR.

6.5 Issue of certificates

NIT DURGAPUR may issue any certificate as regards payment of any amounts paid by the Company to NIT DURGAPUR in terms of this Agreement only if the Company has paid all amounts due under the Agreement to NIT DURGAPUR and the Company has complied with all the terms of this Agreement.

6.6 Communication with third party

In the event of default NIT DURGAPUR shall be entitled to communicate, in any manner it may deem fit, to or with any person or persons with a view to receiving assistance of such person or persons in recovering the defaulted amounts. Also, representatives of the NIT DURGAPUR shall be entitled to visit the property and/or any place of work of the Company.

ARTICLE - 7: WAIVER

7.1 Waiver not to impair the Rights of NIT DURGAPUR

No delay in exercising or omission to exercise, any right, power or remedy accruing to NIT DURGAPUR upon any default under this Agreement or any other Agreement or document shall impair any such right, power or remedy or shall be construed to be a waiver thereof or any acquiescence in such default; nor shall the action or inaction of NIT DURGAPUR in respect of any default or any acquiescence by it in any default, affect or impair any right, power or remedy of NIT DURGAPUR in respect of any other default.

ARTICLE – 8: MISCELLANEOUS

8.1 Modification/Alteration of the Agreement

The terms of this agreement can be modified/ altered in writing under signatures of respective representatives from the NIT DURGAPUR and the Company.



8.2 Resolution of Disputes and Differences

In case of dispute or differences arising in connection with this Agreement, the parties hereto shall refer the subject matter of contention for a compulsory arbitration before the arbitrator appointed by the Director, NIT DURGAPUR whose decision shall be final and binding on both the parties. The arbitrator shall issue notice to either parties listing the matters of disputes and invite relevant evidences and submissions and give his decision based on the written submissions of the parties. The place of the arbitration shall be Durgapur and principle of equity, faith and good conscience shall apply.

8.3 Applicable Law :

This agreement shall be governed by the laws of India.

8.4 Schedules and Exhibits:

The following documents are Schedules and Exhibits to this Agreement and incorporated by reference:

Schedule – 1: The disbursement schedule as mutually agreed by the parties.

**Schedule - 2: Repayment Schedule & Project Management Committee guidelines containing payment option company's letter dated _____ exercising the option-
.....**

Schedule - 3: Loan Application of the Company

Schedule – 4: Board resolution of _____.



Exhibit -A: Agreement Deed dated _____ between the Company and the NIT DURGAPUR.

In witness whereof parties hereto have signed this agreement on the date and year mentioned hereinbefore.

For & on behalf of DURGAPUR

For & on behalf of NIT

Signature

Signature

Name:

Name

Designation: MANAGING DIRECTOR

Designation

Seal

Seal

Witness (Name & Address Address)

Witness (Name &

1.
.....

1.

2.
.....

2.

Date

Date



Schedule – 1

Disbursement Plan

1. The _____ will be given a total seed fund of Rs. 50 lakhs subject to following:
 - a. The disbursements will be made for the monthly expenses of the company as given below.
 - b. A total loan of Rs. _____ will be disbursed to the company for the expenses up to.....
 - c. Disbursement of loan for expenses in the month of 20... and onwards will be subject to the extension of incubation period of the company, which is ending in the month on of 20...
2. In no case the loan disbursement will be made for the expenses beyond incubation period.



Schedule – 2

Repayment of Loan and Interest

1. The Loan Amount as calculated on the **option** ____ chosen by _____ plus interest for the moratorium period of 18 months (calculated on a simple interest as given in the Options) would be paid back with such simple interest annually calculated at monthly rests, for the tenure of the loan. The loan amount along with interest will be repaid in 36 EMIs (Equated Monthly Installments).
2. The repayment will start:
 - a. After 18 months from the date of first disbursement of loan or
 - b. As soon as the company makes operating profits and is in a position to service the loan, whichever is earlier.
3. Any default of EMI would be subject to a further **penal interest** @ ____ % per annum for the period of default of payment of EMI.
4. The payment criteria for interest and principle as per the Option-..... chosen by the _____ vide letter dated, which is detailed in Terms of financial support placed as Annexure- I.

