

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

AGENDA NOTES

FOR

51st Meeting of Board of Governors to be held on 15th October, 2018 at 11:30 A.M. in the IIT Kharagpur Kolkata Campus HC Block, Sector – III Salt Lake City Kolkata – 700106.

Sl.	Item	Page No.
51.01	To confirm the Minutes of the 50 th Meeting of Board of Governors held on 2 nd July, 2018.	01
51.02	To note action taken on the Minutes of the 50 th Meeting of Board of Governors held on 2 nd July, 2018.	01-02
51.03	To consider the recommendation of the 46 th Finance Committee meeting scheduled to be held on 15 th October, 2018.	03
51.04	To consider the recommendation of the duly constituted selection committee for appointment to the post of Faculty Members in Academic Departments at NIT Durgapur.	03
51.05	To consider the Regulation of TA/DA (Hotel Charges) during foreign travel to all the faculty members, officers & staff members of National Institute of Technology Durgapur.	03
51.06	To consider additional increments to Prof. B. Maji, Professor, Department of ECE, NIT Durgapur.	04
51.07	Director's report on the initiatives undertaken since the last Board of Governors Meeting.	04
51.08	To consider the proposal of Hemchandra Sheelabati Memorial Educational Trust, Durgapur, Dist. Paschim Bardhaman, West Bengal for nomination or inclusion of the Director, National Institute of Technology Durgapur - the eminent educationist as an Ex-Officio Trustee of the above mentioned Trust.	04
51.09	To consider the Audit Query raised by office of the Director General of Audit (Central), Kolkata on loss of revenue due irregular waiver of Tuition fees amounting of Rs. 6.39 crore in respect of accounts of NIT Durgapur.	05
51.10	To consider the list of Court Cases of NIT Durgapur.	05
51.11	To consider the Plan & Progress of TEQIP III.	05
51.12	Any other item with the permission of the chair.	05

Item#51.01: To confirm the Minutes of the 50th Meeting of Board of Governors held on 2nd July, 2018.

The 50th Meeting of the Board of Governors of NIT, Durgapur was held on 02nd July, 2018 at IIT Kharagpur Kolkata Campus HC Block, Sector – III Salt Lake City Kolkata – 700106.

The Minutes of the said meeting was circulated amongst the Board members for comments.

Minutes of the meeting, incorporating the comments received from the representative of Additional Secretary (TE), MHRD is placed before the Board of Governors for consideration and confirmation.

**Annexure – I
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Item#51.02: To note action taken on the Minutes of the 50th Meeting of Board of Governors held on 02nd July, 2018.

Item No.	Subject	Action taken
50.01	To confirm the Minutes of the 49 th Meeting of Board of Governors held on 09 th March, 2018.	Confirmed.
50.02	To note action taken on the Minutes of the 49 th Meeting of Board of Governors held on 09 th March, 2018.	Noted.
50.03	To consider the recommendation of the 45 th Finance Committee meeting scheduled on 02 nd July 2018.	Minutes of 45 th FC meeting is attached as annexure for confirmation and approval. Annexure – II (Page –19)
50.04	To consider the appointment to the post of Registrar at NIT Durgapur.	Offer letter issued to the selected incumbent and the incumbent has accepted the offer of appointment with terms and condition mentioned thereto.
50.05	To consider the appointment of Professor Emeritus.	Under Process
50.06	To consider the names of External Senate Members.	Approved Office Order issued
50.07	To consider the report of the Internal Enquiry Committee Constituted to enquire about the CVC Complaint against Prof. Swapan Bhattacharya, Ex-Director, NIT Durgapur.	As directed by 50 th BoG, the 1 st show cause letter has already been served to the persons indicted in the report (except the retired persons) responsible for the procedural lapses.

50.08	Director's report on the initiatives undertaken since the last Board of Governors Meeting.	Noted.
50.09	To ratify the extension of tenure of the Assistant Professor (on contract) who have joined the Institute in the year 2014.	Action Completed Office Order issued
50.10	To ratify the MoU with the MHRD already approved by circulation.	Ratified.
50.11	To consider mandatory implementation of Expenditure Advance Transfer (EAT) module of PFMS by NIT Durgapur w.e.f. 1 st July, 2018.	Implemented
50.12	To consider the relevant items approved in the 49 th Senate meeting held on March 23, 2018.	Approved. Office Order issued
50.13	To consider the relevant items recommended / approved in the 50 th Senate meeting held on May 18, 2018.	Approved. Office Order issued
50.14	To consider alteration of name of Karmachri Samity, Regional Engineering College to Karmachari Samity, National Institute of Technology Durgapur.	Approved. Office Order issued
50.15	To consider the Plan & Progress of TEQIP III.	Approved.
50.16	Any other item with the permission of the chair. (A) To seek direction from the MHRD on various court cases faced by the Institute. (B) To consider the appointment of temporary faculty. (C) To adopt the revision of pension/family pension of the pension holders of NIT Durgapur following the revision of the pension of the central government employees on the recommendation of the 7 CPC in accordance with the communication received from the MHRD vide F. No15-7/2017-TC dated 14.06.2018.	Noted. The matter is being taken up by the Institute as Director is empowered to take decision in this regard as per guidelines of the MHRD Adopted

Item#51.03: To consider the recommendation of the 46th Finance Committee meeting scheduled to be held on 15th October, 2018.

The Minutes of the 46th Finance Committee meeting scheduled to be held on 15th October, 2018 will be placed on the table for consideration of the Board of Governors.

Item#51.04: To consider the recommendation of the duly constituted selection committee for appointment to the post of Faculty Members in Academic Departments at NIT Durgapur.

For recruitment of faculty members in different cadres in all academic departments of the Institute, in vacant positions advertisement was floated in large circulated newspapers like "Times of India" (on 04.10.2017), "Ananda Bazar" (on 08.10.2017) and "Employment News" (28.10.2017-03.11.2017). Further, the advertisement (No. NITD/Estt./02/09/2017, dated 25.09.2017) was also displayed at the Institute's website. The applications that were received within the closing date (06.11.2017) were scrutinized meticulously by the respective departments and ACoFAR as per norms laid down in Schedule 'E', of "The Gazette of India: Extraordinary", July 24, 2017, and the list of shortlisted candidates was uploaded on the website. Interview call letter was emailed to the shortlisted candidates in due time. The selection committees were duly constituted following clause 12 of "The Gazette of India: Extraordinary, Part II –Sec. 3(i)." The interview for different departments were held from 18.06.2018 to 27.09.2018, depending on the availability of Visitor's Nominee, Experts and SC/ST Observer for the respective departments. The lists of selected candidates in different cadres, viz. Assistant Professor (AGP Rs.6000, AGP Rs.7000 and AGP Rs.8000), Associate Professor (AGP Rs.9500) and Professor (AGP Rs.10500) in different departments are being placed to the BOG for kind perusal and necessary approval for issuance of appointment letter."

The matter is placed before the Board of Governors for consideration/deliberation.

Item#51.05: To consider the Regulation of TA/DA (Hotel Charges) during foreign travel to all the faculty members, officers & staff members of National Institute of Technology Durgapur.

In accordance with order No.Q/FD/695/3/2000 dated 21st September, 2010 issued by Ministry of External Affairs, Government of India and with reference to the officer order No.NITR/RG/2010/M/139 dated 17.08.2010 issued by National Institute of Technology Rourkela, it is proposed that the maximum amount of reimbursement of hotel expense to all the faculty member, officers & staff members of National Institute of Technology Durgapur during the foreign travel may be paid @ 125 US Dollars per day and the Director may be empowered to accord sanction for higher amount.

Placed before the Board of Governors for consideration.

**Annexure – III
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Item#51.06: To consider additional increments to Prof. B. Maji, Professor, Department of ECE, NIT Durgapur.

The Committee, constituted vide office order no. NITD/60 dated 14/02/2018, to consider additional increments to Prof. B. Maji, Professor, Department of ECE has gone through the following documents:

- i) The unsettled Audit Query no. 36 dated 30-September 2012 regarding the accounts of the Office of the Director, National Institute of Technology (NIT) Durgapur for the period from 01/04/2011 to 31/03/2012, on Service Book observation of Dr. Banshibadan Maji. **(Copy attached as annexure).**
- ii) Point no. 4 of the office order no. DEC/1P-20 dated 28 December, 1989 regarding pay fixation of the faculty members of the then R.E. College Durgapur issued by Prof. S.N. Lall, the then period.

The Committee recommended that Prof. B. Maji may be allowed two additional increments for his M.Tech degree with effect from his date of joining in the then R.E. College Durgapur i.e. 08/08/1987 subject to approval of the Board of Governors.

Submitted for consideration.

**Annexure – IV
(Page – 36)**

Item#51.07: Director's report on the initiatives undertaken since the last Board of Governors Meeting.

To be placed on the table.

Item#51.08: To consider the proposal of Hemchandra Sheelabati Memorial Educational Trust, Durgapur, Dist. Paschim Bardhaman, West Bengal for nomination or inclusion of the Director, National Institute of Technology Durgapur - the eminent educationist as an Ex-Officio Trustee of the above mentioned Trust.

A proposal received from Secretary, Hemchandra Sheelabati Memorial Educational Trust Durgapur for nomination or inclusion of the Director, National Institute of Technology Durgapur - the eminent educationist as an Ex-Officio Trustee of the Hemchandra Sheelabati Memorial Educational Trust. Said proposal is attached as annexure.

Placed before the Board of Governors for decision.

**Annexure – V
(Page – 38)**

Item#51.09: To consider the Audit Query raised by office of the Director General of Audit (Central), Kolkata on loss of revenue due irregular waiver of Tuition fees amounting Rs. 6.39 crore in respect of accounts of NIT Durgapur.

Relevant documents are placed before the Board of Governors for perusal and consideration please.

**Annexure – VI
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Item#51.10: To consider the list of Court Cases of NIT Durgapur.

The list of court cases is attached as annexure.

**Annexure – VII
(Page – 57)**

Item#51.11: To consider the Plan & Progress of TEQIP III.

Performance audit of NIT Durgapur, Mentee Institute, Dumka Engg. College, Dumka, Jharkhand and NIT Nagaland was completed done and the performance report is yet to be received. The procurement, twinning activities and other academic activities of the Institutes like students' learning, faculty & staff development, R & D, Reforms, I-I-I, Mentoring etc. are in progress.

Total expenditures for academic activities and operating cost till today are Rs.32.76 lakhs in 2018-19.

Activities under COE could not be started in absence of clear guidelines from NPIU.

Item#51.12: Any other item with the permission of the chair.

**Shri U.C. Mukherjee
Registrar (I/C) &
Secretary, Board of Governors
National Institute of Technology
Durgapur – 713209**

ANNEXURE - I

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

Minutes of the 50th Meeting of Board of Governors to be held on 02nd July, 2018 at 11:30 A.M. in the IIT Kharagpur Kolkata Campus HC Block, Sector - III Salt Lake City Kolkata - 700106.

The following members attended the Meeting:

- 1. Prof. Anupam Basu,** **Chairperson**
Director,
National Institute of Technology Durgapur

- 2. Shri Anil Kumar** (Representing JS & FA, MHRD) **Member(on Skype)**
Director, Finance, IFD
Dept. of Higher Education,
MHRD, Govt. of India
Shastri Bhavan, New Delhi

- 3. Shri K. Rajan** (Representing AS, TE, MHRD) **Member (on Skype)**
Under Secretary,
Dept. of Higher Education,
MHRD, Govt. of India
Shastri Bhavan, New Delhi

- 4. Prof. Partha Pratim Chakrabarti,** **Member (On VC/Skype)**
Director,
Indian Institute of Technology, Kharagpur,
Kharagpur, West Bengal

- 5. Dr. Mitali Mukerji,** **Member**
Senior Principal Scientist
CSIR, IGIB,
South Campus, Mathura Road,
Opp: Sukhdev Vihar Bus Depot
New Delhi.

- 6. Prof. Parthapratim Gupta,** **Member**
Professor,
Department of Chemical Engineering,
NIT Durgapur. **(Senate Nominee)**

7. Dr. Suchismita Roy,

Associate Professor,
Department of Computer Science and Engineering
NIT Durgapur.

Member
(Senate Nominee)

8. Shri U.C. Mukherjee,

Registrar (I/C),
National Institute of Technology, Durgapur.

Secretary

Dr. Jyotsna Dhawan, Chief Scientist, CCMB, Hyderabad, Shri Sanjay Jhunjhunwala, CEO, Mani Group, Kolkata and Dr. D.K. Majumdar, Former Professor, (DIPSAR) University of Delhi, could not attend the meeting and were granted leave of absence by the Chairperson, Board of Governors.

The Chairperson, Board of Governors welcomed all members of the Board to the 50th meeting of the Board of Governors.

Item#50.01: To confirm the Minutes of the 49th Meeting of Board of Governors held on 09th March, 2018.

The minutes of the 49th Board of Governors meeting held on 09th March, 2018 with the comments on the minutes received from Under Secretary, Finance, MHRD, were incorporated and the same has been confirmed.

Comments received from the representative of Additional Secretary (TE), MHRD

The minutes may be confirmed after taking into account the comments of Members.

Item#50.02: To note action taken on the Minutes of the 49th Meeting of Board of Governors held on 09th March, 2018.

The Board of Governors discussed and noted the actions taken on the 49th Meeting of the BoG.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted. However the Institute should strictly follow the Act/Statutory provisions/ GFR and CVC guidelines as well as instructions of MHRD/GOI while taking action on the minutes.

Item#50.03: To consider the recommendation of the 45th Finance Committee meeting scheduled on 02nd July, 2018.

The recommendation of the 45th Finance Committee as was placed by the Director was approved by the BoG.

Comments received from the representative of Additional Secretary (TE), MHRD

The recommendations/minutes of 45th F.C. shall be confirmed and approved in the next BOG after taking into account the comments of all members.

Item #50.04: To consider the appointment to the post of Registrar at NIT Durgapur.

The Board of Governors approved the recommendation of the selection Committee for the appointment to the post of Registrar, which was placed on the table. The details of the Selection Process for the post of Registrar is given in the **Annexure – I**.

Comments received from the representative of Additional Secretary (TE), MHRD

It was informed to the BOG that the composition of selection committee for recruitment of Registrar was as per the provisions of Act and Statutes of NITs and guidelines/instructions/Recruitment Rules issued by the Ministry were scrupulously followed.

Noted and Agreed

Item#50.05: To consider the appointment of Professor Emeritus.

The Board of Governors approved the recommendation of the Selection Committee for the appointment of Prof. Susanta Sen for ECE Department and Prof. Bhabani P. Sinha for CSE Department respectively; to the post of Professor Emeritus. The Director can decide on the compensation as per norm.

Comments received from the representative of Additional Secretary (TE), MHRD

The Institute should strictly follow the guidelines issued by MHRD in this regard.

Item#50.06: To consider the names of External Senate Members.

The Board approved the names of the External Senate Members with a suggestion, that one/two more external Senate members from the nearby industries may be included in the list as invitee.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.07: To consider the report of the Internal Enquiry Committee Constituted to enquire about the CVC Complaint against Prof. Swapan Bhattacharya, Ex-Director, NIT Durgapur.

Based on the prima facie findings on the report of the Internal Enquiry Committee constituted, the Board opined that the first show cause notice be served to the persons indicated in the report (except the retired persons) responsible for the procedural lapses. The reply to the show cause should be placed in the next BoG meeting. Meanwhile the reply to the letter from MHRD may be communicated separately.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.08: Director's report on the initiatives undertaken since the last Board of Governors Meeting.

The Director presented the report of achievements. Since the last Board meeting, i.e. since 09th March 2018.

The report was accepted with appreciation.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.09: To ratify the extension of tenure of the Assistant Professor (on contract) who have joined the Institute in the year 2014.

The Board extended the tenure of the Assistant Professor (On Contract) for six months more.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.10: To ratify the MoU with the MHRD already approved by circulation.

The Board ratified the MoU signed by the Institute with MHRD; which was already approved by circulation through email.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.11: To consider mandatory implementation of Expenditure Advance Transfer (EAT) module of PFMS by NIT Durgapur w.e.f. 1st July, 2018.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

The Institute is requested to put in mechanisms for implementation of EAT module immediately.

Item# 50.12: To consider the relevant items approved in the 49th Senate meeting held on March 23, 2018.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.13: To consider the relevant items recommended / approved in the 50th Senate meeting held on May 18, 2018.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.14: To consider alteration of name of Karmachri Samity, Regional Engineering College to Karmachari Samity, National Institute of Technology Durgapur.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.15: To consider the Plan & Progress of TEQIP III.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

Item#50.16: Any other item with the permission of the chair

(A) To seek direction from the MHRD on various court cases faced by the Institute.

The Board appreciated the gravity of the issue and requested the MHRD to expedite the matter.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted,

(B) To consider the appointment of temporary faculty.

The Board opined that the matter need not be taken up by the Board as Director is empowered to take a decision as per the guidelines of the MHRD.

Comments received from the representative of Additional Secretary (TE), MHRD

Noted.

- (C) To adopt the revision of pension/family pension of the pension holders of NIT Durgapur following the revision of the pension of the central government employees on the recommendation of the 7CPC in accordance with the communication received from the MHRD vide F. No15-7/2017-TC dated 14.06.2018.

Approved.

Comments received from the representative of Additional Secretary (TE), MHRD

May be adopted.

Shri U.C. Mukherjee
Registrar (I/C) &
Secretary, Board of Governors
National Institute of Technology
Durgapur - 713209

The Minutes of the 50th Board of Governors meeting has been finalized after incorporating comments received from the representative of Additional Secretary (TE), MHRD.

Placed for approval of Chairman BOG.

*Mimp
07/08/18*

CHAIRMAN, BOG.

*[Signature]
09/08/18*

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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Details of the advertisement for the post of Registrar

- Name of the post : Registrar on deputation (including short term contract)
- Number of post : 01 (one)
- Pay Band & GP : PB-4, Rs.37,400-67,000/- , GP Rs.10,000/- (pre-revised)
- Advertisement No.[first] : NITD/Estt/Reg/09/2017
- Advertisement Date [first] : 14-SEP-2017
- Advertisement No. [second] : NITD/Estt/ Reg/01/ 2018
- Advertisement Date [second] : 31-JAN-2018
- Number of Applications received : 52 (Fifty Two)
- Number of the applicants found suitable in the screening : 15 (fifteen)

Short listing Committee			Short listing Date
1.	Prof. Parthapratim Gupta, Professor, Deptt. of Chemical Engg.	Convenor	04/01/2018 & 22/03/2018
2.	Prof. S. Ghosh, Professor. Deptt. of EE	Member	
3.	Prof. B. Halder, Professor. Deptt. of ME	Member	
4.	Dr. S. Roy, Associate Professor, Deptt. Of CSE	Member	
5.	Dr. B. Bandopahdyay, Registrar, IEST, Shibpur	External Member	

- Number of applicants called For Personal Interview : 15 (fifteen)
- Interview Date : 28/04/2018
- Number of applicants Who appeared in the Interview : 9 (nine)
- Composition of the Selection Committee: As per the statutes of NITs, clause No 23 (d) the Selection Committee was formed with the following members and it was approved by 49th BoG meeting vide item no. 49.07 held on 09th March, 2018.

Sl.No.	Name	Remarks
01.	Prof. Atal Chaudhuri, Vice Chancellor, Veer Surendra Sai University of Technology (BoG Nominee)	Member
02.	Prof. Chandan Mazumdar, Professor, Jadavpur University (Expert from outside the Institute)	Member
03.	Shri S. K. Upadhyay, Registrar, NIT Rourkela (MHRD Nominee)	Member
04.	Prof. Sriman Kr. Bhattacharyya, Deputy Director, IIT Kharagpur (BoG Nominee)	Member
05.	Prof. Anupam Basu, Director, NIT Durgapur	Chairman

- Date of Selection Committee meeting: 28-APR-2018

F.No.5-3/2017-TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 7th July, 2018

To

The Registrar,
National Institute of Technology, Durgapur

Subject: Comments of the representative of Additional Secretary (TE), MHRD in respect of 50th meeting of Board of Governors of National Institute of Technology, Durgapur held on 02nd July, 2018 at 11:30 am in the IIT Kharagpur Kolkata Campus HC Block, Sector - III Salt Lake City Kolkata - reg.

Sir,

I am directed to refer to your email regarding draft minutes of 50th meeting of Board of Governors of National Institute of Technology, Durgapur held on 02nd July, 2018 at 11:30 am in the IIT Kharagpur Kolkata Campus HC Block, Sector - III Salt Lake City Kolkata. The item wise comments of the minutes are enclosed. The Institute is requested to incorporate the comments in the final minutes and record in the minute book.

Yours faithfully


(K.Rajan)

Under Secretary to the Govt. of India

Copy to: Director, NIT Durgapur

F.No.5-3/2017-TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 12th July, 2018

To

The Registrar,
National Institute of Technology, Mizoram

Subject: Comments of the representative of Additional Secretary (TE), MHRD in respect of 50th meeting of Board of Governors of National Institute of Technology, Durgapur held on 02nd July, 2018 at 11:30 am in the IIT Kharagpur Kolkata Campus HC Block, Sector - III Salt Lake City Kolkata - reg.

Item No.	Agenda Points	Resolution	Comments
50.01	To confirm the minutes of the 49 th Meeting of Board of Governors held on 09 th March, 2018.	The minutes of the 49 th Board of Governors meeting held on 09 th March, 2018 with the comments on the minutes received from Under Secretary, Finance, MHRD, were incorporated and the same has been confirmed.	The minutes may be confirmed after taking into account the comments of Members.
50.02	To note action taken on the Minutes of the 49 th Governors held on 09 th March, 2018.	The Board of Governors discussed and noted the actions taken on the 49 th Meeting of the BOG.	Noted. However the Institute should strictly follow the Act/Statutory provisions/GFR and CVC guidelines as well as instructions of MHRD/GOI while taking action on the minutes.
50.03	To consider the recommendation of the 45 th finance committee meeting	The recommendation of the 45 th Finance Committee as was placed by the Director was	The recommendations / minutes of 45 th

K. Raju
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Item No.	Agenda Points	Resolution	Comments
	scheduled on 02 nd July, 2018.	approved by the BOG.	F.C. shall be confirmed and approved in the next BOG after taking into account the comments of all Members.
50.04	To consider the appointment to the post of Registrar at NIT Durgapur.	The Board of Governors approved the recommendation of the selection committee for the appointment to the post of Registrar, which was placed on the table. The details of the Selection Process for the post of Registrar is given in the Annexure - I	It was informed to the BOG that the composition of selection committee for recruitment of Registrar was as per the provisions of Act and Statutes of NITs and guidelines / instructions / Recruitment Rules issued by the Ministry were scrupulously followed. Noted and Agreed.
50.05	To consider the appointment of Professor Emeritus.	The Board of Governors approved the recommendation of the Selection Committee for the appointment of Prof. Susanta Sen for ECE Department and Prof. Bhabani P. Sinha for CSE Department respectively; to the post of Professor Emeritus. The director can decide on the compensation as per norm.	The Institute should strictly follow the guidelines issued by MHRD in this regard.
50.06	To consider the names of External senate members.	The Board approved the names of the External Senate Members with a suggestion, that one/two more external Senate members from the nearby industries may be included in the list as invitee.	Noted.
50.07	To consider the report of the	Based on the prima facie	Noted.

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K. Roy

Item No.	Agenda Points	Resolution	Comments
	Internal Enquiry committee Constituted to enquire about the CVC Complaint against Prof. Swapan Bhattacharya, Ex-Director, NIT Durgapur.	findings on the report of the Internal Enquiry Committee constituted, the Board opined that the first show cause notice be served to the persons indicated in the report (except the retired persons) responsible for the procedural lapses. The reply to the show cause should be placed in the next BOG meeting. Meanwhile the reply to the letter from MHRD may be communicated separately.	
50.08	Director's report on the initiatives undertaken since the last Board of Governors Meeting.	The Director presented the report of achievements. Since the last Board meeting, i.e. since 09 th March 2018. The report was accepted with appreciation.	Noted.
50.09	To ratify the extension of tenure of the Assistant Professor (on contract) who have joined the Institute in the year 2014.	The Board extended the tenure of the Assistant Professor (on contract) for six months more.	Noted.
50.10	To ratify the MOU with the MHRD already approved by circulation.	The Board ratified the MOU signed by the Institute with MHRD; which was already approved by circulation through email.	Noted.
50.11	To consider mandatory implementation of Expenditure Advance Transfer (EAT) module of PFMS by NIT Durgapur i.e. 1 st July, 2018.	Approved.	The Institute is requested to put in mechanisms for implementation of EAT module immediately.
50.12	To consider the relevant items approved in the 49 th Senate meeting held on March 23, 2018.	Approved.	Noted.
50.13	To consider the relevant items recommended/approved in the 50 th Senate meeting held on May 18, 2018.	Approved.	Noted.
50.14	To consider alteration of name	Approved.	Noted.

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K. Roy

Item No.	Agenda Points	Resolution	Comments
	of Karmachri Samity, Regional of Technology Durgapur.		
50.15	To consider the plan & progress of TEQIP III.	Approved.	Noted.
50.16	Any other item with the permission of the chair (A) To Seek direction from the MHRD on various court cases faced by the Institute.	(A) The Board appreciated the gravity of the issue and requested the MHRD to expedite the matter.	Noted.
	(B) To consider the appointment of temporary faculty.	(B) The Board opined that the matter need not be taken up by the Board as Director is empowered to take a decision as per the guidelines of the MHRD.	Noted.
	(C) To adopt the revision of pension/family pension of the pension holders of NIT Durgapur following the revision of the pension of the central government employees on the recommendation of the 7CPC in accordance with the communication received from the MHRD vide F.No 15-7/2017-TC dated 14.06.2018.	(C) Approved.	May be adopted.

K. Rajan

(K.Rajan)

Under Secretary to the Govt. of India

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

ANNEXURE - II

Minutes of the 45th meeting of the Finance Committee of NIT Durgapur held on 2nd July, 2018 from 10 : 30 A.M at Kolkata Guest House, I.I.T Kharagpur Kolkata Campus, HC Block, Sector – III, Salt Lake City, Kolkata- 700106.

The following members attended the Meeting:

- | | |
|---|-------------------------------------|
| 1. Prof. Anupam Basu,
Director
National Institute of Technology Durgapur | Director & Chairperson |
| 2. Shri Anil Kumar (Representing, JS & FA,MHRD)
Director Finance, IFD
Department of Higher Education, Govt. of India. New Delhi | Member
(Present on Skype) |
| 3. Shri K. Rajan, (Representing, Addl. Secretary, (TE) MHRD)
Under Secretary, Department of Higher Education,
Govt. of India. New Delhi. | Member
(Present on Skype) |
| 4. Prof. P. Gupta,
Professor, Department of Chemical Engineering,
National Institute of Technology, Durgapur | Member |
| 5. Shri U.C. Mukherjee,
Registrar-In-Charge,
Member Secretary, Finance Committee
National Institute of Technology Durgapur | Member Secretary |

The Director and Chairman, Board of Governors welcomed all members of the Finance Committee of the 45th Meeting of the Finance Committee.

Item#: 45.01: To Confirm the Minutes of the 44th Finance Committee Meeting held on 9th March, 2018.

The Minutes of the 44th Finance Committee Meeting held on 9th March, 2018 along with the comments received from Under Secretary, Finance, MHRD, New Delhi is confirmed.

Comments received from the representative of Additional Secretary (TE) MHRD:

The minutes may be confirmed after taking into consideration the comments of all members.

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Item#:45.02: To note action taken on the Minutes of the 44th Finance Committee Meeting held on 9th March, 2018.

Noted and the following items were discussed.

Item #	Subject	Action Taken
44.02 {43.02} (e)	(e) Encroachment	The Institute should send another copy of the letter No. NITD/Estt/encroachment/2018, dated 23 rd May, 2018 to MHRD seeking approval for appointment of full time Estate Officer at NIT Durgapur.
44.03	Any other item	<u>Status report of paying salary and allowance to 22 Nos. of hostel employees:</u> (i) As the matter is pending in the Hon'ble Calcutta High Court, the FC observed that status-quo should be maintained regarding Pay & Allowances of 22 nos. of Hostel Employees. (ii) As the Institute has already filed the restoration application in the Calcutta High Court; the decision of the Calcutta High Court may be intimated to MHRD from time to time. Any proposal on this may be submitted to the MHRD after the court verdict.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted

Item#: 45.03 To consider the fund position as on June 15th, 2018.

The Finance Committee was informed of the fund position as on June, 15, 2018.

Comments of the representative of Additional Secretary (TE) MHRD:

Considered and noted.

Item#: 45.04 To consider the additional requirement of Fund under OH 31 and OH 36 for the Financial Year 2018-19.

The additional requirement of Fund under OH31 and OH36 for the financial year 2018-19 was informed to the Finance Committee. The Finance Committee opined that till the additional fund is sanctioned/approved by MHRD, expenditure should not be committed from such additional fund.

Comments of the representative of Additional Secretary (TE) MHRD:

NIT Division has already initiated the process of getting additional funds.

Item#: 45.05 To consider the Delegation of Financial power to Deans, Chairman (CEC) and HoDs for expenditure on items within the approved recurring budget.

The Finance Committee recommended the delegation of financial power to Deans, Chairman (CEC) and HoDs as was proposed, within the approved recurring budget strictly as per GFR 2017 ; with one modification that the annual limit of the financial power for Chairman (SRCC)/Dean (R&C) and Chairman (CEC) will be Rs. 15.0 Lakhs per annum.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted. However, GFR provisions should be strictly followed.

Item#: 45.06 To consider the Annual Accounts for the year 2017 – 18.

The Annual Account of the Institute for the Financial Year 2017-18 was placed on the table. As the representatives of MHRD attended the Finance Committee meeting on SKYPE, it was recommended that the copy of the Annual Accounts for the year 2017-18 should be sent to MHRD with the Minutes.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted.

Item#: 45.07 To ratify the revised DPR submitted to the MHRD under HEFA.

The revised DPR on HEFA along with Cash Flow Statement and IRR submitted by the Institute to MHRD with a total outlay of Rs. 97.0 Crore, was ratified by the Finance committee. The Ministry representatives who were on Skype informed the Finance Committee that the revised proposal submitted by the Institute was under examination at MHRD.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted

Item#: 45.08 To consider items recommended in the 49th Senate meeting held on March 23rd, 2018.

Resolution on item 49.4 of 49th Senate Meeting, Item #15

The Finance Committee advised that for the enhancement in the remuneration of external examiners for PhD thesis from India and abroad, a comparative statement of remuneration paid by at least two more nearby NITs should be prepared and be placed in the next Finance Committee meeting for approval of the proposed remuneration.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted.

Resolution on item 49.4 of 49th Senate Meeting, Item #16.

The Finance Committee advised that for paying TA to the PhD Supervisors, who are from outside the Institute, the practice followed by the nearby NITs should be explored. The revised proposal may be submitted in the next Finance Committee meeting for approval.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted.

Item#: 45.08 ;Resolution on item 49.06.

The Finance Committee recommended that detailed background and the reasons for the proposal for the proposed tuition fees of Rs. 7500/- per Semester for the integrated M.Sc. programme in Chemistry may be sent to MHRD for approval.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted.

Item#: 45.09: Resolution on item 45.09.

The Finance Committee recommended the tuition fees of Rs. 20,000/- for (G) Full time Sponsored Research Scholars ; (H) Part time Sponsored Research Scholars from reputed industries, (I) Part time Research Scholars from academic/research institutions ; and under Government of India schemes like TEQIP etc. for approval.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted. However the Institute may also check up from other NITs for maintaining uniformity in this regard.

Item#: 45.10 To consider implementation of complete Enterprise Resource Planning (ERP) package at NIT Durgapur.

The Finance Committee recommended that for implementing the Enterprise Resource Planning (ERP) package the detailed proposal including the Cost-Benefit-Analysis (CBA) prepared by the Institute along with the formal offer letter of IIT Kharagpur be sent to MHRD for approval.

Comments of the representative of Additional Secretary (TE) MHRD:

Noted.

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Item#45.11: Any other items with permission of the chair.

The item(s) proposed under this Agenda Point may be placed in the next meeting of the Finance Committee.


Shri U.C. Mukherjee
Registrar (I/C) & Member Secretary,
Finance Committee
National Institute of Technology, Durgapur

The Minutes of the 45th Finance Committee meeting has been finalized after incorporating comments from the representative of Additional Secretary (TE), MHRD.

Placed for approval of Chairman, FC.

Memorandum
07/08/18.