Annexure – I

Terms of financial support

Following are the options in view of the rate of interest, loan and equity components, repayment criteria etc.:

1. Option – I:

Full amount would be paid back with an interest, which will be Prime Lending Rate (PLR) of State Bank of India (on the date of sanction) less 4% and remains fixed for the tenure of the loan. The loan amount along with interest will repaid in 36 EMIs (Equal Monthly Installments) and the repayment will start after 18 months from the date of first disbursement of loan.

2. Option – II:

- a. 50% of the total seed fund sanctioned will be interest free loan, repayment of which would start after 18 months from the date of first disbursement of loan. The component will be repaid in 36 EMIs.
- b. 50% of the total seed fund sanctioned would be convertible into equity (@ 4% equity against loan up to Rs. 5 lakhs) at par.

3. Option – III

- a. 75% of the total seed fund sanctioned will be a loan and will repaid back with an interest of PLR less 6%. The loan amount along with interests will be repaid in 36 EMIs (Equal Monthly Installments) and the repayment will start after 18 months from the date of first disbursement of loan.
- b. 25% of the seed fund sanctioned would be convertible into equity (@2% equity against loan up to Rs. 5 lakhs) at par.

The company would have option to choose any one of the options are stated above and communicate to IIICR in writing. Once the option is chosen and communicated by the company, in no case it can be changed. In case of default payment, the entire loan amount will be converted into equity of 25% at par.

In addition to the nominee director from IIT Durgapur against the incubation equity, there shall be one more nominee director from NIT DURGAPUR for the equity against seed fund disbursed.



Terms of Repayment

Place: _____ Date : _____ (Day) (Month)
(Year) of loan agreement

Rate of Interest (Tick, whichever is applicable)

1. SBI PLR as on the date of Sanction less 4% (Option I)
2. Nil Rate of Interest (Option II)
3. SBI PLR as on the date of Sanction less 6% (Option III)

Name of the Borrowers

Address of the Borrowers

Amount of Loan



Rs. _____ (Rupees
_____ only)

Interest

- SBI PLR : _____ % p.a. (as on the date of Sanction).(PLR notice attached)
- SBI PLR less _____ % p.a. = _____ % p.a.
- Pre-EMI Interest _____ % p.a.
- Penal Interest on delayed payment _____ % per .annum.
- Cheque Dishonour Charges/ missed payment charges Rs. 300/- or charges actually deducted by the bank to IIT Durgapur whichever is more. Repeated Cheque dishonor will attract strict legal action

EMI is calculated on the basis of monthly rests.

Ammortisation

- Terms of repayment _____ months
- Moratorium Period _____ months from the date of disbursement of 1st Installment.
- EMI Rs. _____ /- *
- Number of EMI's _____
- Date of Commencement of EMI _____
- Due date of payment of first EMI _____

*will be applicable when the full disbursement is availed by the Incubate Company or the disbursement is reduced subject to the expiry of the Incubation tenure.

Loan Procedure/ Process

The Incubate Company (Private Limited Company) will open a Current Bank account in the name of the Incubate Company. The bank account will be operable by the Authorized Signatory of the Incubate Company along with the Coordinator, IIICR as a joint signatory of the said Bank account, for the purpose of the operation of the Seed Capital Account.

NATIONAL INSTITUTE OF TECHNOLOGY,

Durgapur-713209





INCUBATION APPLICATION FORM

1. Name of the Applicant:
2. Address of registered office:
3. Authorized capital:
4. Share/Equity distribution:
5. Name of Directors and Promoters:
6. Name of Faculty Mentor:
7. BUSINESS/ IDEA DETAILS:

(Brief in 100 Words, Attach separate sheet for details)

8. Title of your Business/Technology proposal for Incubation:
9. Brief Description of the Product/Services/Technology business you plan to incubate in NIT Durgapur (Brief in 100 Words, Attach separate sheet for details if any)
10. Brief description of the R&D efforts and other technological inputs you hope to resource from NIT Durgapur (Please also indicate names of Faculty member(s), dept./centers of the Institute you plan to associate and equipments facilities to be used)
11. Have you interacted with the concerned Faculty and has he/she/they consented to collaborate with you?
12. Why do you want to locate in the IIIC NIT Durgapur?



13. Infrastructure requirement for space, workstations or PCs:
14. List any special requirements for usage of NIT Durgapur laboratory facilities:
15. Specify requirement of Mentoring and other professional services/ support:
16. Indicate how your business might benefit from access to NIT Durgapur's human and physical resources?

17. Have you prepared a Business Plan? If yes, please submit a copy.
(Brief in 100 Words, Attach separate sheet for details)

18. Please indicate your sources of funds
19. Profile of your Company
(Type of business, details as date of registration etc. ,membership of stock exchange if any, key personnel/associates, specific achievements etc.)
20. Profile of Directors and Promoters: (Attach brief resume)
21. Please give names and address of up to 3 referees who are acquainted with your career profession/ achievement.
22. Any other detail which would help in evaluating your proposal
23. Declaration:



We hereby declare that we have read and understood the terms & conditions of the Incubation Agreement of National Institute of Technology Durgapur (NIT Durgapur) including provisions relating to transfer equity and seed-capital guidelines, provided to me by the IIIC NIT Durgapur office, and agree to sign the same once our company is approved for the incubation at NIT Durgapur. We shall follow the rules and regulations of IIIC and NIT Durgapur. The declaration and facts in the application are true and best to our knowledge and nothing material has been concealed.

Applicant/Director

Applicant/ Director

Signature

Signature

Name:

Name:

Company Common Seal

Attachment

- Certificate of incorporation
- MoA of applicant company;
- Business plan
- Resume of Promoters

To,
The Director,
National Institute of Technology
Durgapur-713209

Date:-

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

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A: APPLICANT DETAILS	
1.	Name of the Faculty Member
2.	Department :- Employee Number:-
3.	(a) Email Id:- Mobile No:- Extension No:-
4.	Date of Joining NIT Durgapur, as Faculty Member
5.	Qualification
6.	IPR filed or NO Please list any Know how that you propose to use for this business, but has not been secured by any IP prospect.(Attach as Anex-C)
7.	Academic information: a. Attach brief CV b. Research summary c. Most significant papers published relevant to the proposed commercial activity (no more than five)
B:-DETAILS OF THE VENTURE TO BE ESTABLISHED	
1.	Name/Proposed Name of the Company:
2.	Type of the Company: - Profit Making or Non Profit Making Company: - Company, whether existing Or To be Incorporated: - Proposed date of Incorporation (If already Existing, then mention the actual date of Incorporation):- Proposed date of Involvement with the Company, in case of existing Company: -
3.	Proposed Members /Shareholders of the Company with % holding
4.	Whether Physical Incubation shall be required Yes/No:-
5.	Promoters and Directors of the proposed company: (a) Names and details of all the Promoters of the Company