~~CHAIRMAN, FC.~~

~~~~

F.No.5-3/2017-TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 7th July, 2018

To

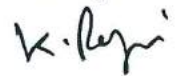
The Registrar,
National Institute of Technology, Durgapur

Subject: Comments of the representative of Additional Secretary (TE), MHRD in respect of 45th meeting of The Finance Committee of National Institute of Technology, Durgapur held at Kolkata Guest House, IIT Kharagpur Kolkata Campus, HC Block, Sector- III, Salk Lake City, Kolkata on 2nd July, 2018 from 10:30 am – reg.

Sir,

I am directed to refer to your email regarding draft minutes of 45th meeting of The Finance Committee of National Institute of Technology, Durgapur held at Kolkata Guest House, IIT Kharagpur Kolkata Campus, HC Block, Sector- III, Salk Lake City, Kolkata on 2nd July, 2018 from 10:30 am – reg. The item wise comments of the minutes are enclosed. The Institute is requested to incorporate the comments in the final minutes and record in the minute book.

Yours faithfully



(K.Rajan)

Under Secretary to the Govt. of India

Copy to: Director, NIT Durgapur

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F.No.5-3/2017-TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 17th July, 2018

To

The Registrar,
National Institute of Technology, Durgapur

Subject: Comments of the representative of Additional Secretary (TE), MHRD in respect of 45th meeting of The Finance Committee of National Institute of Technology, Durgapur held at Kolkata Guest House, IIT Kharagpur Kolkata Campus, HC Block, Sector- III, Salk Lake City, Kolkata on 2nd July, 2018 from 10:30 am – reg.

Item No.	Agenda Points	Resolution	Comments
45.01	To Confirm the Minutes of the 44 th Finance Committee Meeting held on 9 th March, 2018.	The Minutes of the 44 th Finance Meeting held on 09 th March, 2018 along with the comments received from Under Secretary, Finance, MHRD, New Delhi is confirmed.	The minutes may be confirmed after taking into consideration the comments of all members.
45.02	To note action taken on the Minutes of the 44 th Finance Committee Meeting held on 9 th March, 2018. (44.02 and 43.02) Encroachment	The Institute should send another copy of the letter No. NITD/Estt/encroachment/2018, dated 23 rd may, 2018 to MHRD seeking approval for appointment of full time Estate Officer at NIT Durgapur.	Noted.
	(44.03) Any other item	<u>Status report of paying salary and allowance to 22 Nos. of hostel employees:</u> (i) As the matter is pending in the Hon'ble Calcutta High	

P-25

K. B. Singh

		<p>court, the FC observed that status-quo should be maintained regarding pay & Allowances of 22 nos. of Hostel Employees.</p> <p>(ii) As the Institute has already filed the restoration application in the Calcutta High Court; the decision of the Calcutta High court may be intimated to MHRD from time to time. Any proposal on this may be submitted to the MHRD after the court verdict.</p>	
45.03	To consider the fund position as on June 15 th , 2018.	The Finance Committee was Informed of the fund position as on June, 15, 2018.	Considered and noted.
45.04	To consider the additional requirement of fund under OH 31 and OH 36 for the Finance Year 2018-19.	The additional requirement of Fund under OH31 and OH36 for the financial year 2018-19 was informed to the Finance Committee. The Finance Committee opined that till the additional fund is sanctioned/approved by MHRD, expenditure should not be committed from such additional fund.	NIT Division has already initiated the process of getting additional funds.
45.05	To consider the Delegation of Financial power to Deans, Chairman (CEC) and HoDs for expenditure on items within the approved recurring budget.	The Finance Committee recommended the delegation of financial power to Deans, Chairman (CEC) and HoDs as was proposed, within the approved recurring budget strictly as per GFR 2017; with one modification that the annual limit of the financial power for chairman (SRCC)/Dean (R&C) and Chairman (CEC) will be Rs. 15.0 Lakhs per annum.	Noted. However, GFR provisions should be strictly followed.

P-28

K. Singh

45.06	To consider the Annual Accounts for the year 2017 - 18.	The Annual Account of the Institute for the Financial Year 2017-18 was placed on the table. As the representatives of MHRD attended the Finance Committee meeting on SKYPE, it was recommended that the copy of the Annual Accounts for the year 2017-18 should be sent to MHRD with the Minutes.	Noted.
45.07	To ratify the revised DPR submitted to the MHRD under HEFA.	The revised DPR on HEFA along with Cash Flow Statement and IRR submitted by the Institute to MHRD with a total outlay of Rs. 97.0 Crore, was ratified by the Finance committee. The Ministry representatives who were on Skype informed the Finance Committee that the revised proposal submitted by the Institute was under examination at MHRD.	Noted.
45.08	To consider items recommended in the 49 th Senate meeting held on March 23 rd , 2018.	<p><u>Resolution on item 49.4 of 49th Senate Meeting, Item #15</u></p> <p>The Finance Committee advised that for the enhancement in the remuneration of external examiners for PhD thesis from India and abroad, a comparative statement of remuneration paid by at least two more nearby NITs should be prepared and be placed in the next Finance Committee meeting for approval of the proposed remuneration.</p> <p><u>Resolution on item 49.4 of 49th Senate Meeting, Item</u></p>	Noted.

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K. Raju

		<p><u>#16.</u> The finance Committee advised that for paying TA to the PhD Supervisors, who are from outside the Institute, the practice followed by the nearby NITs should be explored. The revised proposal may be submitted in the next Finance Committee meeting for approval.</p> <p><u>Resolution on item 49.06.</u> The Finance committee recommended that detailed background and the reasons for the proposal for the proposed tuition fees of Rs. 7500/- per Semester for the integrated M.Sc. programme in Chemistry may be sent to MHRD for approval.</p>	
45.09	Resolution on item 45.09.	<p>The Finance Committee recommended the tuition fees of Rs. 20.000/- for (G) full time Sponsored Research Scholars ; (H) Part time Sponsored Research Scholars from reputed industries, (I) Part time Research Scholars from academic/research institutions; and under Government of India schemes like TEQIP etc. for approval.</p>	Noted. However the Institute may also check up from other NITs for maintaining uniformity in this regard.
45.10	To consider implementation of complete Enterprise Resource Planning (ERP) package at NIT Durgapur.	<p>The Finance Committee recommended that for implementing the Enterprise Resource Planning (ERP) package the detailed proposal including the Cost-Benefit-Analysis (CBA) prepared by the Instituted along with the</p>	Noted.

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K. Raju

		formal offer letter of IIT Kharagpur be sent to MHRD for approval.	
45.11	Any other items with permission of the chair.	The item (s) proposed under this Agenda Point may be placed in the next meeting of the Finance Committee.	

K. Rajan

(K.Rajan)

Under Secretary to the Govt. of India

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ANNEXURE - III



National Institute of Technology
Rourkela - 769 008 (Orissa)



No. NITR/RG/ 2010/M/139

Dt. 17.08.2010

Sub: Regulation of DA (hotel charges) during foreign travel.

The undersigned is directed to inform that the Board of Governors, NIT Rourkela vide resolution BOG-23(2010)-10, dt.09.07.2010 approved that Hotel accommodation charged will be paid to all the faculty members, officers and staff members @ 125 US dollars per day in addition to per diem charges as approved by the Government. However, Director at his discretion may permit higher amount. The employee must convince the Director that he has taken all necessary steps sufficiently in advance to find more economical accommodation and that no cheaper accommodation was available:

This issues with the approval of the competent authority.

REGISTRAR

Copy to:

1. All Deans/HODs/ HOOs
2. Asst. Registrar (F&A)
3. Asst. Registrar (Estt.)
4. Asst. Registrar (Aca.)
5. Asst. Registrar (I.A.)
6. Asst. Registrar (P&W)
7. Establishment Section
8. Secretary to Director

Order No. Q/FD/695/3/2000, dated 21⁰⁹/₁₀ 09, MEA, GOI, may be placed in the BOG of NIT Durgam for approval and implementation at the Institute.
nemp

No.Q/FD/695/3/2000
Government of India
Ministry of External Affairs
(FD Section)

New Delhi, 21st September, 2010

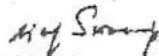
ORDER

Subject :- Restoration of full Daily Allowance rates.

...

In supersession of this Ministry's Order of even number dated 1st December, 2000 conveying reduced rates of Daily Allowance in pursuance of Ministry of Finance, Department of Expenditure's Office Memorandum No.7(4) E-Coord/2000 dated 24.9.2000 regarding guidelines on expenditure management, and enforcement of austerity measures, sanction of the President is hereby accorded to withdraw the 25% cut imposed on per diem allowance for journeys on duty abroad. The Daily Allowance rates in various countries/territories are given in the Annexure.

2. This Order takes effect from September 21, 2010.
3. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.
4. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their I.D. No.19053/1/2010-E.IV, dated 10th September, 2010, and Internal Finance Division of this Ministry vide Dy.No.1977/AS(FA)/10, dt. 15.9.2010.


(Ajay Swarup)

Joint Secretary to the Government of India

Copy to :-

1. All other Indian Missions/Posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Accounts, Ministry of External Affairs, New Delhi.
5. The Chief Controller and Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin.-I / Cash-I, II, III, IV/GA Sections, MEA, New Delhi.
8. All Ministries/Departments of Government of India. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
9. Office of the Chief Secretaries of State Govts./Union Territories. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
10. India International Centre, New Delhi.
11. ICCR, New Delhi.
12. 50 spare copies.


(Ajay Swarup)

Joint Secretary to the Government of India

EXTRACTS OF DAILY ALLOWANCE RATES FOR TOUR ABROAD ISSUED VIDE MINISTRY OF EXTERNAL AFFAIRS ORDER NO. Q/FD/695/3/2000 DATED 21.09.2010.

Sl No.	Name of the Country	Daily Allowance (US\$)	Sl. No.	Name of the Country	Daily Allowance (US\$)
1	Afghanistan	75.00	41	Colombia	75.00
2	Albania	75.00	42	Comoros	60.00
3	Algeria	75.00	43	Congo	60.00
4	American Samoa	60.00	44	Cooks Islands	60.00
5	Angola	75.00	45	Costa Rica	75.00
6	Anguilla	75.00	46	Croatia	75.00
7	Antigua	75.00	47	Cuba	75.00
8	Argentina	75.00	48	Cyprus	100.00
9	Armenia	75.00	49	Czech Republic	75.00
10	Australia	100.00	50	Denmark	100.00
11	Austria	100.00	51	Djibouti	60.00
12	Azerbaijan	75.00	52	Dominica	75.00
13	Aruba	75.00	53	Dominican Rep	75.00
14	Bahamas	75.00	54	Ecuador	75.00
15	Bahrain	75.00	55	Egypt	75.00
16	Bangladesh	60.00	56	El Salvador	75.00
17	Barbados	75.00	57	Eritrea	60.00
18	Belgium	100.00	58	Equatorial Guinea	60.00
19	Belize	60.00	59	Estonia	75.00
20	Belarus	75.00	60	Ethiopia	60.00
21	Benin	60.00	61	Fiji	100.00
22	Bermuda	75.00	62	Finland	100.00
23	Bhutan	60.00	63	France	100.00
24	Bolivia	75.00	64	French Guinea	75.00
25	Botswana	75.00	65	Gabon	60.00
26	Bosnia Herzegovina	75.00	66	Gambia	60.00
27	Brazil	75.00	67	Gaza (PNA)	75.00
28	British Virgin Island	60.00	68	Georgia	75.00
29	Brunei	100.00	69	Germany	100.00
30	Bulgaria	75.00	70	Ghana	60.00
31	Burkina Paso	60.00	71	Gibraltar	100.00
32	Burundi	60.00	72	Greece	100.00
33	Cameroon	60.00	73	Grenada	75.00
34	Canada	100.00	74	Guadeloupe	75.00
35	Cape Verde Islands	60.00	75	Guam	60.00
36	Cayman Islands	60.00	76	Guatemala	75.00
37	Central African Rep	60.00	77	Guinea	60.00
38	Chad	60.00	78	Guinea Bissau	60.00
39	Chile	75.00	79	Guyana	75.00
40	China	100.00	80	Haiti	75.00

Sl No.	Name of the Country	Daily Allowance (US\$)	Sl No.	Name of the Country	Daily Allowance (US\$)
81	Honduras	75.00	121	Mauritania	60.00
82	Hong Kong	100.00	122	Mauritius	60.00
83	Holy See (Vatican)	100.00	123	Mexico	75.00
84	Hungary	75.00	124	Micronesia	100.00
85	Iceland	100.00	125	Moldova	75.00
86	Indonesia	75.00	126	Monaco	60.00
87	Iran	75.00	127	Montenegro	75.00
88	Iraq	75.00	128	Magnolia	60.00
89	Ireland	100.00	129	Montserrat	75.00
90	Israel	75.00	130	Morocco	60.00
91	Italy	100.00	131	Mozambique	60.00
92	Ivory Coast	60.00	132	Myanmar	60.00
93	Jamaica	75.00	133	Namibia	75.00
94	Japan	100.00	134	Nauru	60.00
95	Jordan	60.00	135	Nepal	60.00
96	Kampuchea (Cambodia)	75.00	136	Netherlands	100.00
97	Kazakhstan	75.00	137	Nether Antilles	75.00
98	Kenya	60.00	138	New Caledonia	60.00
99	Kiribati	60.00	139	New Zealand	100.00
100	Korea (North)	60.00	140	Nicaragua	75.00
101	Korea (South)	100.00	141	Niger	60.00
102	Kuwait	75.00	142	Nigeria	60.00
103	Kyrgyzstan	75.00	143	Niue	60.00
104	Laos	60.00	144	Norway	100.00
105	Latvia	75.00	145	Oman	75.00
106	Lebanon	60.00	146	Pacific Island (Trust territory)	75.00
107	Lesotho	60.00	147	Pakistan	60.00
108	Liberia	60.00	148	Panama	75.00
109	Libya	60.00	149	Papua New Guinea	100.00
110	Lithuania	100.00	150	Paraguay	75.00
111	Luxembourg	100.00	151	Puerto Rico	75.00
112	Macao	100.00	152	Principality of Liechtenstein (Vaduz)	100.00
113	Madagascar	60.00	153	Peru	75.00
114	Malawi	60.00	154	Philippines	75.00
115	Malaysia	75.00	155	Poland	75.00
116	Maldives	60.00	156	Portugal	100.00
117	Mali	60.00	157	Qatar	75.00
118	Malta	100.00	158	Reunion	60.00
119	Martinique	75.00	159	Republic of Palau	75.00
120	Macedonia	75.00	160	Republic of Slovenia	100.00

Sl No.	Name of the Country	Daily Allowance (US\$)	Sl No.	Name of the Country	Daily Allowance (US\$)
161	Rep. of San Marino	100.00	188	Tanzania	60.00
162	Romania	100.00	189	Thailand	75.00
163	Rwanda	60.00	190	Togo	60.00
164	Samoa	60.00	191	Tonga	60.00
165	Sao Tome & Principe	60.00	192	Trinidad & Tobago	75.00
166	Saudi Arabia	75.00	193	Tunisia	60.00
167	Senegal	60.00		Turkey	100.00
168	Serbia	75.00	195	Turkmenistan	75.00
169	Seychelles	75.00	196	Turks & Cacos	75.00
170	Sierra Leone	60.00	197	Tuvalu	60.00
171	Singapore	75.00	198	Uganda	60.00
172	Slovak Republic	75.00	199	U.A.E.	75.00
173	Solomon Islands	60.00	200	U.K.	100.00
174	Somalia	60.00	201	U.S.A.	100.00
175	South Africa	75.00	202	Russian Federation	75.00
176	Spain	100.00	203	Ukraine	75.00
177	Sri Lanka	60.00	204	Uruguay	75.00
178	St Kits & Nevis	60.00	205	US Virgin Islands	60.00
179	St. Lucia	60.00	206	Uzbekistan	75.00
180	St Vincent & Grenadines	60.00	207	Vanuatu	75.00
181	Sudan	60.00	208	Venezuela	75.00
182	Surinam	75.00	209	Vietnam	60.00
183	Swaziland	60.00	210	Yemen	60.00
184	Sweden	100.00	211	Wallis Futons Islands	60.00
185	Switzerland	100.00	212	Zaire	60.00
186	Syria	75.00	213	Zambia	60.00
187	Tajikistan	75.00	214	Zimbabwe	75.00

Copy of order No.Q/FD/695/1/90 dated 11th November,
from Shri Parveen Verma, Director, ministry of External Affairs (FD Section),
Government of India.

ORDER

Sub : Daily allowance Rates.

In supersession of the Ministry's order No.Q/FD/695/1/90 dated 20th August, 1996 on the subject, sanction of the President is accorded to the rates of Daily Allowance for journeys on duty in various countries as in the Annexure.

2. The rates of Daily Allowance are the same throughout a country. However, tours undertaken by officers attached to the Mission/Posts abroad, within the same country, the Daily Allowance will be limited to 75% of the Daily Allowance.

3. Full Daily Allowance shall be applicable upto 14 days, 75% of full Daily Allowance for the next 14 days, the 60% of full Daily Allowance thereafter in case of long tours/Temporary duties.

4. Daily Allowance shall be regulated as in Para (3) above or rank Foreign Allowance whichever is less in case of long term training/deputation etc.