	<p>(b) Promoter's Financial Contribution</p> <p>(c) Details (as it appears on RoC documents) of all the members of the Board of Directors of the Company;</p> <ol style="list-style-type: none"> 1. Full Name of Director 2. DIN No. 3. Contact no 4. E mail id 5. Nationality 6. Interest in other Companies <p>(d) Any Foreign Investment? If Yes (Please provide details)</p>	<p>Name of the Company</p> <p>Designation Director/MD /COO/CFO</p>
7.	Proposed role of the Faculty member in the Company (Whether as Shareholder /Member/Promoter/ Director/Key Executive Capacity etc.)	
8	Please state the number of hours, likely to be dedicated by the Faculty member, in the Enterprise in a week.	
9.	Details of the sanctions/Permits/Licenses/ Approvals required from the Government Authorities, if any and the status of the same.	
10.	Have you consented to the consideration to be paid to NIT Durgapur with reference to Faculty Entrepreneurship (if sanctioned)	
11.	Please accept, attest and attach	The undertaking in regards to Probable Conflict of Interest that may arise during the continuance of the Entrepreneurship
12.	Please attach MoA/AoA/Udyog Aadhar Registration if any It should be noted that grant of permission to incorporate a company is conditional and subject to but not limited to, submission of certified copies of MoA, AoA, Udyog Aadhar Registration and certificate of incorporation of the company duly signed and obtained from Registrar of Companies. Such documents should be submitted to NIT Durgapur within SEVEN days from the date of incorporation of the	<p>(i) the drafted memorandum of association & Articles of Association, Bye-Laws of the Enterprise</p> <p>(ii) the Projected revenues for the next three years</p> <p>(iii) Last 3 year's Audited Balance sheet (in case of existing Enterprise)</p>



	company.	
13.	Have you been associated with any organization, which was associated with NIT Durgapur previously? If Yes, are there any pending dues associated with the organization towards NIT Durgapur?	
14.	Have you ever been part of any other Company as Promoter/Member/Director/? If Yes, have you ever possessed any DIN (Director Identification Number)?	
15.	Any other relevant information, if any	

(Name of the Faculty member)	Signature (with date):
Recommended & Forwarded by: (Name of the HOD)	(Signature of Head of Department)
Recommended & Forwarded by: (Name of Chairman, IIIC NIT Durgapur)	(Signature of Chairman, IIIC NIT Durgapur)
Recommended & Forwarded by: (Name of Dean, R&C)	(Signature of Dean, R&C)
Recommended & Forwarded by: (Name of Dean, Faculty Affairs)	(Signature of Dean, Faculty Affairs)
Approved by Director NIT Durgapur:-	



Annexure -A

**IPR Licensing/Assignment request Form
NIT DURGAPUR**

1.	Name of the Faculty Member	
2.	Department :-	P.F. Number:-
3.	(a) Email Id:-	Mobile No:- Extension No:-
4.	Details of the IPRs filed in the name of the Faculty member as Inventor, where NIT Durgapur is an applicant	(a) Title of the IPR: (b) Application No:
5.	Where NIT Durgapur is an Applicant	
6.	Where NIT Durgapur is not an Applicant	
7.	Is the Faculty member willing to obtain license for any of the Existing IPR's from NIT DURGAPUR, for his prospective Company? If Yes, please mention the type of Licensing	(a) Exclusive (b) Non-Exclusive (c) Assignment of Rights (Fill Annexure - B)



Annexure-B

Relinquishment of IPR's at NIT Durgapur

Date:

I/We..... being true inventors of Patent application titledhaving IPA No-..... Dated, Solemnly relinquish all claims on the above invention on all or any part of the revenue entitled after the technology commercialization, as elaborated in Clause VI of the IP policy of NIT Durgapur.

We also hereby withdraw all our claims as Inventor over the said invention and do not have any objection over transfer of technology or assignment of rights to any third party by NIT Durgapur.

(Signature of Authorized Signatory)



Annexure- C

List of Knowhow, not secured by any IP prospect

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Annexure-D

CONSIDERATION FOR FACULTY ENTREPRENEURSHIP

1. As a consideration for allowing the Faculty member to engage in Entrepreneurship, the Enterprise shall agree to pay to NIT Durgapur, through one of the methods (or combination of methods) mentioned below at the time of signing the **FACULTY ENTREPRENEURSHIP AGREEMENT**:

10% Non-Dilutable Equity, as upfront consideration to NIT Durgapur **OR** a negotiated share of the revenue of the Company **OR** a combination of non-Dilutable Equity, as upfront consideration **AND** a negotiated share of the revenue of the Company.