5. Admissibility of Daily Allowance for various officers as defined in SR 17 shall be as follows :-

- a) Officers drawing pay of Rs.2800/- p.m. and above in the new scale : Full rates as indicated in the enclosed list.
b) Officers drawing pay of Rs.1100/- p.m. and above but less than Rs.2800/- p.m. : 75% of the prescribed rate
c) Officers drawing pay below Rs.1100/- p.m. : 33% of the prescribed rate.

6. However, Group 'A' officers of the Central Government are treated as Grade-I officers for TA/DA purposes even if their pay is less than Rs. 2800/- p.m.

7. The rates of Daily Allowance fixed for various grades of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officers subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

8. As regards accommodation, no monetary ceiling have been prescribed for hotel rentals but instead panels of hotels have been prepared to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual room rentals (including service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his dddddown arrangement for accommodation or where accommodation alone is provided free he shall be granted Daily allowance at the prescribed for his grade.

9. Hotel entitlement of officers going abroad on non-representational visits such as training courses or seminars shall be one step below their normal entitlement.

10. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible.

11. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.

12. Where the hotel charges include breakfast Charges, the Daily Allowance shall be reduced by 10%

13. In case of countries, where local currencies are freely convertible, the equivalent amount of prescribed Daily Allowance in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed Daily allowance for the country concerned may be paid in US Dollars.

14. This issued with the concurrence of the Ministry of Finance (Department of Expenditure) vide their Dy. No.F.7979/SE/96 dated 20.10.96 and Fin.I Branch of this Ministry vide their Dy.No.5722/Dir(Fin)/96 dated 11.11.96.

15. The above order will be effective from the 11th November, 1996.

lc.

ANNEXURE - IV



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700001

Audit Query on the accounts of the office of the Director, National Institute of Technology (NIT), Durgapur for the period from 01.04.2011 to 31.03.2012

Sub: Service Book: Observation thereon

(1) Test check of service book along with personal file of Dr. Bansibadan Maji, Associate Professor and currently HOD (ECE) revealed that Shri Maji joined NIT (erstwhile RE College), Durgapur, on 08.08.1987 as Lecturer in the scale of ₹ 700 - 40 - 1,100 - 50 - 1,600 (pre - revised) with pay of ₹ 860/- per month. Consequent on implementation of 4th CPC from 01.01.1986 the scale of pay was revised as ₹ 2,200 - 75 - 2,800 - 100 - 4,000/- and pay was revised to ₹ 2,350/- per month.

Checking of records further revealed that in 1983, Dr. Maji had obtained his M. Tech Degree, prior to joining NITD.

As per provisions of RE College Office Order No. DEC / IF - 20 dated 28.12.1989, effective from 01.01.1986 (retrospective effect), in order to encourage research, candidates who at the time of their recruitment as Lecturers possess Master's degree in Engineering/Technology shall be granted 2 advance increments

Hence, as per the aforementioned order Dr Maji was entitled to grant of 2 advance increments in the scale of pay ₹ 2200-4000 at the time of his recruitment at the Institute on 08.08.1987 along with the benefit of corresponding years of service for the purposes of promotion.

Accordingly, his Pay with effect from 08.08.1987 should have been fixed at ₹ 2,500/- by adding 2 increments @ ₹ 75/- each in the revised Scale of Pay (pre-revised ₹ 940/- by adding 2 increments @ ₹ 40)

But from the available records it was noticed that Dr. Maji was not allowed the benefit of 2 advance increments at the time of his recruitment at NITD, because his Pay had already been fixed in the 3rd stage, as per remarks recorded in his revised Pay fixation statement, signed by the Registrar on 14.03.1990.

From the RE College Office Order referred to earlier, it is extremely clear that there are neither any conditions attached and nor any limits set on the grant of benefit of 2 advance increments, except for the acquiring of a Master's Degree prior to joining service as a Lecturer or in the course of service as a Lecturer, in the Scale of Pay of ₹ 2,200 - 75 - 2,800 - 100 - 4,000/-.

3 / 45

Therefore, it is not clear as to why Dr. Maji was denied his incremental benefit, as provided for in the aforementioned Office Order.

Reasons for the same may please be furnished to audit. In the light of the above, his pay should also be re-fixed w.e.f 08.08.87.

Further, it was noticed that Dr. Maji had made frequent representations to the administrative authorities of the institute for rectification, most of which had remained unanswered. However, in one letter dated 21.03.2011 the Registrar of NIT, Durgapur had informed Dr. Maji that the order of 4th Pay Commission is not applicable after implementation of 6th Pay Commission report.

Rule(s) under which such information was furnished to Dr. Maji may also please be placed before Audit.

(2) As per provisions contained in Rule 257 (1) of GFR as well as GIO (1) below SR 202, Service Books maintained in the establishment should be verified every year by the Head of Office who, after satisfying himself that the services of Government servants concerned are correctly recorded in each Service Book shall record the following certificate "Service verified from(the date record from which the verification is made)..... upto(date).....".

However, test check of service books of NIT, Durgapur revealed that the institute had not recorded the above certificate even in a single service book.

Please confirm and offer comments.

A.O. No. 36

Dated: 03-08-2012

Forwarded to the Director, NIT, Durgapur for perusal and early reply please.

[Signature]
Asstt. Audit Officer

Govt. Audit

Read
Ades
3/9/12

HEM SHEELA MODEL SCHOOL

(Run by HEMCHANDRA SHEELABATI MEMORIAL EDUCATIONAL TRUST) Affiliated to CBSE No. 2430063

ANNEXURE - V



Prof. Anupam Basu

Director

National Institute of Technology

Durgapur

Respected Sir

May I draw your kind attention with respect to a proposal of Hemchandra Sheelabati Memorial Educational Trust, Durgapur, Dist. Paschim Bardhaman, West Bengal for nomination or inclusion of the Director, National Institute of Technology, Durgapur-the eminent educationist as an Ex- Officio Trustee of the above mentioned Trust. In this context I would like to let you know that the above Trust was constituted in the year 1988 with the mission to undertake educational activities including imparting education by setting up a school.

With a view to cultivate the mission of the above Trust , Dr. Rabindra Nath Roy, Principle settler of the said trust, a resident of Benachity, Durgapur and Former Professor of Chemistry, Drury University, USA, established Hem Sheela Model School in the year 1995 in the memory of his parents Late Hem Chandra Roy and Sheelabati Roy.

The school has its own campus of 20 acres and the land has been provided by Durgapur Steel Plant on a lease for 33 years. It is a co educational institution and is running successfully with 5400 students from Pre Nursery to Class XII under CBSE board, New Delhi. The school has developed 8 multistoried buildings having 140 class rooms, 6 laboratories, modern libraries, computer labs, cafeteria, swimming pool, sports complex, auditorium, amphitheatre, football, basketball, cricket ground etc.

Besides this, Dr Rabindra N. Roy & his wife Dr. Protima K. Roy established a School for the children of tribal Community (first generation learners), Skill Training Centre for Tribal women and a free Health Clinic in Khatguria , a neighbourhood of Durgapur Steel city and is run by the above Trust.

The Trust initially had 11 Trustees, amongst them 8 Trustees belong to the family of founder member Dr. Rabindra N. Roy & rest of the persons are those who are interested in education of Durgapur locality. The President of Drury University, the then Drury College,USA is also incorporated as an ex-officio Trustee.

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HEM SHEELA MODEL SCHOOL

(Run by HEMCHANDRA SHEELABATI MEMORIAL EDUCATIONAL TRUST) Affiliated to CBSE No. 2430063



Dr. Rabindra N Roy, Principal settler of the Trust & Founder of the school is now 79 years old & he desires to incorporate or nominate some eminent educationists from Durgapur as Ex officio Trustee of the above Trust to guide the institution in future to fulfill his vision to build the school at International level.

I would, therefore, most respectfully request you to kindly accept the above proposal in the greater interest of the students at large and give your kind consent to this matter.

Thanking you,

Yours faithfully

Bibekananda Koner

Secretary

Vice - Chairman
Hem Sheela Model School
Durgapur - 713 214

Hemchandra Sheelabati Memorial Educational Trust

Durgapur

Friday, August 7, 2018

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ANNEXURE - VI

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
Director General of Audit
Central, Kolkata

8, K.S. Roy Road, (G.I.Press Bldg), Kolkata-700001

Phone: 033-2254-0221.

Fax: 0343 254-7375

No. OA-I/Intimation/2018-19/226

Date: 19.09.2018

To
The Director,
National Institute of Technology, Durgapur,
M.G. Avenue, Burdwan-713209

Sub: Audit intimation.

Sir/Madam

I am to inform you that an audit team consisting of two members of this office namely Shri Rajat Sarkar, Asstt. Audit Officer Emp. ID: WBKLV4011056 Mob. No.: 9681227440 and Shri Arghya Ghosh, Asstt. Audit Officer Emp. ID: WBKLV401 1045 Mob. No.: 9474650514 will visit your office w.e.f. 24.09.2018 to 26.09.2018 for examination of issues related to loss of revenue due to irregular waiver of tuition fee. You are requested to provide all documents/ information/ clarification to the audit team during their visit.

Your kind cooperation is highly solicited in this regard.

Yours faithfully,

[Handwritten Signature]
19/09/2018

Dy. Director (Inspection)

P-40

Bog

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INTERNAL AUDIT SECTION

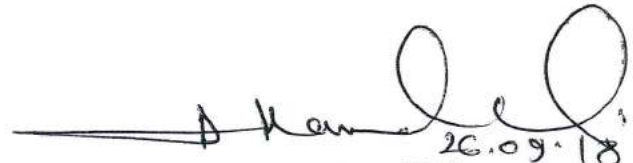
Date: 26/09/2018

FROM:
Internal Audit Section

TO:
As below

Sub: Audit Query - reg.

Please find enclosed herewith the Audit Query raised by Director General of Audit (Central), Kolkata, camp at NIT, Durgapur as desired. Please arrange to provide the information in two sets as the information pertains to your Section / Dept. on Priority basis.


26.09.18
Asstt. Reg. (I/A) (I/C)

A.Q. No. 01

Dean (Academic)

Dy. Reg. (A&E)

Dy. Reg. (F&A)



Copy to: -

Director Secretariat – For kind information to Director.

Registrar Secretariat – For kind information to Registrar.

File Copy

P-41



भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
Office of the Director General of Audit (Central), Kolkata
8, Kiran Shankar Roy Road, Kolkata-700 001



Audit Query on the accounts of O/o the Director, NIT, Durgapur, West Bengal

Sub: Loss of revenue due to irregular waiver of Tuition Fee-Rs.6.39 crore

Ministry of Human Resource Development (MHRD) vide order¹ dated 5 May 2014 revised the tuition fee for B Tech, MCA & M Tech programmes from Rs 35000 to Rs 70000 per student/annum from the academic year 2014-15, based on the recommendations of the Standing Committee of the Council of National Institute of Technologies (NITs) in terms of provisions under section 32 (2)(b) of the National Institute of Technology Science Education and Research (NITSER) Act, 2007 and Statute No.37(i) of the first Statutes of the NITs. The Ministry also clarified that there would not be no change in the existing exemptions of tuition fee for SC/ST students. Accordingly, there was no waiver of Tuition Fee for Undergraduate SC/ST students.

The order dated 21 October 2014² clarified that fee exemption given to PG and PhD students of IITs was extended to NITs. As per the provisions under section 32 (2)(b) of the National Institute of Technology Science Education and Research (NITSER) Act, 2007 and Statute No.37(i) of the first Statutes of the NITs, the fees determined by the NITs Council is common for all NITs and accordingly, BoG of NIT cannot reduce or waive the fee so determined and approved by the Ministry. MHRD vide F.No.33-4/2014-TS.III dated 1 July 2014 advised all the NITs to strictly adhere the decision of the Council of NITs and to charge the same tuition fee as per the order dated 5 May 2014 to all the students from the academic year 2014-15.

Scrutiny of the records of NIT Durgapur revealed that during the enrolment Session 2014-2015 & 2015-16 the Institute had not collected any Tuition Fee from SC/ST students of UG (B Tech) Programme as decided in the 34th BOG meeting held on 24 July 2014. It was decided in the meeting to exempt 100% tuition fee for all the SC/ST students from the odd semester 2014-15 and those who have already registered for the ongoing semester should be refunded the tuition

¹ No.F No. 33-4/2014-TS III

² F.No.28-2/2013/S-111 dated 21-10-2014

fee in violation of the order of the MHRD dated 5 May 2014 and Statutes No.37 (1). According to this decision of the BoG, an amount of Rs.6.39 crore (approx) towards tuition fee due from SC/ST B tech students who were enrolled during year 2014-2015 & 2015-16 was waived.

Thus, a decision taken by the BoG without adhering to the clarifications issued by the Ministry on waiver of Tuition Fee of the SC/ST students of UG programme had resulted in a loss of revenue to the tune of Rs.6.39 crore (**Annexure**) on account of tuition fee.

Please confirm the facts and figures and offer comments.

AQ. No.01

Date: 26.09.2018

Forwarded to the Director, NIT, Durgapur for perusal and reply please.

Arghya Ghosh
Asst. Audit Officer 26/9/18
DGA (C), Kolkata

Rajat Sanjay
Asst. Audit Officer
DGA(C), Kolkata

ANNEXURE

Enrolment Session-2014-15					
Academic Year	Semester	Total No. of SC/ST students enrolled for the Semester	Tuition Fee to be collected per student per Semester (in Rs.)	Total No. of SC/ST students waived of from paying Tuition fees for each Semester	Total Amount of revenue loss
2014-15	1st	179	35000	179	6265000
	2nd	166	35000	166	5810000
2013-14	3rd	177	17500	177	3097500
	4th	176	17500	176	3080000
2012-13	5th	168	17500	168	2940000
	6th	162	17500	162	2835000
2011-12	7th	148	17500	148	2590000
	8th	148	17500	148	2590000
TOTAL				1324	29207500

Enrolment Session-2015-16					
Academic Year	Semester	Total No. of SC/ST students enrolled for the Semester	Tuition Fee to be collected per student per Semester (in Rs.)	Total No. of SC/ST students waived of from paying Tuition fees for each Semester	Total Amount of revenue loss
2015-16	1st	156	35000	156	5460000
	2nd	174	35000	174	6090000
2014-15	3rd	163	35000	163	5705000
	4th	162	35000	162	5670000
2013-14	5th	176	17500	176	3080000
	6th	171	17500	171	2992500
2012-13	7th	164	17500	164	2870000
	8th	164	17500	164	2870000
TOTAL				1330	34737500

Anghya Ghosh
 Asst. Audit Officer
 DGA (C), Kolkata
 26/9/18.

Bejant Saran
 Asst. Audit Officer
 DGA(C), Kolkata
 26/9/18



Document for 100% tuition fee exemption for all SC/ST B.Tech Students of NITs from 2014-2015 onwards.

2 messages

Registrar NIT Durgapur <registrar@admin.nitdgp.ac.in>

Mon, Sep 24, 2018 at 7:15 PM

To: k rajan <k.rajan@nic.in>, rajan <k.rajan@gov.in>

Sir,

- 1) Two officers from Indian Audit And Accounts Department, Director General of Audit, Central Kolkata has arrived to National Institute of Technology Durgapur for examination of issues related to loss of revenue due to irregular waiver of tuition fee.
- 2) Audit team is asking for MHRD Order related to 100% tuition fee exemption for all SC/ST B.Tech Students of NITs from 2014-2015 onwards.