Clarification to the word “Non-Dilutable”

For any period of time in which the Institute owns and/or holds the abovementioned Equity Shares, the Company shall, in the event any of the Promoters of the Company increase or raise their individual shareholding in the Company, whether by issue and/or transfer of any new Equity Shares or otherwise (“Proposed Increase”), grant a right of non-dilution to the Institute; ensuring no dilution to the Equity Shares owned/held by NIT DURGAPUR, whereby the Company shall provide to NIT DURGAPUR a right to subscribe up-to such number of Equity Shares, calculated on a pro-rate basis, so as to correspondingly increase the amount of Equity Shares held by NIT DURGAPUR so that the NIT DURGAPUR’s proportionate ownership in the Company, on happening of the Proposed Increase, is not decreased.

2. Facilitation Charges-

- a. For Research Grant – If the Company applies for a research grant, overhead (10% of the total budget) must be budgeted separately in the grant application. This condition may be relaxed at the sole discretion of Director, NIT DURGAPUR.
- b. For Consultancy Project or Contractual Service delivery – As a policy, no Company may be incorporated by a faculty member whose only purpose is to provide consultancy service. However, if on occasion a Faculty member incorporated company provides consultancy service then in addition to the considerations stated above, the Company shall pay additional consideration of the amount equivalent to 25% (twenty five) of any consultancy project or contractual service delivery project received by the Company, as part of the assumed alternative to the overheads that could have been earned by the Institute had the project come to the institute due to the efforts of the faculty member.

3. Additional consideration, required for any specific Infrastructural services, requested by the Faculty member to be decided on case to case basis mutually.



Annexure-E

Undertaking for Faculty Entrepreneurship

- ✓ I undertake to inform the Institute before starting any Company or associating with any enterprise directly or indirectly.
- ✓ I undertake that I will take prior permission from the Institute before starting any Company or associating with any enterprise, and will abide by the consideration decided by NIT Durgapur in the form of quantum of equity/fund, as approved by the Institute, on case to case basis.
- ✓ I undertake that I will not influence a departmental decision for acquisition of laboratory and/or equipment which could benefit the Company and/or any associated enterprise.
- ✓ I undertake that I will not circumvent the prevailing policies for making use of NIT DURGAPUR various facilities for the benefit of the Company and/or any associated enterprise.
- ✓ I undertake that I will not take undue advantage of suppliers and service providers of NIT DURGAPUR for the Company and/or any associated enterprise.
- ✓ I undertake that I will not procure consultancy assignments or other business in the name of NIT Durgapur and will not subsequently outsource the same to the Company and/or any associated enterprise.
- ✓ I undertake that I will not use students or employees of NIT Durgapur to perform a work for the Company without any compensation and/or approval from the competent authority, when the work is not related in any way to their academic pursuits.
- ✓ I undertake that I will not get involved in a decision making process affecting other incubatee companies leading to situation of conflict of interest.
- ✓ I undertake that I will submit to the institute modified versions of Articles of Association and Memorandum of Association of the Company, every time such documents are modified and will furnish any information about the Company and/or any associated enterprise as and when required by the Institute.
- ✓ I undertake that I will comply with different provisions & government rules & regulations and IIT Durgapur will not be responsible.
- ✓ I undertake that I will maintain the Faculty Entrepreneurship policy's contractual obligations with NIT Durgapur perpetually.

Signature of Applicant:

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Date:

Annexure-F

- (i) The drafted memorandum of association & Articles of Association, By Laws of the Enterprise if any and
- (ii) The Projected revenues for the next three years
- (iii) Last 3 year's Audited Balance sheet (in case of existing Enterprise)



Acknowledgement:

This document have been made on the lines of the document of SIDBI Innovation & Incubation Centre (SIIC) at Indian Institute of Technology, Kanpur, the developer of this document is acknowledging the work of SIIC, IIT Kanpur.