- 3) As telephonic discussion with Prof. Anupam Basu, Director, NIT Durgapur, you are humbly requested to provide the order for 100% tuition fee exemption for all SC/ST B.Tech Students of NITs from 2014-2015 onwards.

With Regards,

--

Registrar (I/C)
NIT, Durgapur - 713209
West Bengal (India)



Audit Intimation.pdf
241K

technical section <technicalsection3@yahoo.co.in>

Wed, Sep 26, 2018 at 4:02 PM

Reply-To: technical section <technicalsection3@yahoo.co.in>

To: "registrar@admin.nitdgp.ac.in" <registrar@admin.nitdgp.ac.in>

Cc: "Shri K. Rajan, Under Secretary (NITs-I), MHRD" <k.rajan@gov.in>

Sir,

Please refer to your appended mail.

In this context, please find attached a copy each of the orders issued in 2014 and 2016 are attached for ready reference.

Please acknowledge receipt.

Thanks & Regards

**Technical Section - III (NITs Desk),
Department of Higher Education,
Ministry of Human Resource Development,
Room No.435, C - Wing,**

P-45

Shastri Bhawan, New Delhi - 110 001,
Tel: 011 - 23070177, Fax:011 - 23384345,
Email: nit.edu@nic.in, technicalsection3@yahoo.co.in




On Monday, 24 September 2018 10:21 PM, rajan <k.rajan@gov.in> wrote:

Raviji

Kindly forward the orders to NIT Durgapur pl.

[Quoted text hidden]

3 attachments

-  **Latest Communication on Fee Waiver.pdf**
187K
-  **Order for Enhancement in Fee in NITs.pdf**
151K
-  **Clarification on revision of Fee in NITs and IEST.pdf**
476K

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F.No.33 – 4 / 2014 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi,
dated, the 16th June, 2015

To

The Directors,
of all the 30 National Institutes of Technology (NITs).


Subject:- Fees structure of various programmes in NITs – instructions with regard to tuition fee waiver for SC / ST category of students in NITs.

Sir / Madam,

Ministry of Human Resource Development has received representations / references from the National Institutes of Technology (NITs) to clarify exemptions in tuition fee for SC / ST category of students in NITs pursuant to issue of this Ministry's Order of even number dated 5th May, 2014 and subsequent letters dated 1st July, 2014, 18th July, 2014, 26th August, 2014 and 21st October, 2014, respectively.

2. The aforesaid matter has been examined in consultation with the SC / ST Cell of the Ministry. The SC / ST Cell have clarified that their letter F.No.15-5/2013-SC/ST dated 13th January, 2014 may again be reiterated to all Centrally Funded Technical Institutions (CFTIs) including NITs.
3. A copy of the communication dated 13th January, 2014 of SC / ST Cell of MHRD is again forwarded with a request to adhere to the instructions issued by the Ministry.
4. This issues with the approval of Secretary (HE), MHRD.

Yours faithfully,


[Rajesh Singh Solanki]
Under Secretary to the Government of India
Tel: 23385935

Encl.: as above.

Copy for necessary action to:

- (i) The Chairperson, Board of Governors of all the 30 NITs.
- (ii) The Director, Indian Institute of Engineering Science and Technology–Shibpur.

Copy to:-

- (i) Joint Secretary (Admn.), Department of Higher Education, Ministry of HRD.
- (ii) All Bureau Heads in the Department of Higher Education, Ministry of HRD – for kind information and necessary actions.
- (iii) Director (TE), Department of Higher Education, Ministry of HRD.

P-847

F. No.14-5/2013-SC/ST
Government of India
Ministry of Human Resource Development
Department of Higher Education

FTS - 2808/2014
Special Post
90

Shastri Bhawan, New Delhi - 110115
Dated the 13th January, 2014

To,
The Heads of all Centrally Funded Educational Institutes
(As per list attached)

Subject : Facilitating admission of deserving and eligible candidates facing financial constraint.

Sir/Madam,

The Twelfth Five Year Plan Document's para 21.232 states that "the reach of scholarships and student loans with government guarantees would be universalized so that no student is deprived of higher education opportunities for financial reasons. This will be complemented by schemes tailored to the specific needs of different groups. Attention to measures like improving the quality of teaching-learning in Indian languages should also be initiated in order to address the language-based dimension of inequality".

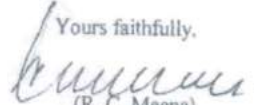
2. Many schemes, like Scholarships, Interest Subsidy on Educational Loan, etc. are being implemented by this Department to facilitate the poor students. However, it has been noticed that despite all these efforts many SC/ST students belonging to poor families are constrained to miss admission only on account of their inability to pay requisite fees amount at the stage of admission. Notwithstanding technical difficulties in the process, our endeavor has to be to ensure that no rightful candidate misses the opportunity only an account of ready non-availability of adequate funds.

3. The matter has been considered and in order to tackle the problem, it has been decided that all Centrally Funded Higher Educational Institutions may adopt the following course of action for admission of different categories of students based on intelligible criteria:

- (i) No fees need be charged at the time of admission from those SC/ST students who are eligible for Post-matric Scholarships/Top Class Scholarships. At the time of admission they may be advised to deposit the fee with the Institute as soon as they receive the scholarship amount. An undertaking to this effect may be taken from them at the time of admission. However, the CFHEIs will be responsible for timely verification, etc. of documents and their submission to facilitate timely disbursement of scholarship.
- (ii) In other cases, if any SC/ST students failed to deposit the fee in the Institute then fees may be charged after making special efforts to get them requisite loan sanctioned, including facility of interest subsidy to those whose income is below Rs.4.5 lakhs where applicable.
- (iii) Special schemes under SCSP/TSP may also be drawn, in consultation with the target group in respective CFHEIs, for providing other facilities like books, equipment etc. essentially required for completion of course, which are not covered under these Scholarship Schemes, for SC/ST students.

3. This issues with the approval of Hon'ble Minister for Human Resource Development.

50
21/1/14

Yours faithfully,

(R. C. Meena)
Economic Adviser (HE)
Tel.No.011-23383432

F.No.33 – 4 / 2014 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
*_*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 5th May, 2014

ORDER

Subject:- Enhancement in the fees structure of various programmes in National Institutes of Technology (NITs) from 2014 – 2015 as per decision of the Council of NITs – regarding.

Ministry of HRD vide its Order dated 6th November, 2012 constituted a Committee to review the fee structure of various programmes in the National Institutes of Technology (NITs) as per recommendations of the Standing Committee of the Council of NITs.

2. The report of the aforesaid Committee was placed before the Standing Committee of the Council of NITs in its 3rd meeting held on 15.10.2013. The Standing Committee considered the issue and recommend to the Council of NITs for an appropriate decision.

3. The Council of NITs in its 7th meeting held on 18.10.2013 unanimously decided following based on the recommendations of the Fee Committee and the Standing Committee of the Council of NITs:-

- (i) Tuition Fee for B.Tech., MCA and M.Tech. Programmes may be revised to Rs.70,000/- per student per year.
- (ii) In order to encourage studies in Science, tuition fee per student per year for two year M.Sc. programmes may be revised to Rs.15,000/-
- (iii) The tuition fee per student per year for Ph.D. programme may be revised to Rs.15,000/-
- (iv) Tuition fee to be charged for M.B.A. and five – year M.Sc. programmes may be decided by concerned NIT – because of variation in entry behavior.

4. The same has been examined in this Ministry and the following is informed in this regard:-

- (i) As per Section 6 (1) (d) of the National Institutes of Technology, Science Education and Research (NITSER) Act, 2007 (as amended in June, 2012), the power "to fix, demand and receive fees and other charges," lies with the Institutions; and

....contd./-

-: 2 :-

- (ii) As per Statutes No.37 (i) of the First Statutes, the tuition fee and the hostel fee in NITs to comprise of two parts, (a) fees determined by the NITs Council which shall be common for all NITs, and (b) fee which will be determined by the concerned Board of Governors which shall be applicable to the concerned Institutes.

5. Therefore, as per provisions cited above, National Institutes of Technology (NITs) are advised to charge the common fee as per recommendations of the Council of NITs from the academic year 2014 – 2015. There will be no change in the existing exemptions of tuition fees for SC / ST students.

6. This issues with the approval of the competent authority.


[Rajesh Singh]
Director (NITs)
Tel: 23073687

To

Directors of all the 30 NITs

Copy for information to:-

- (i) PS to Hon'ble HRM.
(ii) PS to Hon'ble MOS (HRD).
(iii) PSO to Secretary (HE), MHRD.
(iv) PSO to AS (TE), MHRD.
(v) PS to JS & FA, MHRD.
(vi) Web Master, MHRD.
(vii) Guard File.


[Rajesh Singh]
Director (NITs)
Tel: 23073687


F.No.33 - 4 / 2014 - TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
*_**_*_*_*

Shastri Bhawan, New Delhi,
dated, the 2nd July, 2016

Subject:- Revision of fees in the NITs and IEST - issue of clarification.

In continuation of this Ministry's Order of even number dated 24th June, 2016, the following clarifications are furnished in the matter of revision of tuition fee in the National Institutes of Technology (NITs) and Indian Institute of Engineering Science and Technology (IIEST), Shibpur (West Bengal) from the academic year 2016 - 2017 onwards:-

- (i) The revised fee circular shall be applicable to the undergraduate [B.E. / B.Tech. / B.Arch. etc. (including integrated courses)] only.
 - (ii) Tuition fee to be charged for M.B.A. and five year M.Sc. programmes may be decided by the concerned NIT because of variation in entry behavior.
 - (iii) For the purpose of remittance of fee linked with the parental / family income, the Ministry vide its letter 21.04.2010 (copy enclosed) wrote to the Chief Secretaries of States / UTs to designate authorities at the District / Sub-District / Block etc. levels for certification of income and to issue proof of income certificates to enable students to avail benefits. Therefore, after submission of income certificate, the remission of fee mentioned in para 2 of the order dated 24th June, 2016 will take effect.
2. As far as tuition fee for other programmes [other than specified in points (i) & (ii) above] are concerned, there will be no change in the existing fee structures and same will continue for ensuing academic year as well.
3. This issues with the approval of the competent authority.


Director (NITs)
Tel: 23070186

To

Directors of all the 31 NITs; and
Director, IIEST, Shibpur (W.B.)

Copy for information to:- (i) Chairman, CSAB - 2016; (ii) Web Master, MHRD.

2

SUNIL KUMAR
JOINT SECRETARY
Tel : 23382298



भारत सरकार
मानव संसाधन विकास मंत्रालय
उच्चतर शिक्षा विभाग
शास्त्री भवन
नई दिल्ली - 110 115

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110115

DO No. 11-4/2010-U.S

Dear Sir,

As you are kindly aware, a new Central Scheme to provide full interest subsidy during the moratorium on educational loans for students belonging to economically weaker sections (with parental family income from all sources of less than 4.5 lakh annually) from scheduled banks under the Educational Loan Scheme of the Indian Banks' Association (IBA) has been approved for pursuing courses of studies in technical education and professional streams from recognized institutions in India. IBA have now finalized the modalities of implementing the Scheme by all its member banks, a copy of the Scheme along with modalities of implementation, as finalized by the Indian Banks Association is enclosed for ready reference.

2. You would notice that under the Scheme, proof of income is required to be certified by authorities to be designated by the State Government. The IBA has proposed that in order to ensure uniformity in sanction of interest subsidy on education loans, State Governments may designate an authority or authorities to issue certificates based on income criteria only (that is not the social background). In order to ensure that benefits accrue to eligible students at the earliest, you may like to issue necessary directions notifying the competent authority for income certification, as well as for publicizing the same widely within the State. Since the State Government must have designated certain authorities for the purposes of certification of income under various Central / State sector schemes, you may like to consider designating the same authorities, wherever feasible, for the purposes of certification of income under the present scheme of interest subsidy on education loans as well.

3. I am desired to request you to kindly intimate the designated authority / authorities (at the District / Sub-District / Block, etc. levels) to the District Level Consultative Committees (DLCC) so that banking authorities at the branch level where students would be approaching for availing the benefit of the Scheme, would be aware of the same. As interest subsidy is admissible in respect of education loans approved for the academic session 2009-2010, the interest amount on such loans would be becoming due at the close of the academic session. Your intervention in notifying the competent authority as well as widely publicizing the same through DLCCs for the information of Branch Managers of Banks would, therefore, be crucial in enabling the Central Government to reimburse banks the amount of interest accruing to eligible beneficiaries.

With regards,

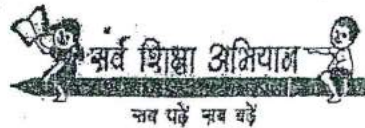
Yours sincerely,

(Sunil Kumar)

Enci: as above

To

All Chief Secretaries of States / UTs



P-52

F.No.33 - 4 / 2014 - TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
*_*_*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 24th June, 2016

Subject:- Revision of fees in the National Institutes of Technology (NITs) as per decision of the Council of NITs.

With a view to further strengthen the National Institutes of Technology (NITs), the Council of NITs in its 9th meeting held on 1st October, 2015 deliberated on the proposal of adopting a funding mechanism for creation of Capital Assets, Research Grants and covering of recurring expenditure through enhancement of fees of students. The Council after detailed deliberation unanimously decided to enhance the tuition fee being charged by the NITs from existing ₹70,000/- to ₹1,25,000/- per student per annum from the ensuing academic year.

2. The Chairperson of the Council of NITs has approved revision of tuition fee in the NITs to ₹1,25,000/- per student per annum from the academic year 2016 - 2017, 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 ₹1.00 lakh per annum) shall get full remission of the fee.
- (c) The other economically backward students (whose family income is between ₹1.00 lakh to ₹5.00 lakh per annum) shall get remission of 2/3rd of the fee.
- (d) The revised fee would be applicable for students taking admission starting from academic year 2016 - 2017 onwards. The students currently studying / got admitted prior to academic session 2016 - 2017 would continue to pay the existing rates.

...contd./-

-: 2 :-

3. The revision of fee is in accordance with provisions under Section 32 (2) (b) of National Institutes of Technology, Science Education and Research Act, 2007 and 37 (i) of the First Statutes, which empowers the Council to determine the fees which shall be common for all NITs.
4. The NITs are requested to charge the common fee as per recommendations of the Council of NITs from the academic year 2016 - 2017.
5. This issues with the approval of the competent authority.


[Sanjeev K. Sharma]
Director (NITs)
Tel: 23070186

To

Directors of all the 31 NITs .

Copy for information to:-

- (i) PS to Hon'ble HRM.
- (ii) PS to Hon'ble MOS (HRD).
- (iii) PSO to Secretary (HE), MHRD.
- (iv) PSO to AS (TE), MHRD.
- (v) PSO to JS (NITs), MHRD.
- (vi) PS to JS & FA, MHRD.
- (vii) Chairman, CSAB - 2016.
- (viii) Web Master, MHRD.
- (ix) Guard File.


[Sanjeev K. Sharma]
Director (NITs)
Tel: 23070186

P-54

F.No.33 - 4 / 2014 - TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
*_*_*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 24th June, 2016

Subject:- Revision of fees in IEST, Shibpur (West Bengal) as per decision of the Council of NITSER.

With a view to further strengthen the National Institutes of Technology (NITs) and Indian Institute of Engineering Science and Technology (IEST), Shibpur, the Council of National Institutes of Technology, Science Education and Research (NITSER) in its 9th meeting held on 1st October, 2015 deliberated on the proposal of adopting a funding mechanism for creation of Capital Assets, Research Grants and covering of recurring expenditure through enhancement of fees of students. The Council after detailed deliberation unanimously decided to enhance the tuition fee being charged by the NITs from existing ₹70,000/- to ₹1,25,000/- per student per annum from the ensuing academic year.

2. The Chairperson of the Council of NITSER has approved revision of tuition fee in the NITs and IEST, Shibpur to ₹1,25,000/- per student per annum from the academic year 2016 - 2017, 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 ₹1.00 lakh per annum) shall get full remission of the fee.
- (c) The other economically backward students (whose family income is between ₹1.00 lakh to ₹5.00 lakh per annum) shall get remission of 2/3rd of the fee.
- (d) The revised fee would be applicable for students taking admission starting from academic year 2016 - 2017 onwards. The students currently studying / got admitted prior to academic session 2016 - 2017 would continue to pay the existing rates.

...contd./-

3. The revision of fee is in accordance with provisions under Section 32 (2) (b) of National Institutes of Technology, Science Education and Research (NITSER) Act, 2007 and 37 (i) of the First Statutes of NITs, which empowers the Council to determine the fees which shall be common for all Institutions under the Act.
4. IEST, Shibpur is requested to charge the common fee as per recommendations of the Council of NITSER from the academic year 2016 - 2017.
5. This issues with the approval of the competent authority.

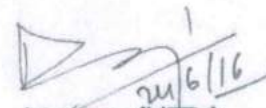

Director (NITs)
Tel: 23070186

To

The Director, IEST, Shibpur.

Copy for information to:-

- (i) PS to Hon'ble HRM.
- (ii) PS to Hon'ble MOS (HRD).
- (iii) PSO to Secretary (HE), MHRD.
- (iv) PSO to AS (TE), MHRD.
- (v) PSO to JS (NITs), MHRD.
- (vi) PS to JS & FA, MHRD.
- (vii) Chairman, CSAB - 2016.
- (viii) Web Master, MHRD.
- (ix) Guard File.


Director (NITs)
Tel: 23070186

ANNEXURE - VII

LIST OF COURT CASES RELATING TO NIT DURGAPUR IN THE CALCUTTA HIGH COURT

S.N	W.P. No.	Name Of Concerned Parties /Organization	Contempt/Court Direction, If Any	Hearing
1.	W.P.No.7358 (w) of 2004, C.P.A.N. NO.335 of 2011, WPCRC No. 152 (W) 2011	Ananga Mohan Majhi and Ors Vs Bikash Sinha and Ors	Rule issued	A contempt application filed by mess employees of NIT for not complying with order of permanent absorption of the mess employees passed by Single Judge. Application is infructuous as Single Judge's order has been stayed by Division Bench. Matter pending before division bench.
2.	WPCRC NO.154 (W) 2011, CPAN 334 OF 2011	Bijoy Krishna Das and Ors. Vs Bikash Sinha and Ors	Rule issued Contempt matter, relating to mess employees	A contempt application filed by mess employees of NIT for not complying with order of permanent absorption of the mess employees passed by Single Judge. Application is infructuous as Single Judge's order has been stayed by Division Bench. Application is infructuous as Single Judge's order has been stayed by Division Bench. Matter pending before division bench.
3.	CAN 2100 of 2015 W.P. 9585 (w) of 2005	Sandhya Rani Kar Vs NIT	Pending	Matter relating to compassionate employment of Sanat Kar whose father was mess employee of NIT. New application (CAN No. 2100 of 2015) filed in 2015 by mother is listed before High Court but not yet served on us. Matter appeared before Honble Justice Sanjib Banerjee on 20 th May and was adjourned .
4.	W.P. No. 14456 (w) 2012	Sana Salim Vs NIT Warangal	Pending	Affidavit called for and filed. Petitioner was not given admission in M.Tech course after she qualified in written examination due to not having requisite subjects at Graduation level for the course in M.Tech
5.	W.P.NO.2093 4 (W) OF 2011	Kalpana Sharma (Das) -Vs- Union of India and Ors.	Pending	Dismissed for default on 19.03.2013. Restoration application filed. Petitioner seeking letter of appointment as she was working as office assistant in the MBA department since 2005 at Rs. 3500/- per month. Application for restoration filed along with application for condonation of delay. The said applications are due to be listed before the Honble Justice Subroto Talukdar.

6.	MAT NO.883 OF 2011, CAN NO. 5713 OF 2011, FMA 1518 of 2011	NIT Durgapur -vs- Ananga Mohan Majhi and Ors.	Order of single Judge stayed. Pending	Single Judge disposed off writ petition directing NIT to absorb hostel mess employees, as permanent employees of NIT. Appeal preferred by NIT and order of Single Judge stayed. Appeal pending. Final hearing. Matter last taken up by the Rakesh Tewari and Shiv Kant Prasad JJ on 21 st April 2017 and adjourned. Likely to be taken up on the 28th of April 2017
7.	MAT NO.884 OF 2011, CAN NO. 5715 OF 2011, FMA 1517 of 2011	NIT Durgapur -Vs- Bijoy Krishna Das and Ors.	Order of single Judge stayed. Pending	Single Judge disposed off writ petition directing NIT to absorb hostel mess employees, as permanent employees of NIT. Appeal preferred by NIT and order of Single Judge stayed. Appeal pending. Final hearing. Matter last taken up by the Rakesh Tewari and Shiv Kant Prasad JJ on 21 st April 2017 and adjourned. Likely to be taken up on the 28th of April 2017
8.	MAT 293 of 2015 CAN 2244 of 2015	Asima Lahiri Vs NIT		Appeal filed by NIT challenging order of Single Judge, preferring permanent absorption of Ms. Lahiri on compassionate grounds and giving her full scale together with arrears. Petitioner was compassionately employed at Rs. 8,000/- in LDC post as Library Assistant on death of her husband, Prof. Lahiri. Division Bench admitted the appeal on condition that the NIT would employ her in her last post.
9.	CPAN N0129 of 2016	Ashima Lahiri Vs Prof Tarakeswhar Kumar and Ors	Posted for admission hearing on 24 th June	Matter relating to compassionate employment of the the petitioner. Application adjourned Sine Die.
10.	W.P.2580 (w) of 2011	Subhashis Khan Vs NIT	Pending	Casual driver at NIT engaged for long years seeking permanent employment as employees of NIT.
11.	W.P.2582 (w) of 2011	Sk Sairuddin Vs NIT	Pending	Casual driver at NIT engaged for long years seeking permanent employment as employees of NIT.
12.	W.P.26042 (w) 2012	Sk Shahdot Vs NIT	Writ Petition Pending. Both CANs disposed off. CANs for restoration have been allowed on 14.03. 2014	Sk. Shahdot is seeking promotion to the post of skilled staff, pursuant to his compassionate employment in view of his qualifications.

13.	FMA 545 of 2013	Prabir Chattopadhyay Vs NIT	Pending before Division Bench	Writ petition now pending in appeal filed by unsuccessful candidate in recruitment for the post of physical training instructor. Appointment of Sri Hillol Mukherjee is under challenge. Single Judge dismissed the writ petition. Appeal is pending.
14.	MAT No. 2013	NIT Vs Bimalendu Mazumdar	Pending	Appeal filed by NIT against release of terminal benefits of Bimalendu Mazumdar for the latter not surrendering the official quarters allotted during his service. Said official quarters are still being occupied by Shri Majumdar's 1 st wife, daughters and sons.
15.	WP.353(w) of 2016	Soumya Halder Vs NIT, Durgapur & ors		Petitioner employed contractually as "Liaison Officer to Director" for a period of one year, which was renewed upto 2011. Petitioner challenges the order of termination and claims permanent absorption in NIT. Writ petition pending.
16	W.P.No. 30647(W) of 2015	Saravanan Chandran Vs NIT	Affidavits have been called for.	Petitioner's grievance is that although he was recruited as Assistant Professor (Non-Faculty), Governing Council of NIT approved after intervention by HRD, Ministry that he should be treated as Assistant Professor (Faculty). Now the computer centre where he was engaged has been directed to be wound up. The petitioner is claiming permanent absorption and arrears of salary. Affidavits to be filed. Draft sent to NIT. Must be filed immediately.
17	W.P.20741(w) of 2016	Subhas Chandra Roy Vs NIT	Petitioner worked from 1974 to 1980 at NIT and later moved to Jadavpur and Calcutta University and now wants records of his salary and emoluments since at 1980	The court has asked us file and affidavit to show why the records are not traceable. Affidavit ready and matter is pending.

18	W.P.No.24114 (w) of 2016	Sandhya Rani Kar Vs NIT	Petitioner was the wife of a mess employee and has been paid al her husband's dues and has now claimed pension	After two hearings we are explaining to the Court that it was not a pensionable posts. The Court has asked us to file an affidavit to the writ petition. The same is ready and pending affirmation.
19	W.P. No 7421(w) of 2017	Sumit Dey vs NIT	Petitioners are students of GKCIET, Malda, established by Ministry of Human Resource and mentored by NIT. After getting admitted and after 1 st semester, the university was shut down.	Writ petition is filed before Hon'ble Justice Subrata Talukdar and the same is pending and is due to be listed in the monthly list of May 2017
20	W.P No 9639 (w) of 2017	Satya Narayan Sarkar vs NIT	Petitioner is a professor at NIT, on probation. Petitioner claims that the process of regularization of petitioner's service was illegal and without approval of board of directors of NIT,	Writ petition is filed by the petitioner and the same is pending and has been directed to be listed in the monthly list of June.

21	MAT No 924of 2016 Arising out of W.P No 7546(w) of 2016	Debashis Nandi vs NIT	Petitioner is an associate professor in NIT. Petitioner is claiming that the selection process for promotion of professor is arbitrary and illegal.	Petitioner has filed memo of appeal and is pending before Divison Bench of Justice Rakesh Tiwari and Justice Shivkant Prasad. An application for condoning delay of 81 days is also filed.
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NATIONAL INSTITUTE OF TECHNOLOGY
DURGAPUR-713209, WEST BENGAL, INDIA

AGENDA NOTES

FOR

51st Meeting of Board of Governors to be held on 15th October, 2018 at 11:30 A.M. in the IIT Kharagpur Kolkata Campus HC Block, Sector – III Salt Lake City Kolkata – 700106.

Item#51.12: Any other item with the permission of the chair.

'A'

A Committee on Administrative Reforms was constituted vide office order no. NITD/Regis/OR/395/2015 dated Dec 09, 2015 and the report submitted by the Committee was approved by the Board of Governors in its 42nd meeting vide agenda item# 42.14(G). The report was prepared in light of earlier ERP system, administrative practice and office procedure was in vogue at that time.

After introduction of GFR 2017, PFMS, GeM, e-procurement, new Recruitment Rules and other mandates fixed by the Govt. of India, it is now proposed to constitute a committee to review the earlier recommendations on Administrative Reforms in light of current administrative practice and office procedure

Placed before the Board of Governors for consideration please.

Annexure - VIII



कुलसचिव (प्रभारी) / Registrar (I/C)
राष्ट्रीय प्रौद्योगिकी संस्थान / National Institute of Technology
महात्मा गांधी एवेन्यू / Mahatma Gandhi Avenue
दुर्गापुर-713209 (प.ब.) भारत
Durgapur-713209 (W.B.) India

**NATIONAL INSTITUTE OF TECHNOLOGY,
DURGAPUR**

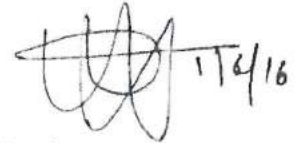
No. NITD/Regis/OR/30/2016

May 31st, 2016

OFFICE ORDER

The Report of the "Administrative Reforms Committee" ordered vide No NITD/Regis/OR/395/2015, dated Dec 09, 2015 and Chaired by Dr. Kalyan Adhikari, Associate Professor & HOD Department of Earth and Environment Studies, has been approved by the Board of Governors vide item#42.14(G) of 42nd Meeting of the BOG on 25th May, 2016. The Reforms suggested by the Committee will take immediate effect less the "Financial Delegation", part which will be placed by the Committee separately, in the next Finance Committee Meeting.

This issues with the approval of the competent authority.



Registrar

Copy to:

- 1 Director.
- 2 Registrar.
- 3 Prof. Kalyan Adhikari, Deptt. of EES.
- 4 All Deans / All HoDs.
- 5 Director's Secretariat.
- 6 Registrar's Secretariat.
- 7 File copy.

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Recommendations for Administrative Reforms



Submitted by

Committee on Reforms of Administrative Activities

(Office Order No. NITD/Regis/OR/395/2015 dated Dec 09, 2015)

National Institute of Technology, Durgapur



Dr. B. Chakraborty



Dr. S. Roy-Barman



Dr. D. Mitra



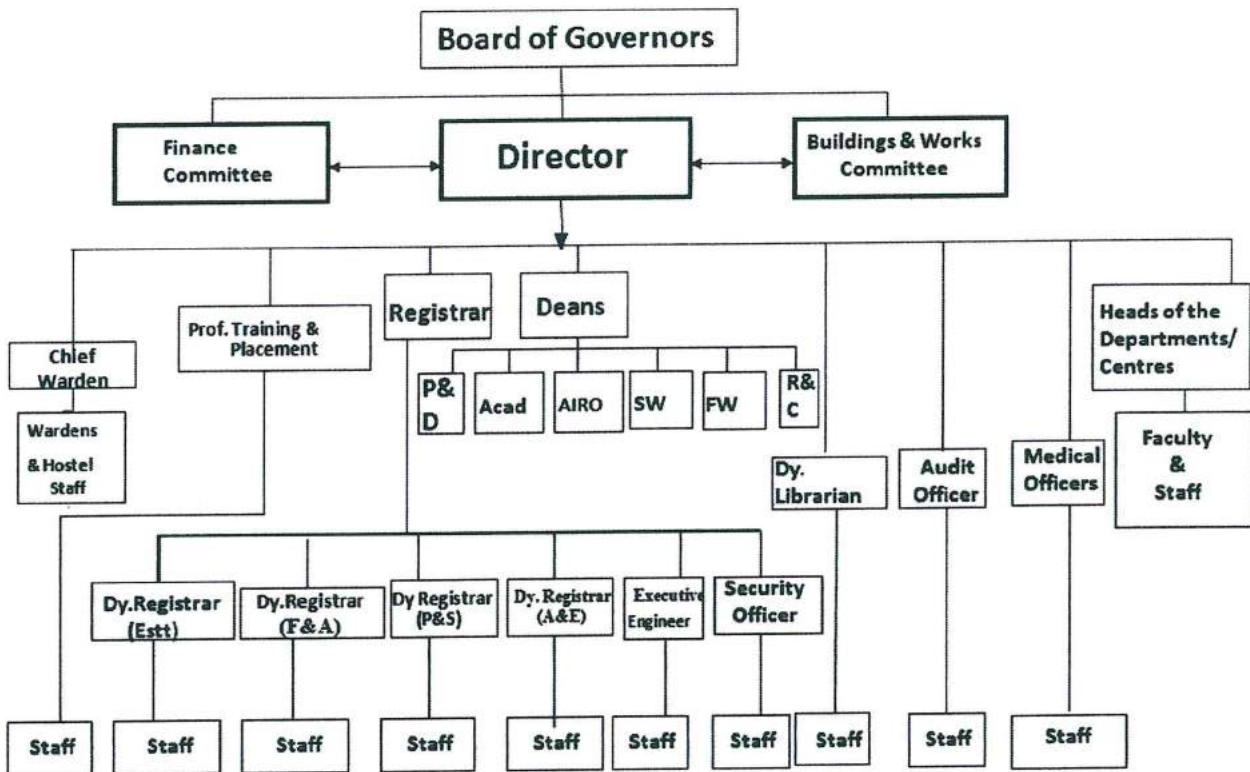
Dr. K. Adhikari (Chairman)

Date: April 15, 2016

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Overall Organizational Structure of NITD



Introduction

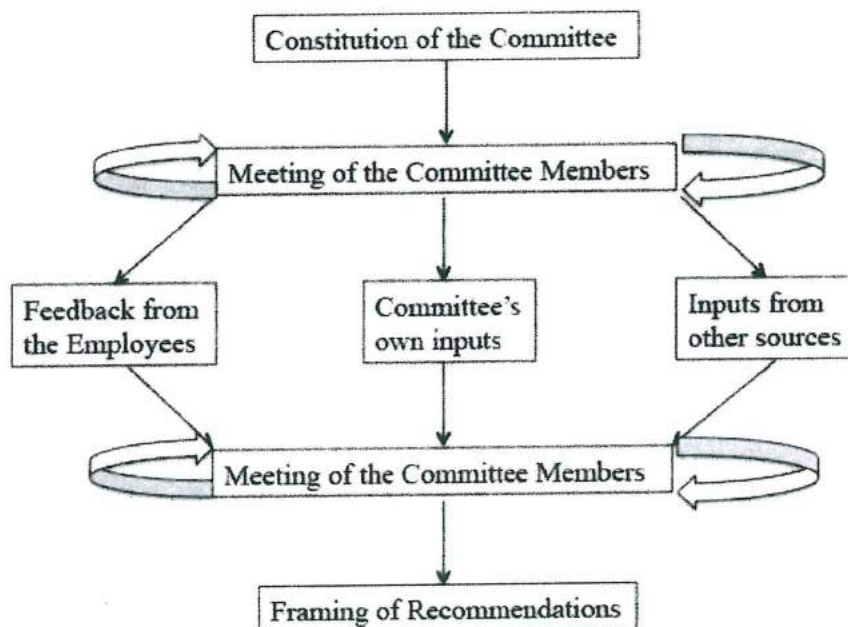
Administrative reform is aimed to provide solutions where a number of approaches are adopted to bring best efficiency, effectiveness and performance in the Institute. The proposed reform will help to alter Institute administration to Institute management, shifting the focus from input – output to input – outcome. The strategies of administrative reform specific to the Institute are linking administrative / management structures to the functions, defining functions through detailing time specific activities, long-term transparency, automation, and greater productivity, efficiency and accountability. The reform is to be made to the satisfaction of professional objectives of stakeholders of the Institute and to the larger interest of the society and nation.

The objectives of the present reform are:

1. Making the administrative activities transparent and efficient.
2. Defining responsibilities of various functionaries.
3. Integrating responsibility and accountability of functionaries.
4. Time bound disposal of different functions.
5. Leading to automation through fulfilling above objectives.

Methodology adopted to derive the recommendations of administrative reform is shown below by line diagram.

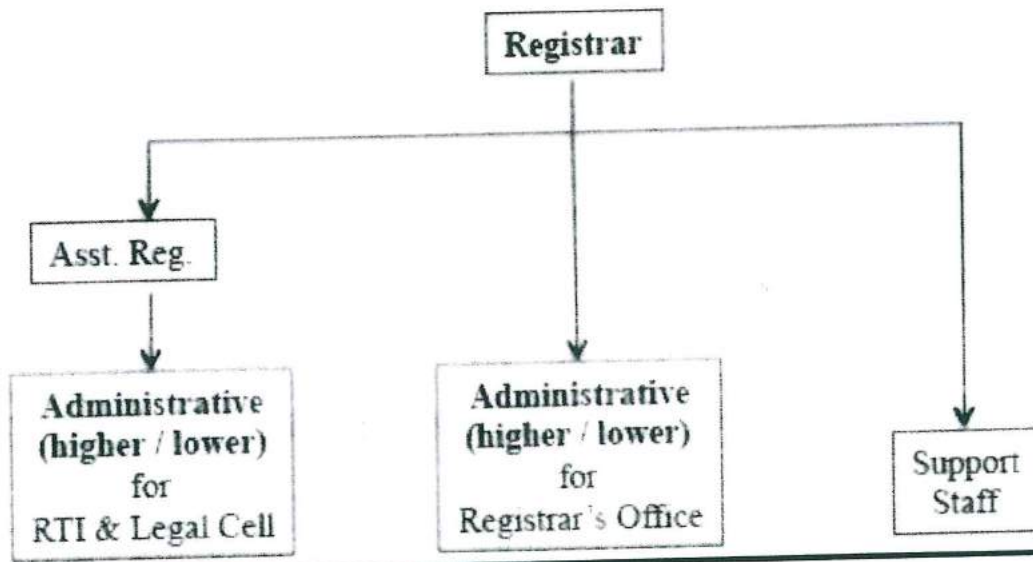
Methodology for Framing of Recommendations



If any matter mentioned in this recommendation creates any conflict with NIT statutes, either dictates laid down in the statutes will stand or the matter concerned may be taken to the BOG for a final decision.

Chapter 1: Registrar's Secretariat

Hierarchy

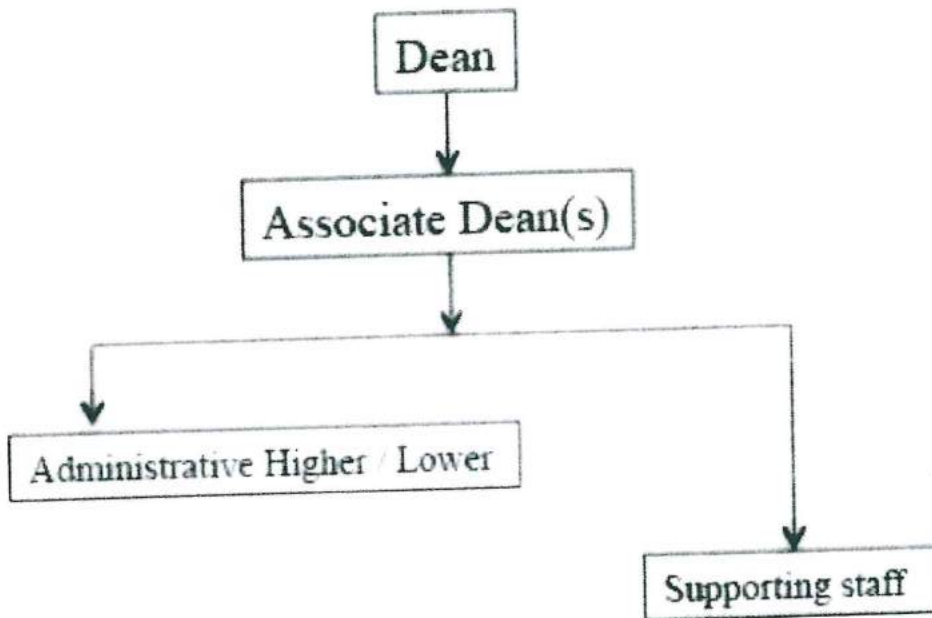


Registrar's office should ensure the following:

1. Every section must have the same mechanism of receiving and dispatch of documents from and to the beneficiaries.
2. Email must be used as preferred means of communication of official orders and information such that papers are used only when it is really essential.
3. Automation of the institute is taken up on war footing for every kind of service as much as practicable.

Chapter 2: Deans' Office

Hierarchy



General recommendations:

1. There must be an office space allocated for each of the Deans. This office is to be well equipped with proper furniture, computers, printers, photocopier, fax machine etc. along with the following personnel: administrative higher, administrative lower, and a supporting staff, as per the number of functions and activities performed in the Dean's office.
2. The faculty members, staff, students and others can meet the Deans at the office of the Deans at stipulated time period (e.g. from 4:00 p.m. to 6:00 p.m.), except in case of exigencies. However, the office of the Deans will remain open throughout the normal working hours.
3. To meet the routine contingent expenses of the Dean's office the Imprest fund should be made available to the Deans.
4. Additionally, the Deans should have financial power to sanction upto rupees one lakh.

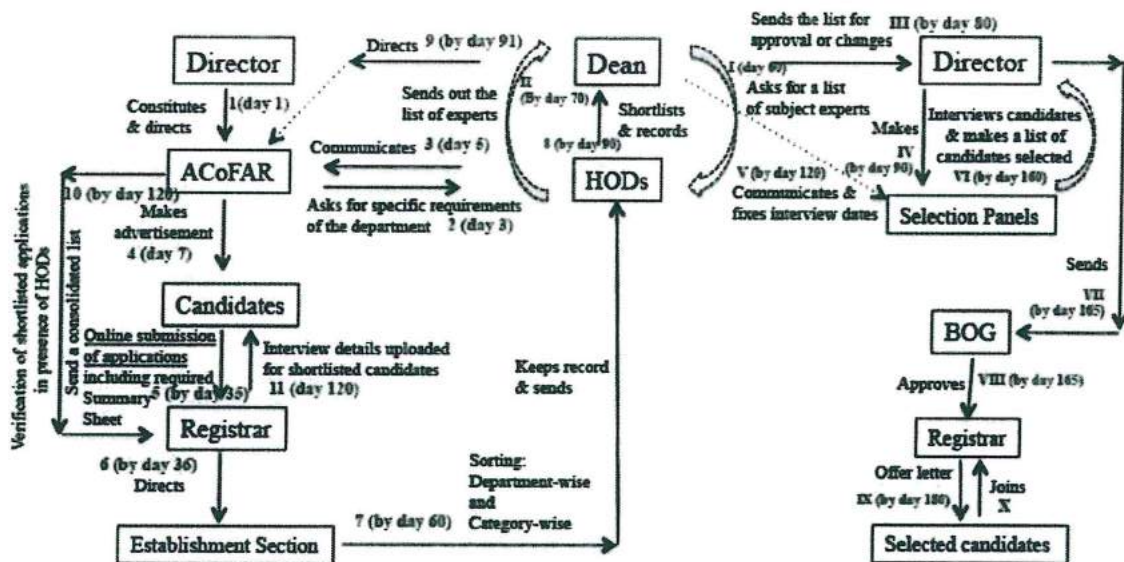
Responsibilities of the Dean (Faculty Welfare):

As per NIT statutes, 2009 (except any construction and maintenance work)

1. He/she will organize recruitment of new faculty members and promotion of existing faculty members as per prevailing norms of MHRD.

Activities:

- A. It is to be ensured that whole recruitment / promotion process starting from advertisement to holding of interviews and offering of appointment is completed within a maximum period of six months (as per OM F. No. 14017/15/2015-Estt (RR) dated 11.01.2016.
- B. All communications such as making of the advertisements, candidates short-listed for interviews, dates of interviews and list of selected candidates will be made public by putting up the information on the website of the institute from time to time. No individual communications are required to be made.

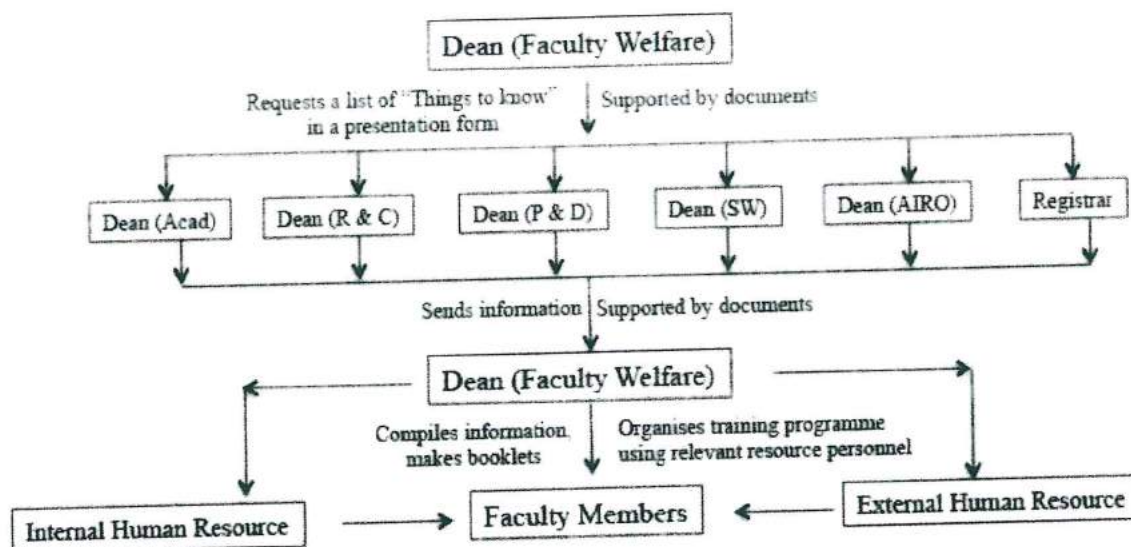


The ACoFAR shall discharge the following functions:

- (i) Examine and advise on distribution of faculty positions among various departments.
- (ii) Proactively search for faculty candidates in India and abroad.
- (iii) Assist the Director in examining, short-listing criteria and preparing panels of short-listed candidates submitted by departments.
- (iv) Examine and recommend proposals for deviation of age, formal qualifications, industry experience or any other criteria or guidelines.
- (v) Reservation of positions for specialization or sub-specialization and rank of faculty to be inducted.
- (vi) Proactively search for candidates from reserved categories and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations.

2. He/she will advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign / teaching assignments etc.
3. He/she will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences / seminar by faculty members.
4. He will assist the Director in organizing training programmes for faculty.

Activities: The Dean (Faculty Welfare) will organize training / orientation programmes once in six months for existing & new faculty members on issues such as structure of the institute relevant Govt. administrative rules, teaching aspects, research activities based on social and industrial need.



5. He will assist the Director in maintaining the discipline and work ethos among the various departments and between faculty members.
6. He will assist the Director in maintaining high academic standards and achieving academic excellence in the institution.
7. He will supervise over faculty discipline, integrity and commitment.

Activities: The above three responsibilities will be executed in the following manner.

The Dean will have a meeting every semester with the faculty members of each department with following agenda points:

- (i) Course load distribution among faculty members
- (ii) Distribution of UG and PG project students
- (iii) Ph.D. students being handled by faculty members
- (iv) Research projects being handled by faculty members
- (v) Departmental responsibilities of faculty members
- (vi) Institute level responsibilities of faculty members
- (vii) Usage of departmental equipments by other departments
- (viii) Sharing of academic activities: (a) teaching (b) research
- (ix) Any other matter as may be felt appropriate by the Dean

The Dean (FW) will prepare the report of the meeting and a copy is to be sent to respective HOD and Director.

Responsibilities of the Dean (Students' Welfare):

As per NIT statutes, 2009.

1. He/she will advise the Director in organizing the students' counseling as and when required.
2. He/she will be responsible for publication of students' magazines, news letters, news bulletins etc.

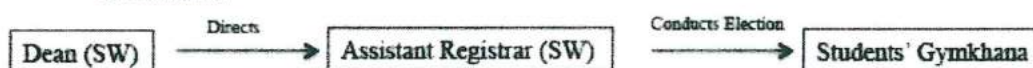
Activities:

Various student-related co-curricular and extra-curricular activities are to be conducted through formation of clubs such as Centre for Cognitive Activities (CCA), Club Chayanika, Dance Club, Enteract Club, GNU/LINUX User Group, The Literary Circle, Maths 'N' Tech Club, Music Club, Society for Automotive Engineering, Students' Research Activities, Prakriti – the environmental club etc. Every club must have a separate bank account. Each club must prepare yearly income / expenditure statement, which is to be submitted to the Faculty Advisor. The adjustment statement for the advance drawn from the institute is to be submitted to the Finance & Accounts section, supported by original bills.



3. He/she will assist the Director in matters related to Students Union / Association / Council.

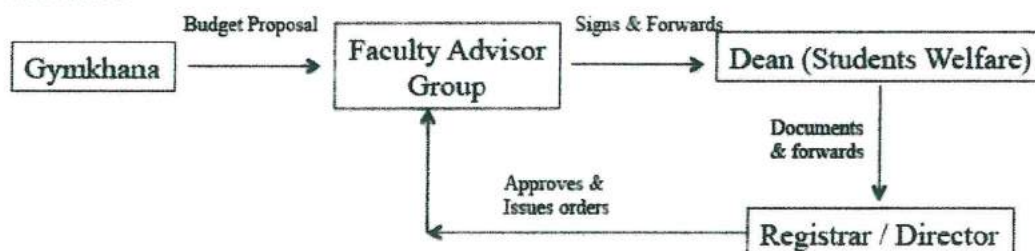
Activities:



4. He/she will coordinate the NCC, NSS activities.
5. He/she will coordinate the cultural activities.

A three-member faculty advisor group is to be constituted by the Dean (SW), which is to be approved by the Director. Each member will have a tenure of not more than three years.

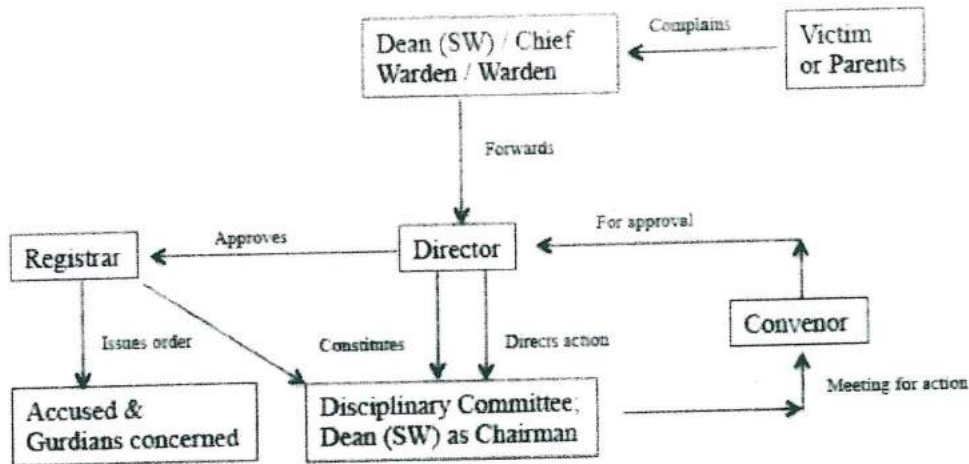
Activities:



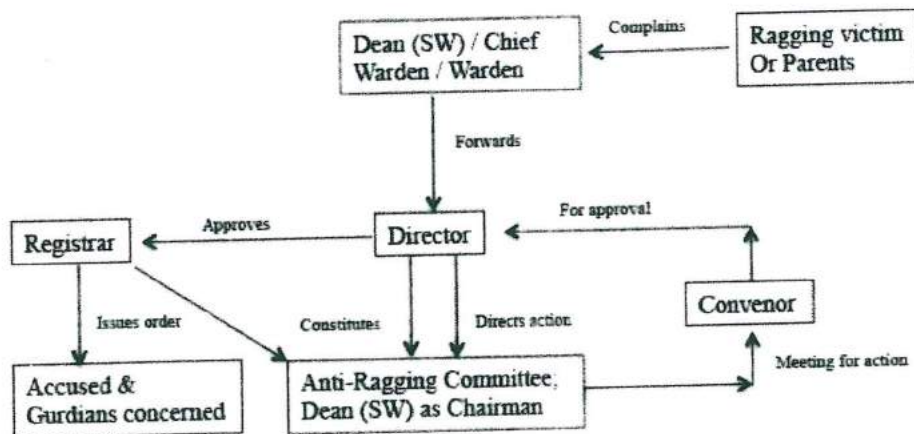
The Gymkhana must have a bank account to be operated jointly by the President (Gymkhana) and any two of the Faculty Advisors. All amount including institute's aid is to be deposited in this account. Gymkhana must prepare a yearly income / expenditure statement signed the Secretary / President of Gymkhana and the Faculty Advisors. The adjustment statement for the advance drawn from the institute is to be submitted by the President (Gymkhana) and the Faculty Advisors to the Finance & Accounts section, supported by original bills.

6. He/she will conduct the enquiries of students indulged in indiscipline.

Activities: Through Disciplinary Committee



Activities: Through Anti-Ragging Committee



In both these cases, the Heads of concerned departments should also be called in the meeting.

7. He/she will correspond with parents / guardians of students about their progress and individual problems / welfare, if need be.
8. He/she will coordinate hostel-related activities (discussed in the chapter of "Hostels").
9. Annual Performance Appraisal Report of Dy / Asst. Registrar (SW) to be written by Registrar following written recommendation from Dean (SW) .

Responsibilities of the Dean (Research & Consultancy):

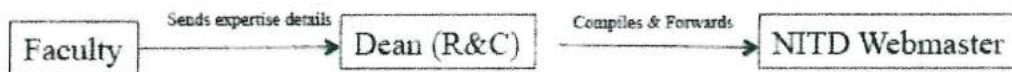
As per NIT statutes, 2009.

1. He/she will be framing of rules for industrial and sponsored research and consultancy.

Activities: The dean will frame necessary rules for sponsored research and consultancy projects and implement it at the earliest.

2. He/she will create and maintain database regarding faculty expertise.

Activities: The database is to be created and updated half-yearly.

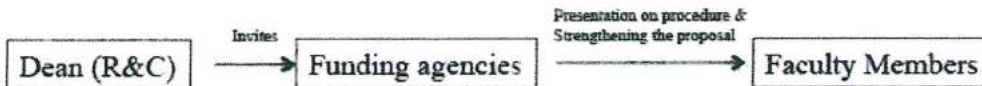


3. He/she will facilitate procurement of equipments necessary to conduct research and consultancy work and recruitment of project staff.

Activities: This will be taken into account along with responsibility no. 1.

4. He/she will provide guidance for submitting proposals to various funding agencies.

Activities:



Responsibilities of the Dean (Alumni, International Relations & Outreach):

1. He/she will enhance the interaction between the alumni and the institute.

Activities: There will be two committees working.

- (i) "Committee for Interaction with Alumni" consisting of the following members.
 - a) Dean (AIRO) as Chairman
 - b) One faculty representative from each department
 - c) One member from Gymkhana
 - d) Associate Dean as Convenor
- (ii) "Committee for Coordinating Alumni Activities" consisting of the following members.
 - a) Dean (AIRO) as Chairman
 - b) One representative each from 2nd, 3rd & 4th years for all the B.Tech. programmes
 - c) One representative each from all the PG programmes
 - d) Two Ph.D. students nominated by the Dean (AIRO)
 - e) Associate Dean as Convenor

Note: Students' Gymkhana will nominate all student representatives from different UG and PG courses.

2. He/she will initiate research collaboration with academic and research institutions and industries in India and abroad.

Activities:

- i) All departments will be requested to submit proposals for collaboration.
- ii) The proposals will be screened by a committee consisting of Deans and the coordinator (only for GIAN).
- iii) Other proposals will be placed to the Senate after getting them evaluated by a committee.

The committee will be consisting of the following members:

 - (a) Dean (AIRO) as Chairman
 - (b) Dean (R&C) as a member
 - (c) All HODs as members
 - (d) Associate Dean (AIRO) as convenor

The observations and recommendations of the committee will be placed before the Senate.
- iv) Foreign proposals will be routed through ministry for approval.
- v) Coordination of collaborative activities, which are general in nature.
- vi) Collaboration for a particular project will be coordinated by the concerned department, with intimation to the Dean (AIRO)

3. He/she will oversee various outreach activities initiated by the institute and sponsored by government agencies and other agencies. E.g. Unnat Bharat Avijan, Rastriya Aaviskar Aviyaan etc.

Activities:

- i) Committees will be constituted for execution of the project.
- ii) The progress of the project will be regularly monitored and necessary remedial measures will be advised.

Responsibilities of the Dean (Planning & Development):

As per NIT statutes, 2009 (except any academic and research consultancy related work)

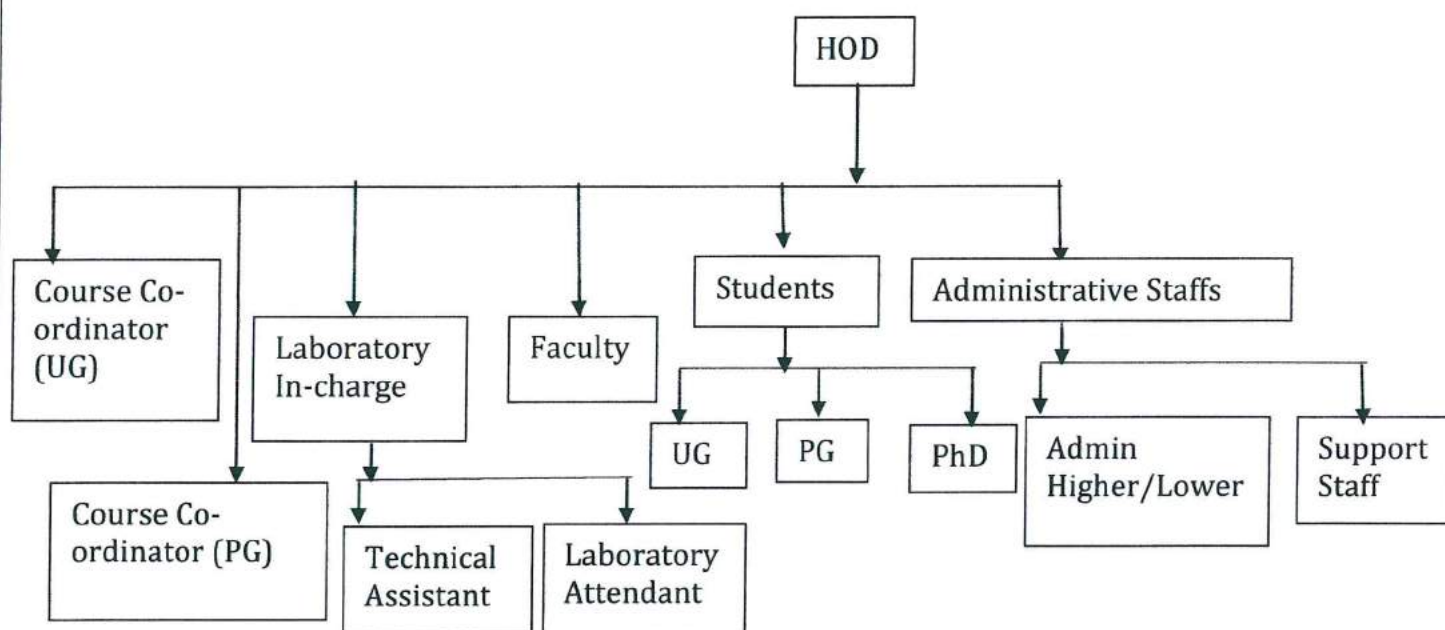
1. Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to civil, electrical, works, sanitary, network system etc.
2. Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.

Details of this section have been discussed in Maintenance & Project Section.

3. Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
4. Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.
5. Annual Performance Appraisal Report of Executive Engineer to be written by Registrar following written recommendation from Dean (P&D).

Chapter 3: Academic Departments

Hierarchy



Responsibilities:

HoD:

- Keeping attendance records of staffs (both teaching and non-teaching)
- Granting/forwarding leaves to staffs (both teaching and non-teaching)
- Forwarding all applications of staffs (both teaching and non-teaching)
- Preparing APAR for non-teaching staff members
- Planning, development, maintenance and obsolesces of facilities and infrastructure of the department
- Procurement and purchase of various items
- Operating and maintaining impressed account of the department
- Maintaining stock register and measurement book of the department
- Maintaining PDA stock register
- Acting as a member of the Screening Committee and the Selection Committee for recruitment of staffs (both teaching and non-teaching)
- Conducting DAC, DPAC, DRPC
- Preparation of annual budget of the department
- Preparation of class routine
- Distribution of teaching assignments through DAC, DPAC
- Assigning supervisors to UG and PG students for project work
- Attending UGAC, PGAC, BOS(R) and Senate as ex-officio member
- Acting as ex-officio member of the Library Committee
- Conducting the selection process of M. Tech (Non-GATE) and PhD scholars

- Keeping attendance of M. Tech (GATE) students and PhD scholars
- Preparation of performance report for M. Tech (GATE) students and PhD scholars
- To conduct Semester Examination for PG courses
- Moderation of question papers of semester exams
- Sending relevant documents related to semester examination (list of paper setters, question papers for UG courses, marks, etc.) to the Academic Section
- Arranging visiting faculty (if required)
- Arranging for accreditation of the departmental courses
- Time to time modification of syllabus of different subjects (at least once in every three years)
- Arranging lectures by renowned experts from industry and academia
- Motivating faculty members to initiate outreach activities
- Supervising overall academic and administrative discipline of the department
- Any other work assigned by the Director

Course Co-ordinator (UG):

- Compilation of list of paper setters
- Collection of question papers from individual paper setters
- Collecting and submitting the marks to the academic section [Not required when marks will be submitted online]
- Assignment of Project Supervisor for UG students at the end of 6th semester
- Keeping all records relevant to UG students
- Attending UGAC meetings as departmental representative
- Any other work assigned by the HoD
- Any other work assigned by the Director

Course Co-ordinator (PG):

- Helping HoD to conduct the selection and admission procedure of M. Tech (Non-GATE)
 - Preparation of list of short listed candidates by examining the application form
 - Preparation of question paper for the admission test by compiling the inputs from other faculty members
 - Compilation of marks (written test and viva voce) and preparation of the list of selected candidates
 - Helping PG unit of the academic section in the verification process during admission
- Preparation of class routine for M. Tech Course(s) at the start of each semester
- Assignment of 2nd year PG students as TAs to different UG Lab Courses
- Assignment of Project Supervisor for PG students at the end of 1st semester
- Helping HoD to conduct semester examinations for 1st year M.Tech students
 - Compilation of list of paper setters
 - Preparation of examination schedule
 - Collection of question papers from individual paper setters
 - Collection of answer-scripts and other accessories from the Academic Section
 - Arrangement of Examination Hall (including making seat plan)

- Helping HoD to conduct semester examinations (seminar and viva voce) for 2nd year M.Tech students
 - Contacting the external experts (nominated by DAC) for their consent
 - Seeking approval from the Director for related expenditure
 - Applying for advance
 - Arranging accommodation for external expert(s) if required
 - Adjustment of bills (TA, honorarium, fooding and lodging of experts) against the advance drawn
- Collecting and submitting the marks to the academic section [Not required when marks will be submitted online]
- Attending PGAC meetings as departmental representative
- Any other work assigned by the HoD
- Any other work assigned by the Director

Lab In-charge:

- Supervising the maintenance of the lab infrastructure , equipments etc.
- Maintenance of the records for the consumables
- Planning the up-gradation of the lab
- Development of the experiments
- Acting as one of the instructor for the sessional classes.
- Any other work assigned by the HoD
- Any other work assigned by the Director

Faculty Members:

- Taking theoretical and sessional classes
- Conducting research work
- Running projects
- Guiding PhD scholars
- All works related to UG, PG examinations
- Acting as member of DSCs of various candidates
- Attending DAC, DPAC, DRPC
- Taking initiative to take up outreach activities
- Any other work assigned by HoD
- Any other work assigned by the Director

Technical Assistant:

- Maintaining the equipments inside the lab
- Installation and maintenance of software
- Helping students in executing experiments
- Store Keeping
- Any other work assigned by the HoD
- Any other work assigned by the Registrar
- Any other work assigned by the Director

Administrative Higher/ Administrative Lower:

- Keeping leave records of faculty and staffs
- Maintaining records of expenditures from impressed accounts
- Preparing requirements and budgets in consultation with HoD
- Preparing tender documents, comparative statements, purchase order for purchases through departmental purchase committee
- Extending clerical help to HoD and other faculty as and when required
- Any other work assigned by the HoD
- Any other work assigned by the Registrar
- Any other work assigned by the Director

Support Staff:

- Carrying files, dak etc. to and from the department
- Bringing materials from Store as and when required
- Operating and maintaining the photocopier machine(s), FAX etc.
- Any other work assigned by HoD and other staffs
- Any other work assigned by the Registrar
- Any other work assigned by the Director

Administrative Power of HoD:

- HoDs may be empowered to exercise administrative power to supervise overall academic and administrative discipline of the department

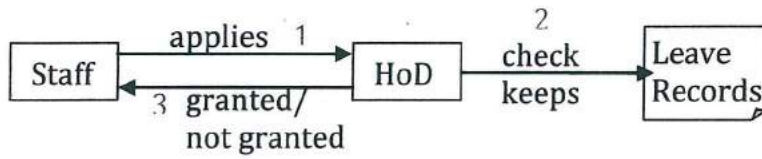
Financial Power of HoD:

- HoDs may be empowered to approve an amount upto 1 lakh for purchasing items having a budgetary allocation approved by the head of the institution
- The amount of IMPREST cash may be increased to Rs. 20,000.

Major Activities:

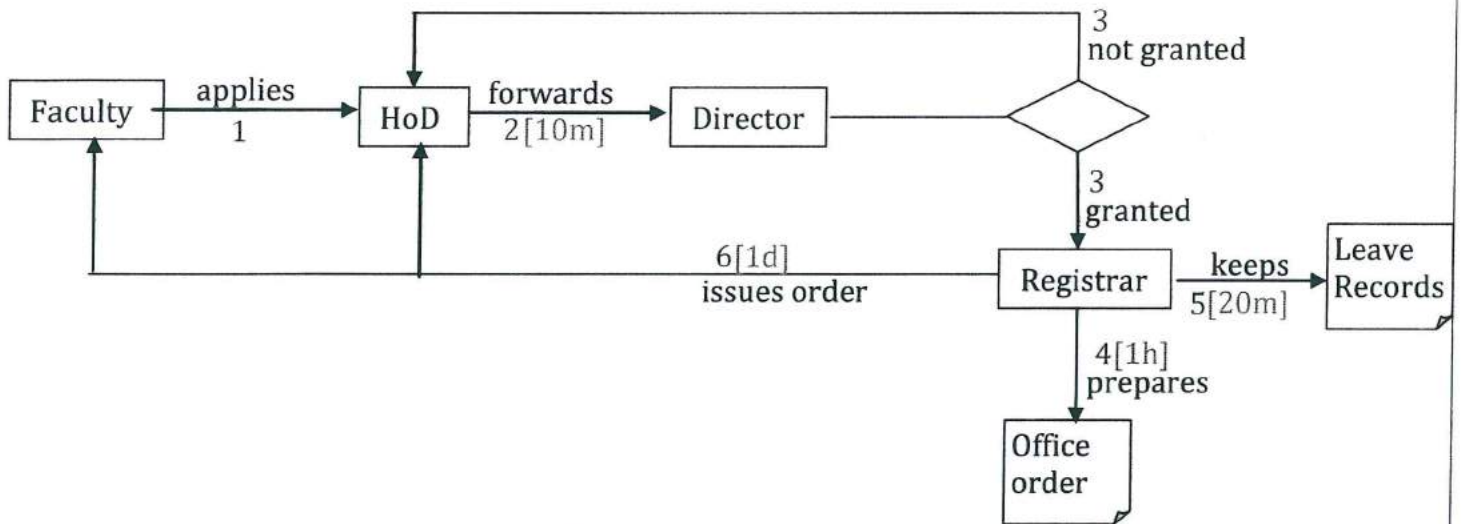
- **Processing of Casual Leaves:**

[No. of activities: 3]



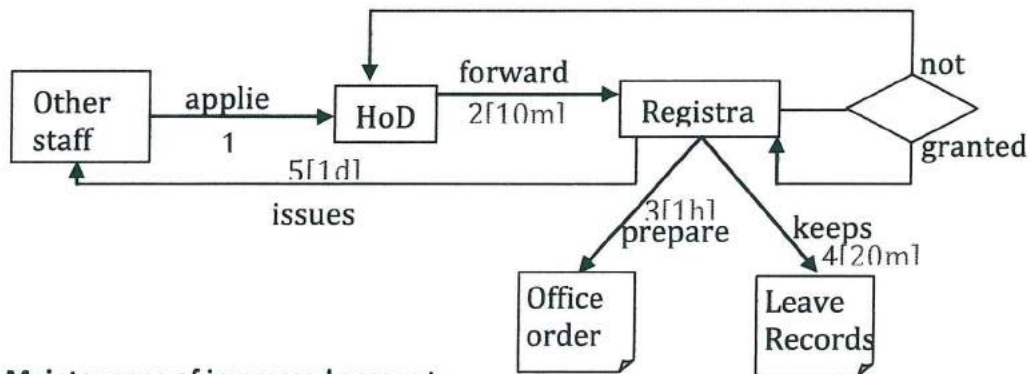
- **Processing of Leaves for faculty (except CL):**

[No. of activities: 6]



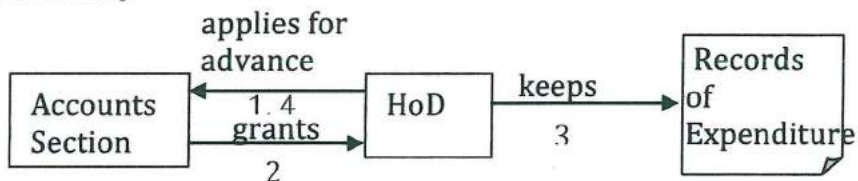
- **Processing of Leaves for staff (except CL):**

[No. of activities: 5]



- **Maintenance of impressed account:**

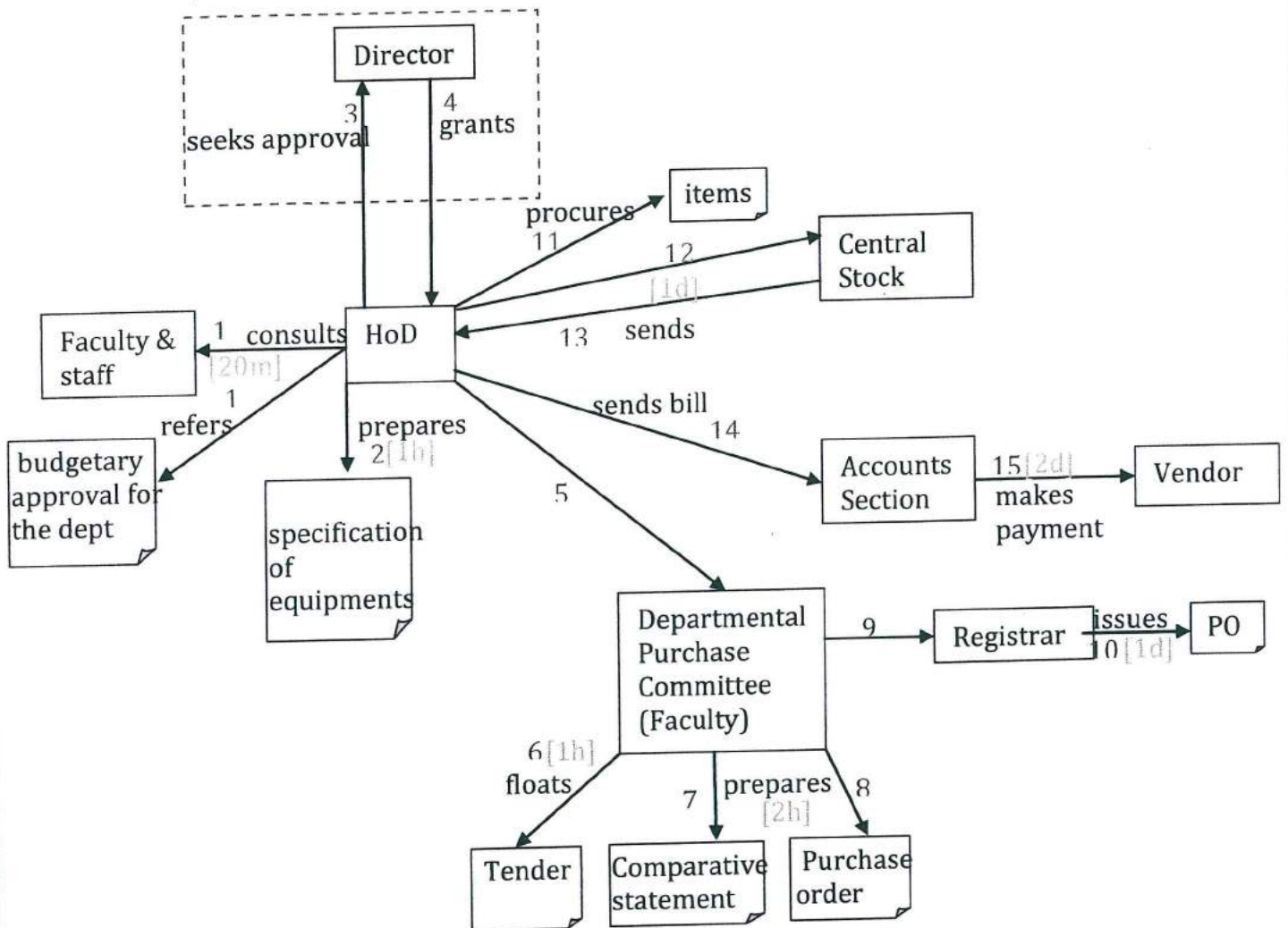
[No. of activities: 5]



Note: Need to send bills for adjustment and draw advance once in a month

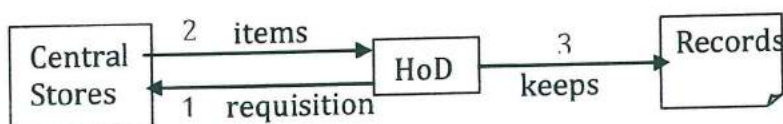
- Procurement and purchase of equipments from plan grant and other heads:

[No. of activities: 15]



The committee recommends omission of steps 3 and 4 for equipments that costs less than 1 lakh and for which there is a budgetary approval already. HoD may be empowered to exercise a financial power of 1 lakh provided there is already a budgetary approval from the Director

- Procurement of furniture and other items (through Stores):

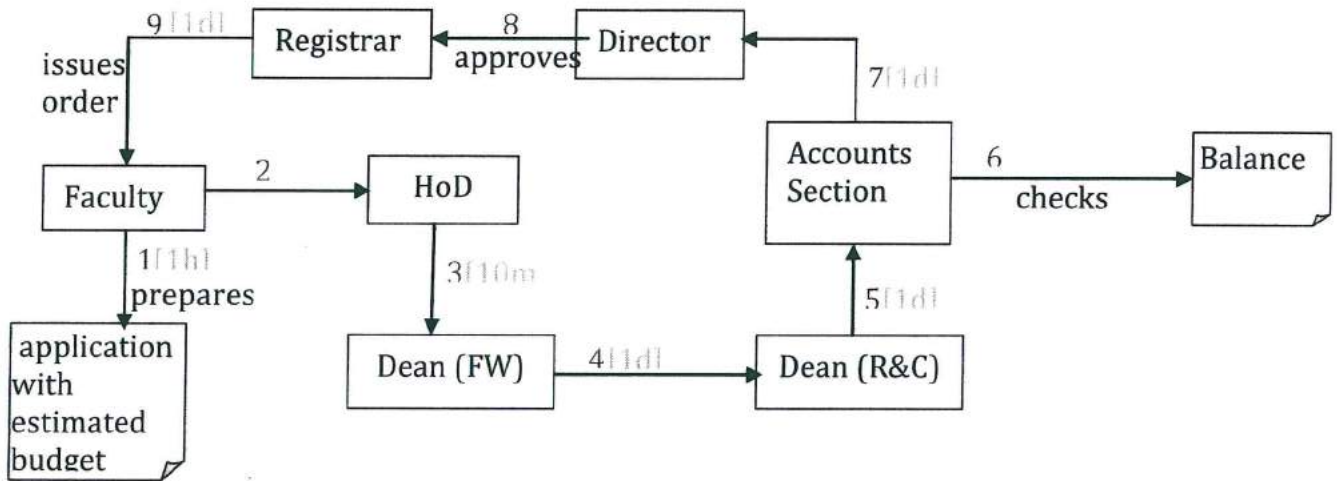


- Procurement and purchase of items from project accounts:

Refer to SRC rule

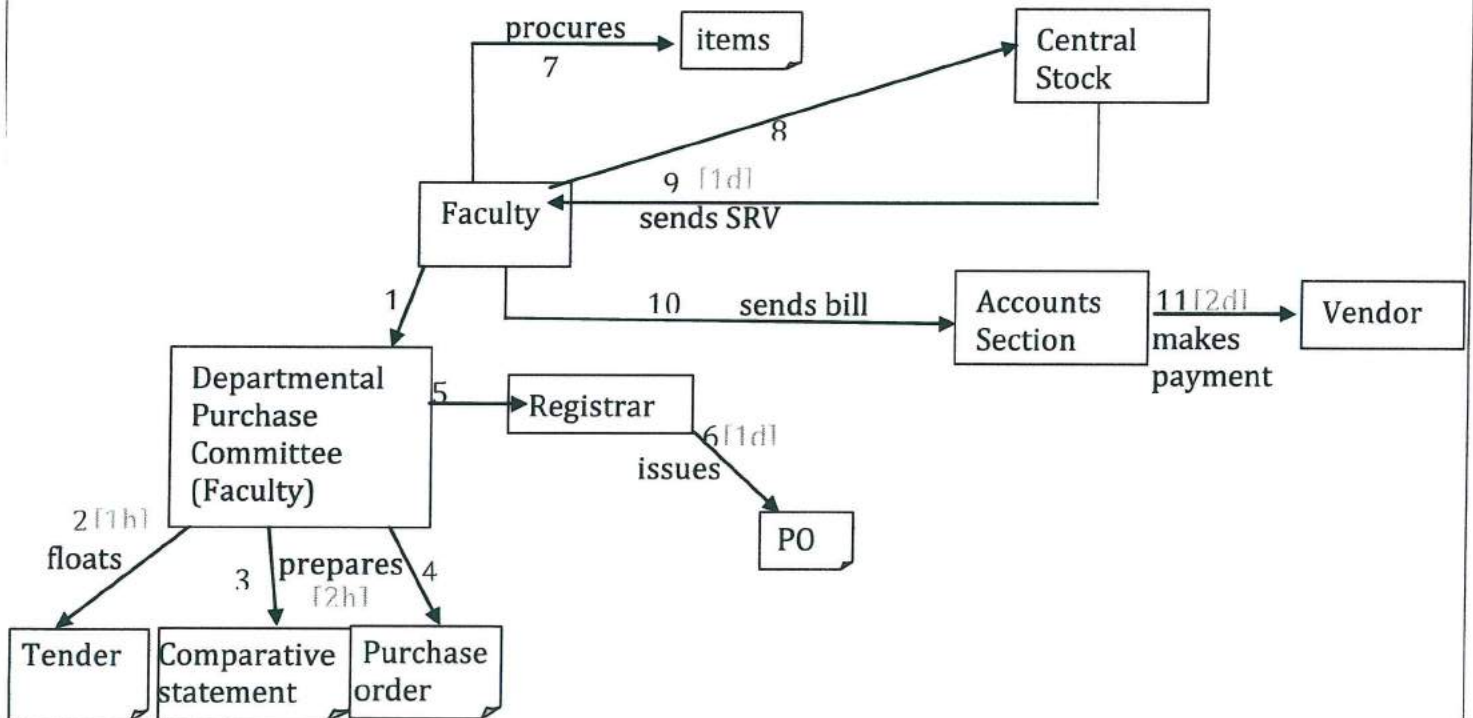
- Taking approvals for attending conferences, workshops, seminars or purchasing items from PDA grant of individual faculty:

[No. of activities: 9]

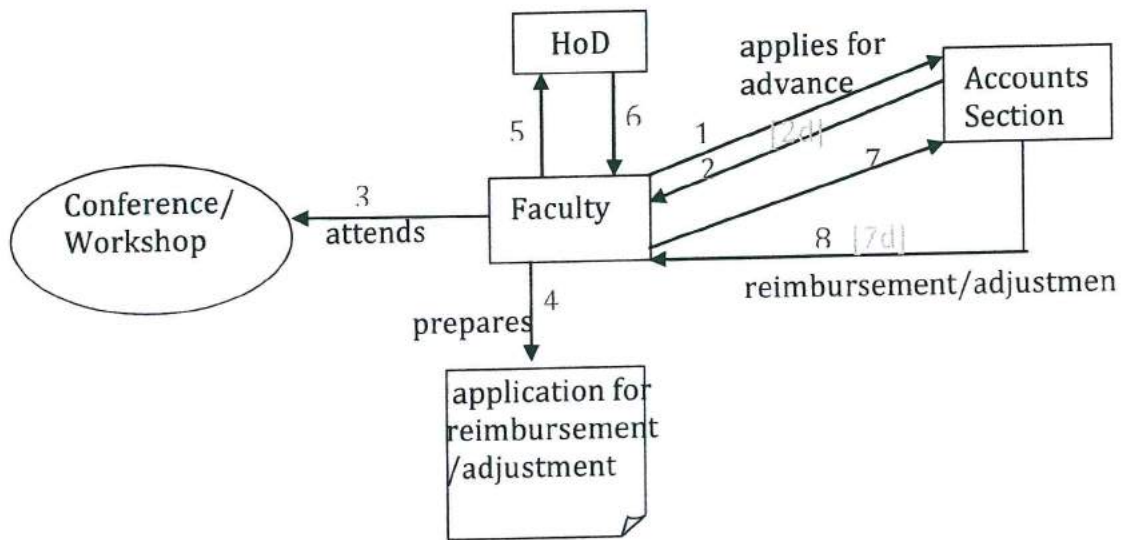


- Purchasing items from PDA grant of individual faculty (after receiving the approval):

[No. of activities: 11]

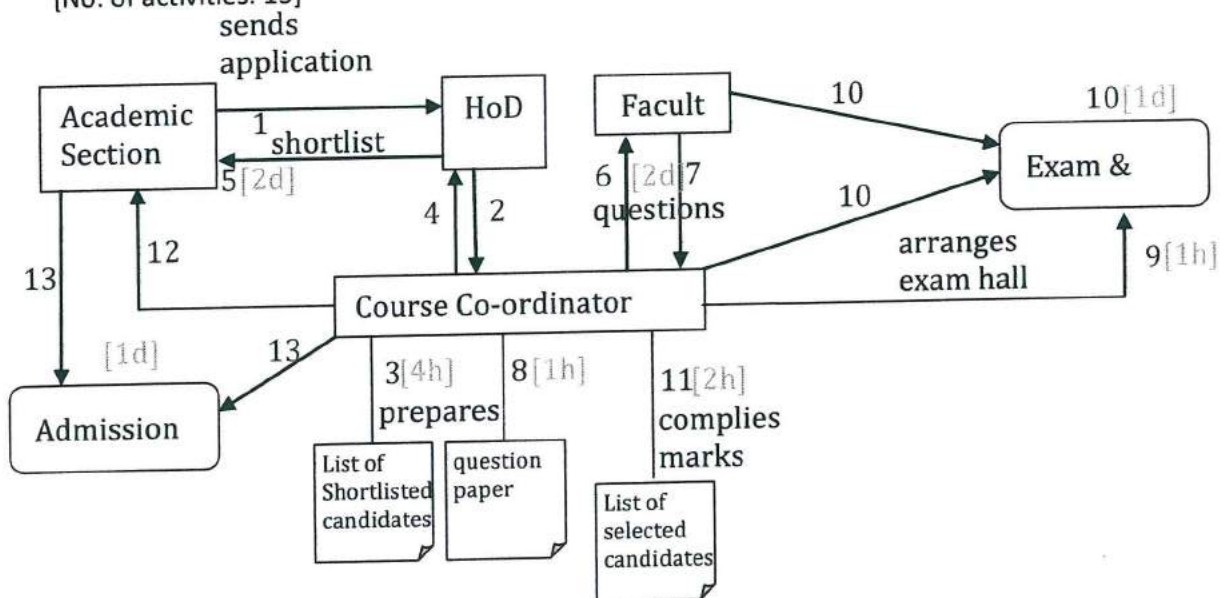


- Processing of bills (adjustments/ reimbursement) for attending conferences, workshops, seminars under PDA grant (after receiving the approval):**
 [No. of activities: 8]



Note: Steps 2 and 3 are optional (omitted if advance is not required).

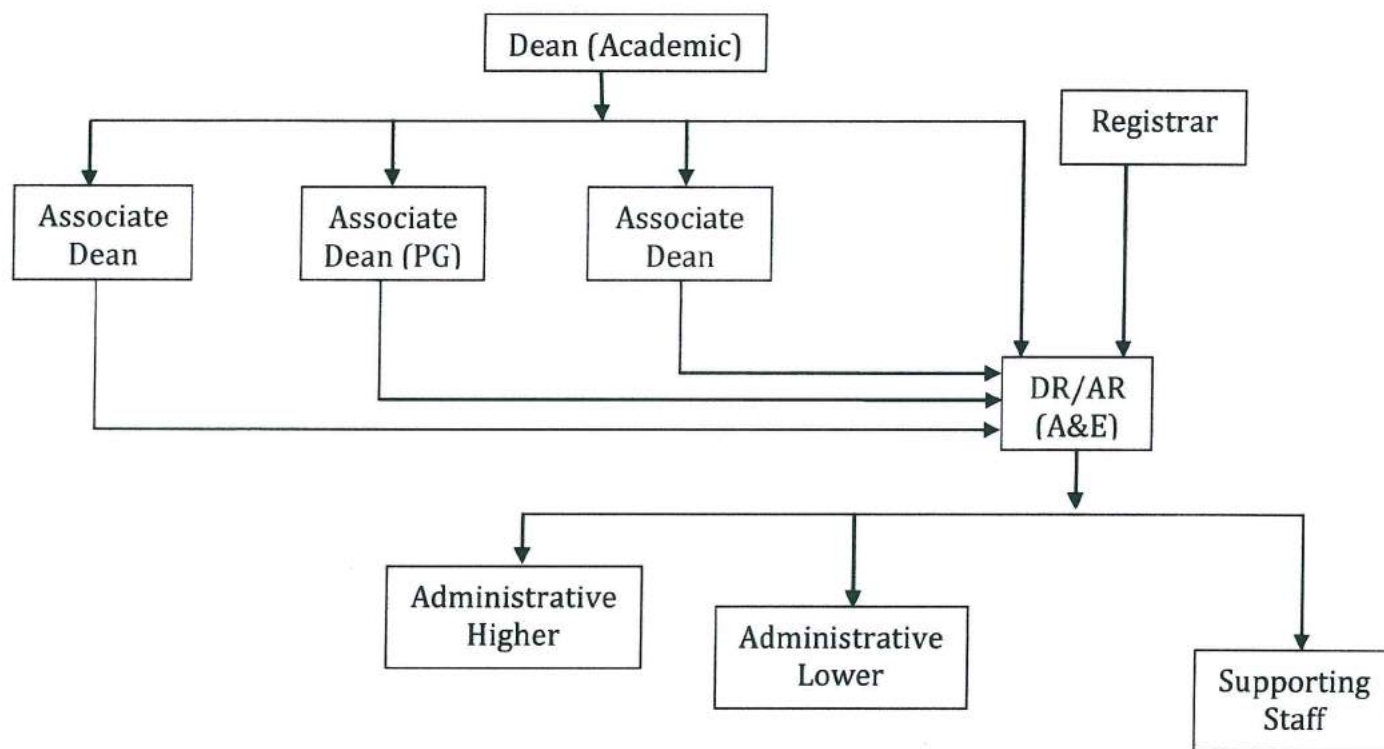
- Conducting admission procedure of M. Tech (Non-GATE) students:**
 [No. of activities: 13]



- Conducting admission procedure of PhD Scholars:**
 Refer to "Conducting admission procedure of M. Tech (Non-GATE) students"

Chapter 4: Academic Section

Hierarchy



Responsibilities:

Dean (Academic):

- Monitoring admission and enrolment of students (UG, PG, and PhD level)
- Monitoring the finalization of academic calendar, and time-tables
- Co-ordinating the semester examination (theoretical and sessional) for ensuring timely declaration of results
- Supervising the examination of PhD theses
- Supervising the maintenance of up-to-date academic records of all categories of students
- Supervising the publication of syllabi
- Acting as the Chairperson of all the institute level academic bodies (such as UGAC, PGAC, BoS(R)) and forwarding the proposals to the Senate for approval
- Monitoring the execution of the policies related to academics framed by the Senate and BoG
- Formulating policies for the conduct of research and steps to maintain suitable standard by implementing BoG/Senate decision
- Supervising the issue of all academic certificates, medals, and prizes to the students
- Annual Performance Appraisal Report of Dy / Asst. Registrar (A&E) to be written by Registrar following written recommendation from Dean (Academic)
- Co-ordinating the conduct of Convocation

- Any other responsibilities as assigned by the Director

Associate Dean (UG):

- Supervising all academic activities including examinations for undergraduate students
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Director

Associate Dean (PG):

- Supervising all academic activities including examinations for postgraduate students
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Director

Associate Dean (Ph.D.):

- Supervising all academic activities for PhD students
- Monitoring the timely and unbiased evaluation of PhD theses
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Director

DR/AR (A&E):

- Finalizing the academic calendar, time-tables, registration for course work and examinations, class room arrangements, and all other requirements for proper conduct of class work
- Maintaining the up-to-date academic records of all categories of students
- Acting as secretary of all the institute level academic bodies (such as UGAC, PGAC, BoS(R))
- Acting as the custodian of all academic certificates, medals, prizes
- Arranging the issue of all academic certificates, medals, prizes to the students
- Making arrangements for the conduct of all examinations to be conducted by the institute as stipulated in the institute regulations
- Making arrangements for collection, compilation of marks and publication of result of all examinations
- Any other responsibilities as assigned by Associate Dean (UG), Associate Dean (PG), Associate Dean (PhD)
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Registrar
- Any other responsibilities as assigned by the Director

Administrative Higher:

- Extending clerical help to DR/AR (Academic) to ensure smooth functioning of Academic Section
- Any other responsibilities as assigned by DR/AR (Academic)
- Any other responsibilities as assigned by Associate Dean (UG), Associate Dean (PG), Associate Dean (PhD)

- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Registrar
- Any other responsibilities as assigned by the Director

Administrative Lower:

- Extending clerical help to DR/AR (Academic) to ensure smooth functioning of Academic Section
- Any other responsibilities as assigned by DR/AR (Academic)
- Any other responsibilities as assigned by Associate Dean (UG), Associate Dean (PG), Associate Dean (PhD)
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Registrar
- Any other responsibilities as assigned by the Director

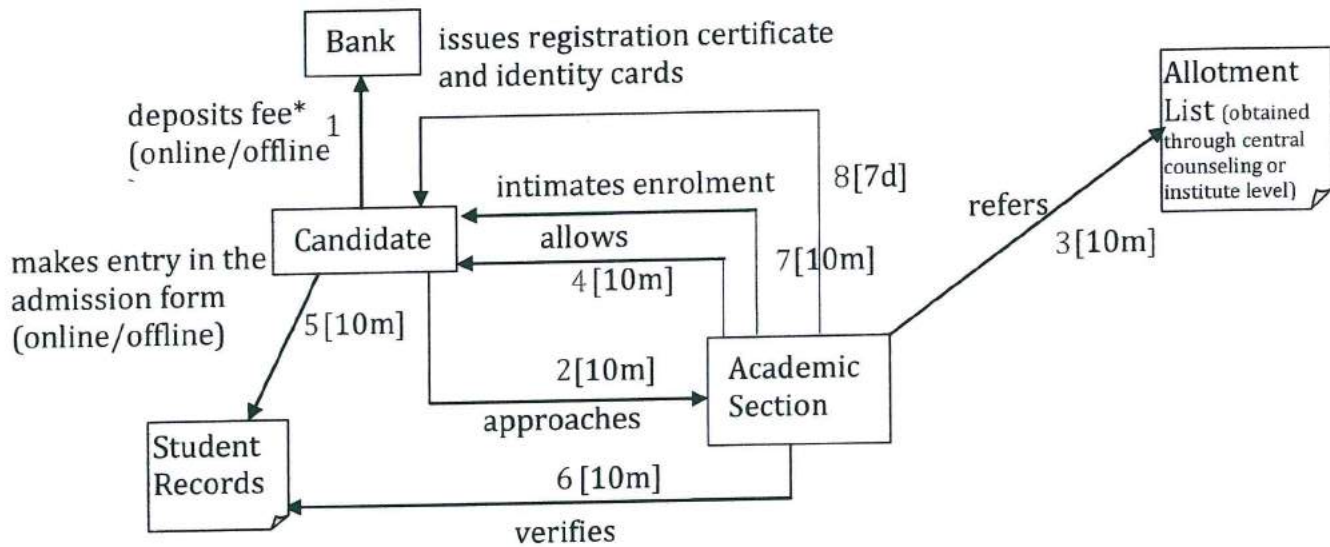
Supporting Staff:

- Carrying files, dak etc. to and from the department
- Bringing materials from Stores as and when required
- Operating and maintaining the photocopier, FAX machine(s)
- Any other work assigned by Administrative Higher or Administrative Lower
- Any other responsibilities as assigned by DR/AR (Academic)
- Any other responsibilities as assigned by Associate Dean (UG), Associate Dean (PG), Associate Dean (PhD)
- Any other responsibilities as assigned by Dean (Academic)
- Any other responsibilities as assigned by the Registrar
- Any other responsibilities as assigned by the Director

Major Activities:

- Admission and enrolment of students (UG, PG, PhD) :

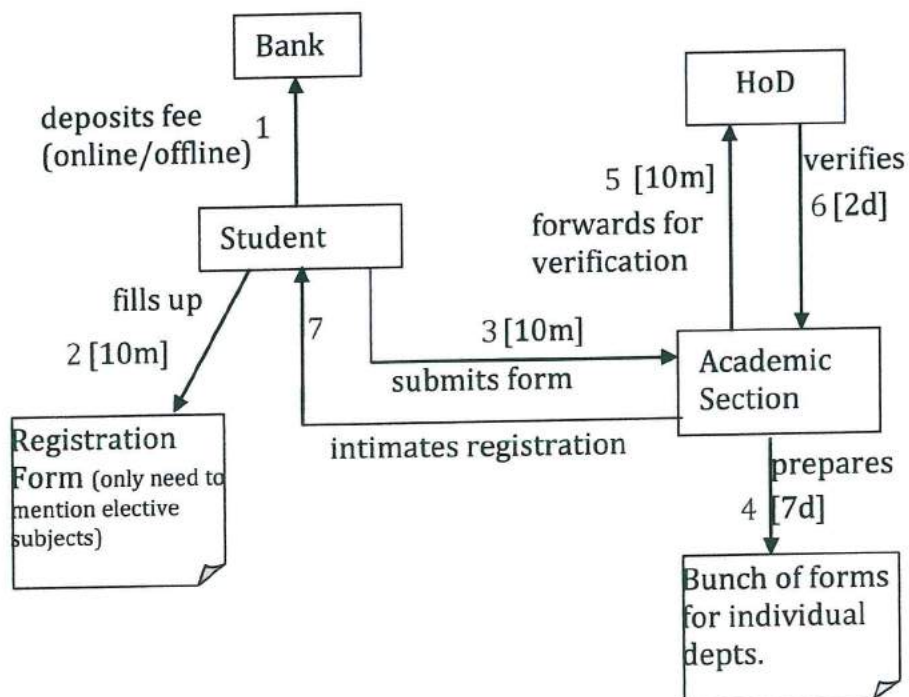
[No. of activities: 8]



* The fee includes examination fees as well.

- Subject registration by the students at the beginning of each semester:

[No. of activities: 6]



- **Student registration for Semester Examination:**

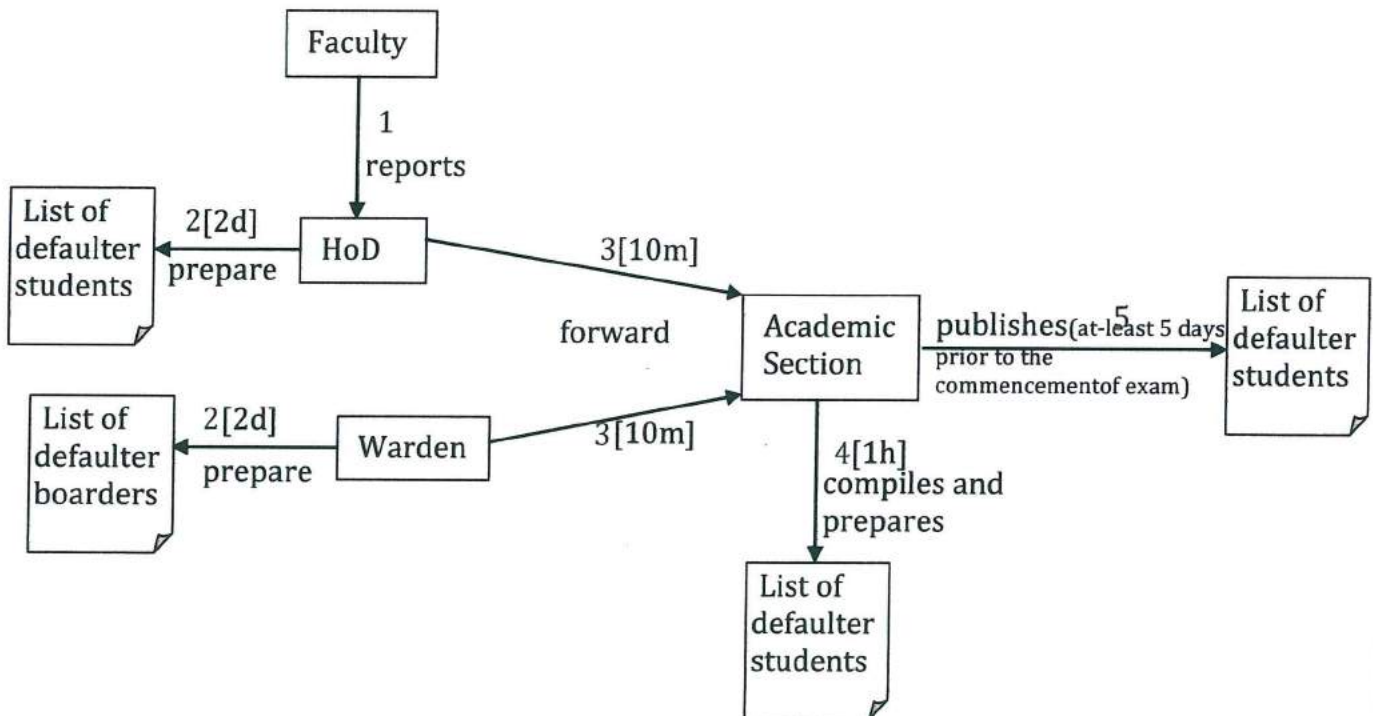
[A student (who has already registered once at the beginning of the semester) will be allowed to sit in the semester examination unless he is **defaulter** in any sense. The students do not need to fill up any form. Eligible students will be allowed to enter the examination hall with their institute identity cards.

A student is called defaulter if

- he is having shortage of attendance in any one or more theoretical/sessional subjects as reported by concerned HoD to the Academic Section or
- he fails to qualify in any sessional subject(s) as reported by concerned HoD to the Academic Section or
- he fails to clear the mess dues in time as reported by the concerned Warden to the Academic Section

Academic Section should issue a notice to all HoDs and Wardens at least 10 (ten) days prior to the commencement of exam to send the list of defaulter's (if any)

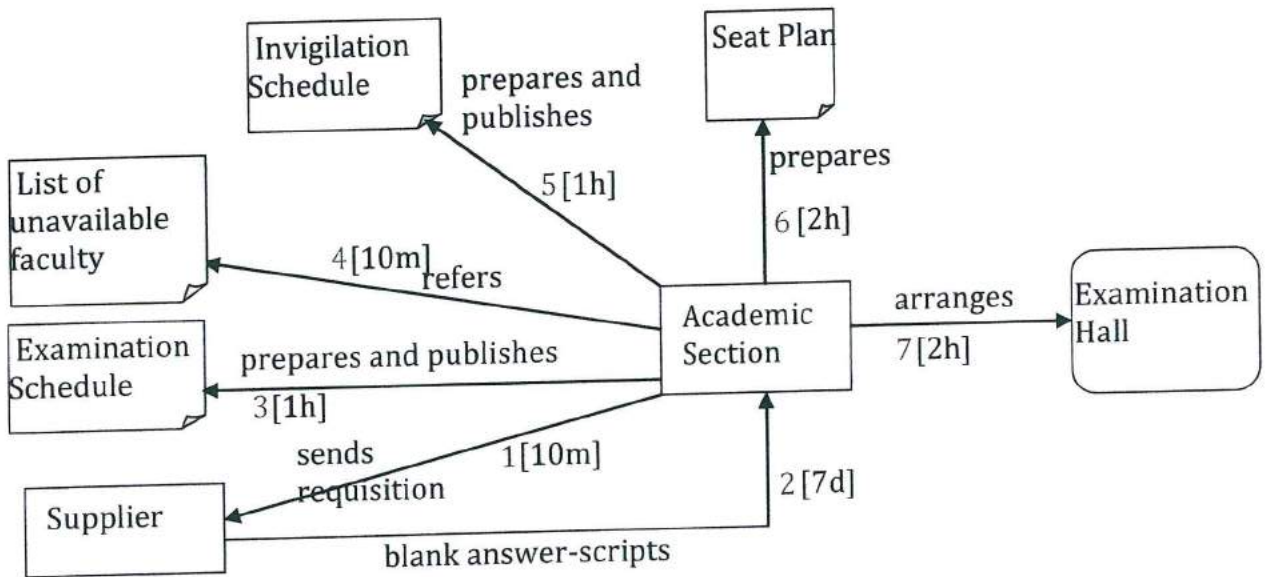
HoDs and Wardens should submit the list of defaulter students in prescribed format to the Academic Section at least 7 (seven) days prior to the commencement of the semester examination.]



Note: If online attendance is introduced, things will be different. Further clarifications from Dean (Academic) is required

- **Logistic arrangement for conducting semester examination:**

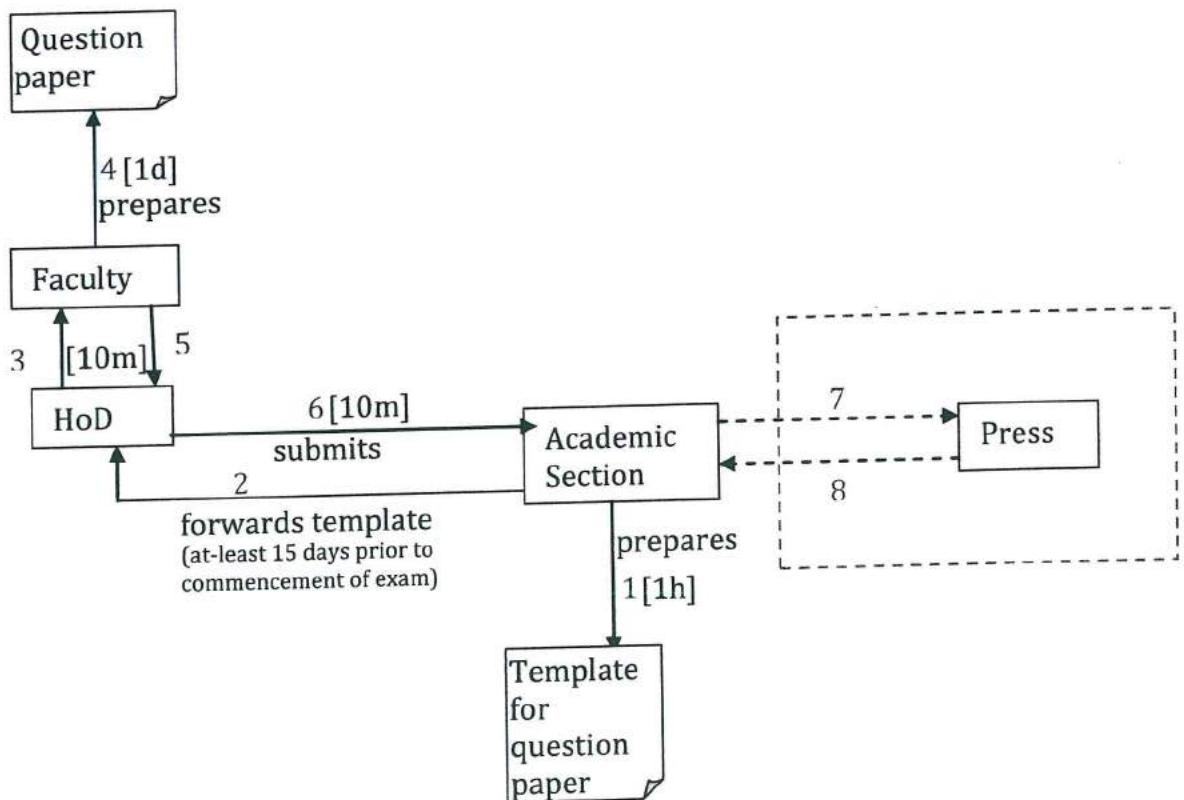
[No. of activities: 7]



- **Preparation of question papers for the semester examination:**

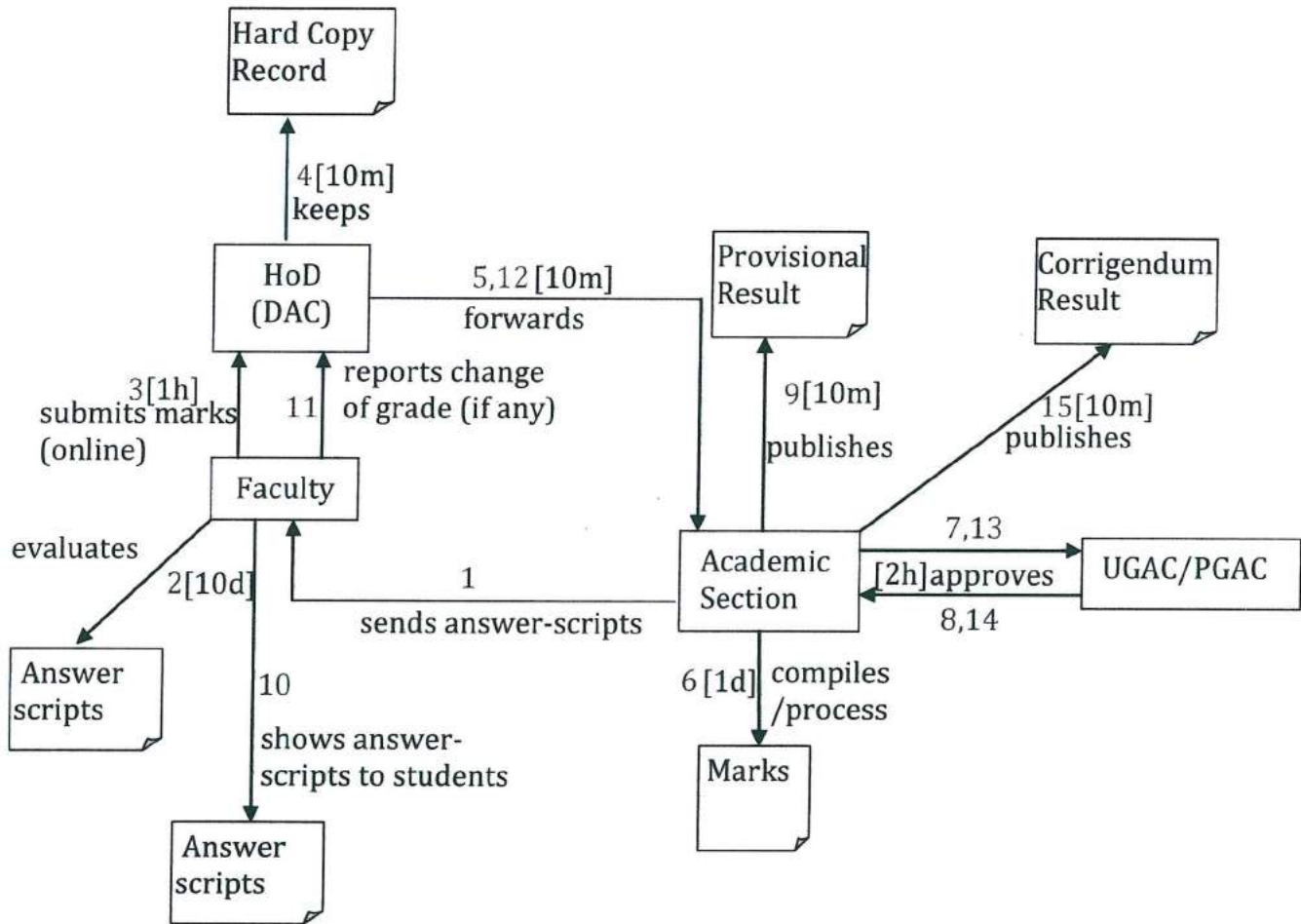
[No. of activities: 6]

The committee recommends complete removal of steps 7 and 8.



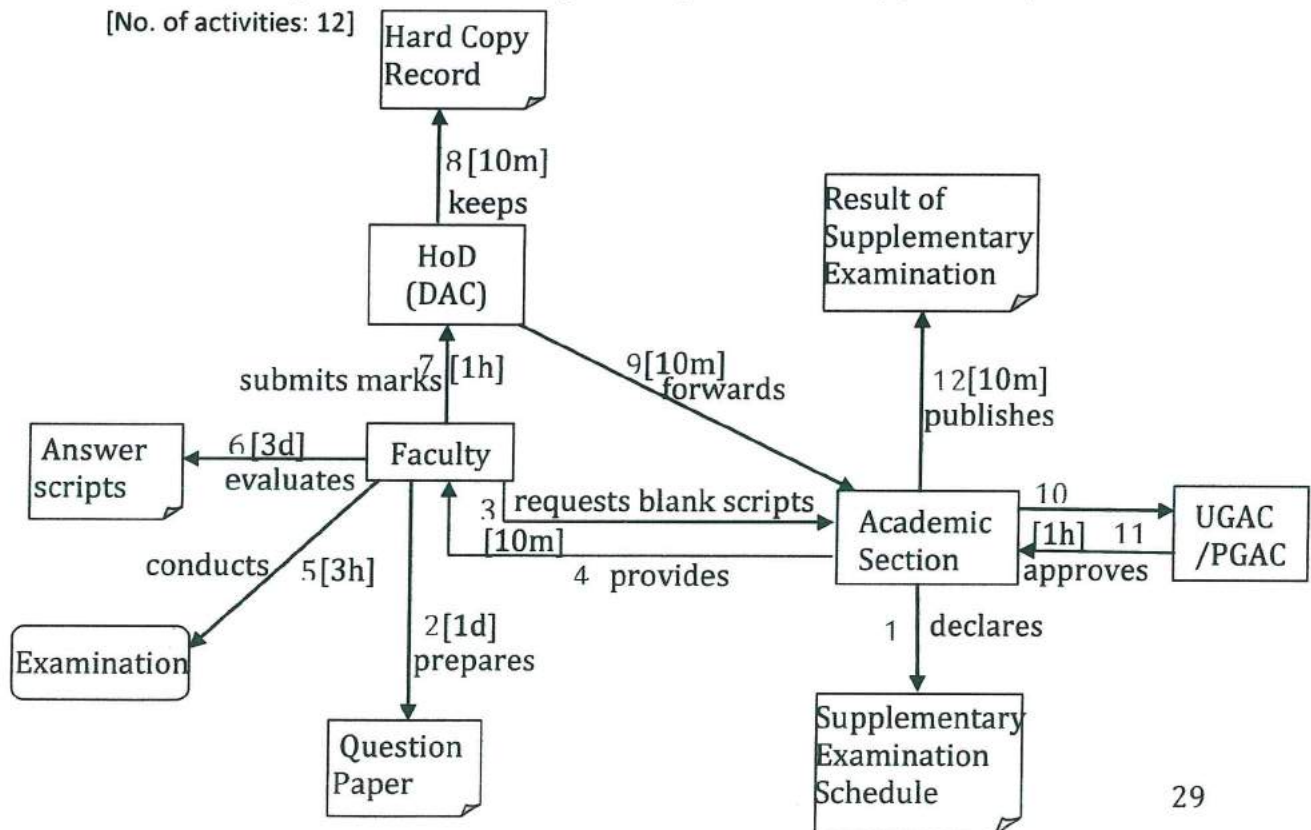
- Collection, compilation of marks and publishing the result of regular examination:

[No. of activities: 15]



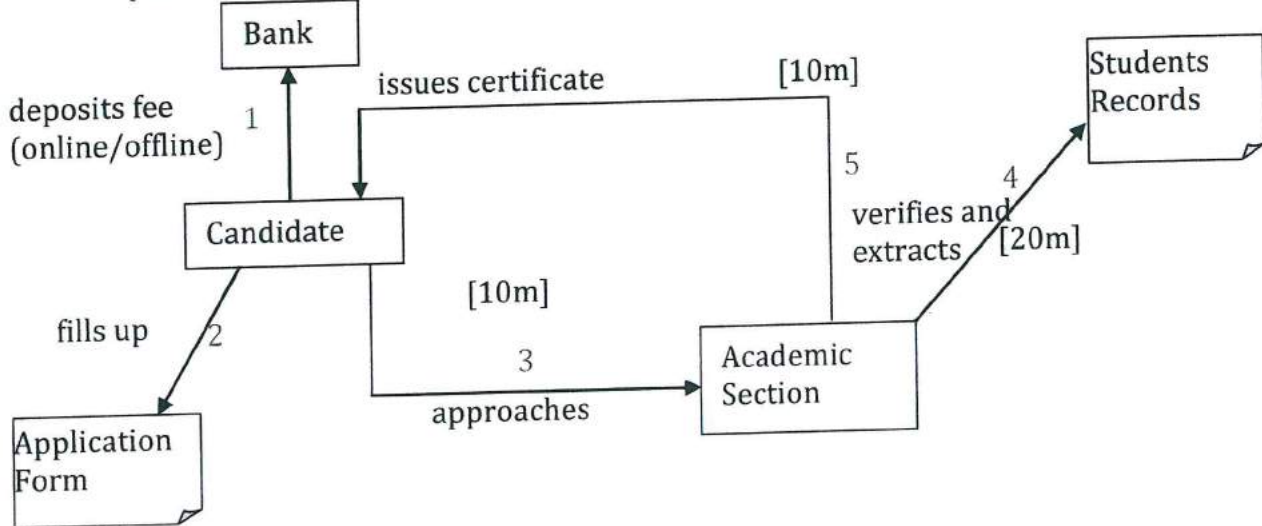
- Collection, compilation of marks and publishing the result of supplementary examination:

[No. of activities: 12]



- Issuing bona fide certificate Migration certificate, Transcripts, Duplicate grade card etc.:

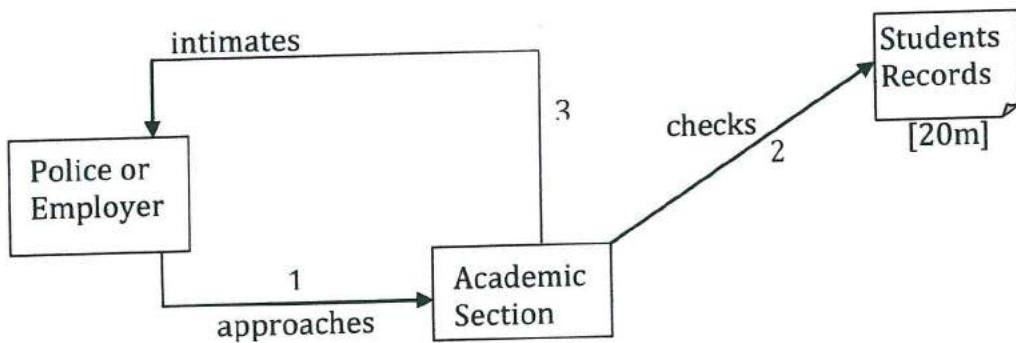
[No. of activities: 4]



Note: Head of the institute may empower DR/AR (Academic) to sign and issue all these certificates

- Verification of academic qualification (by Police or employer):

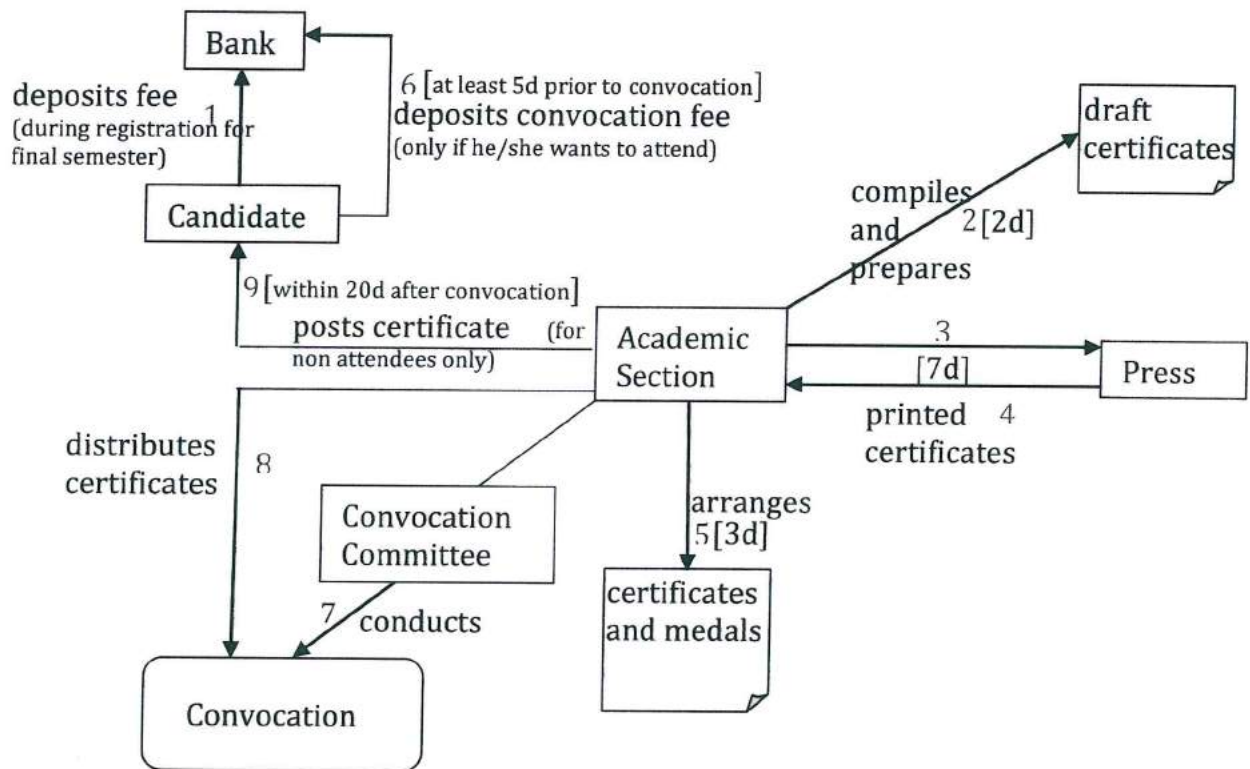
[No. of activities: 4]



- Verification of all documents generated from Academic Section should be done by the Academic Section only
- DR/AR (Academic) should sign and issue certificate if necessary

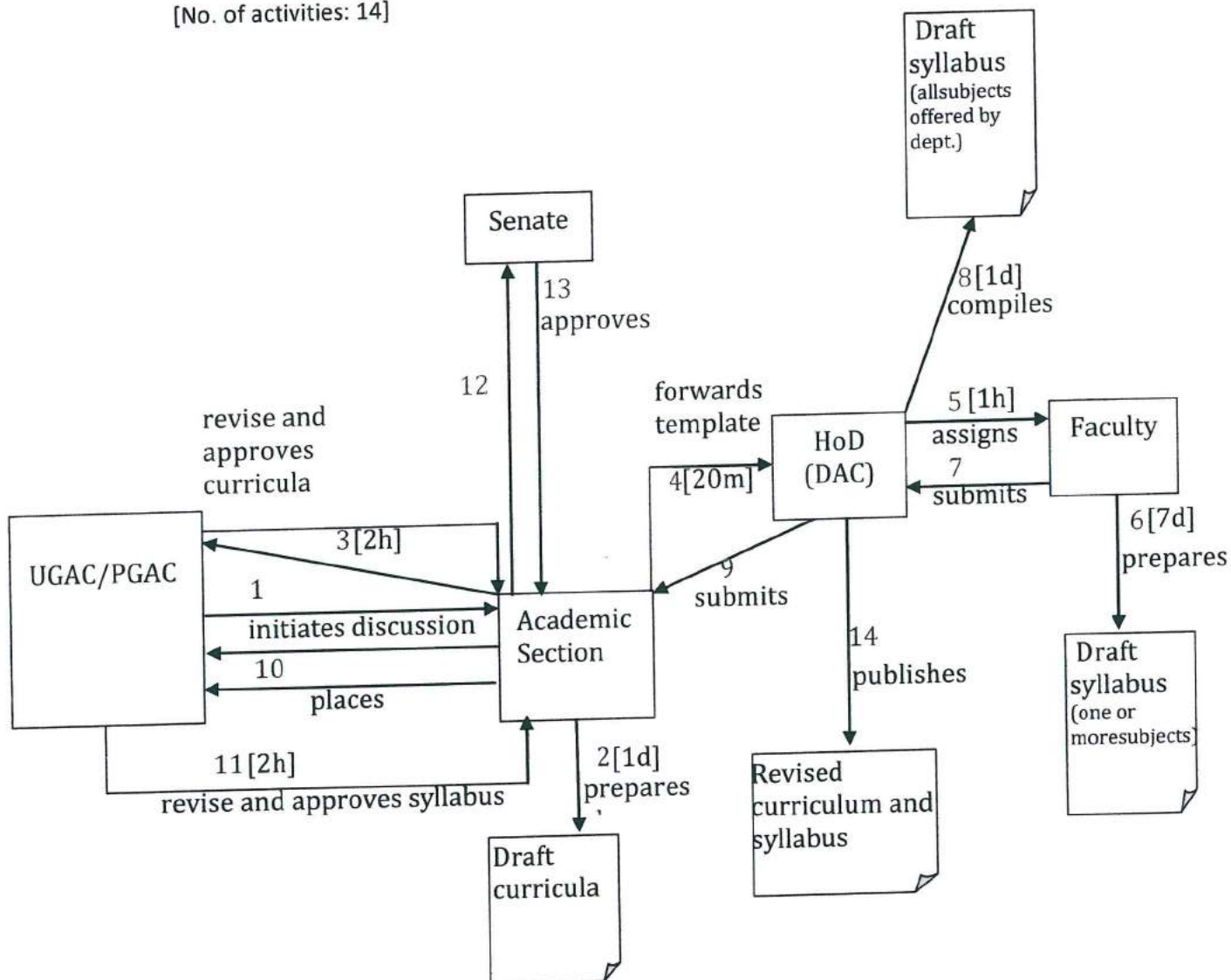
- **Issuing degree certificate (including convocation):**

[No. of activities: 9]



- **Modification of curriculum and syllabus (at least once in every 3 years):**

[No. of activities: 14]



Financial power of Dean (Academic):

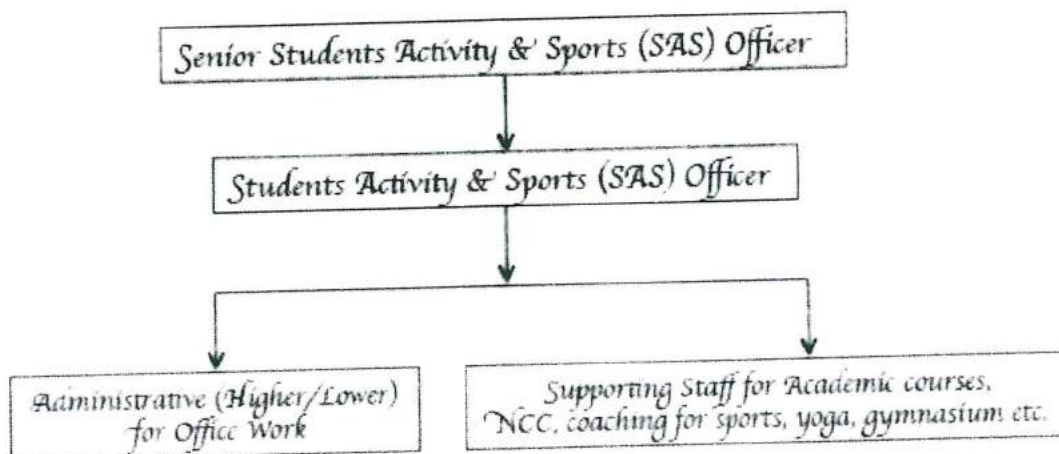
- Dean (Academic) may be empowered to approve an amount upto 1 lakh to cater emergency requirement

Financial power of DR/AR (Academic):

- DR/AR (Academic) may be empowered to handle IMPREST cash
- The IMPREST cash may be increased to Rs. 20,000

Chapter 5: Physical Training Section

Hierarchy



Duties of Senior SAS Officer:

1. Selection of guest coaches to run the academic courses.
2. Preparation of marks list / grade for the academic courses.
3. Monitoring and coordination of regular activities of NCC for various programmes.
4. Selection of guest coaches to develop various sports / games teams of the institute.
5. Taking up of all necessary administrative steps for participation in various tournaments throughout the country (e.g. All India Inter-NIT Meet).
6. Preparation of purchase order / work order.
7. Framing of certain policies / rules regarding sports / games and getting approval of the competent authority.
8. Planning and Development of infrastructure in connection with sports and games.
9. Organization of various intra-NIT tournaments throughout the year.
10. Preparation of annual budget for the physical training section.
11. Issuing of various administrative notices to the students in consultation with Dean (SW) and Dean (Academic).
12. Any other duty as may be assigned to him/her by the Director / Registrar.

Duties of SAS Officer:

1. Enrollment of cadets in NCC as per vacancy.
2. Providing necessary infrastructural support to NCC.
3. Providing necessary guidelines to the guest coaches and students as per the requirement of NIT.
4. Selection of institute teams for various sports and games.
5. Checking of availability of different sports and games items as required in the section.
6. Convening meeting of the athletic committee consisting of the following members.
 - Dean (SW): Chairman
 - Dean (Acad): Member
 - One Professor as will be nominated by the Director
 - Senior SAS officer: Member
 - SAS officer: Convener

7. Planning for all the modalities of various sports & games within the institute and preparation of certificates of the same.
8. Looking after the tendering process for various items required for sports & games.
9. Coordinating all the activities of different supporting staff.
10. Preparation of class routines for various academic courses and conducting examinations.
11. Issuing of various academic notices to the students in consultation with Dean (SW) and Dean (Academic).
12. Any other duty as may be assigned to him/her by the Director / Registrar.

Duties of Supporting Staff:

1. Distribution of option forms to students.
2. Collection of option forms from the students and preparation of a discipline-wise list for commencement of classes.
3. Organization of regular classes.
4. Helping the SAS officer in marking for different examinations.
5. Routine checking of all the spots & games items for their readiness to be used.

Duties of different Administrative Staff (Higher/Lower):

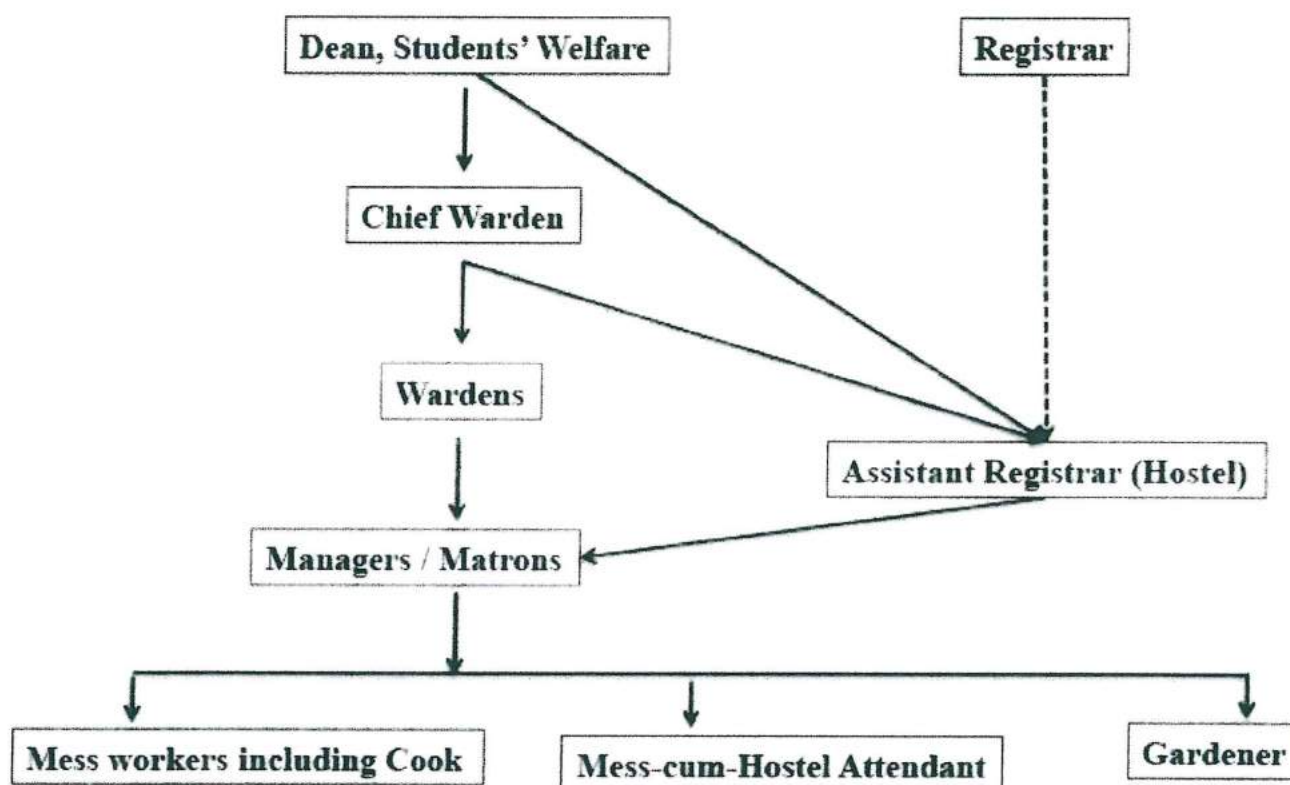
1. Checking / verification of all the items required for sports & games in the section.
2. Placing the budgetary estimates to the SAS officer for his perusal.
3. Preparation of tender documents and making of comparative statements.
4. Maintenance of accounts, stock book, measurement book and processing of bills.
5. Receiving various items from companies and / or central store.
6. Disposal of obsolete items in consultation with SAS officers.
7. Ensuring cleaning and scavenging work, which will be carried out through the Estate section.
8. Helping the SAS officer in all other kinds of office work related to running academic courses and various sports & games meet.

Financial Approval Process:



Chapter 6: Hostels

Hierarchy



Recommendations of the Administrative Reforms Committee

There are no laid down rules and regulations at present for running the hostels and mess of boys' and girls' of NIT Durgapur. There is voluminous amount of activities involved in running these hostels. The Wardens are not well aware of their administrative powers to run the hostels. Thus, the Administrative Reforms Committee recommends the following for smooth and systematic functioning of the hostels and respective mess systems. However, it is quite possible that some of the recommendations are actually routinely followed at NIT Durgapur. Nevertheless, the following recommendations are required to be considered in its entirety.

Appointment and Duties of Hostel Administration

Appointment of Chief Warden:

A member from amongst the senior faculty members (Associate Professors or Professors) of National Institute of Technology, Durgapur shall be appointed as Chief Warden (Hostels), by the Director, of the Institute. The Chief Warden should preferably possess experience of having worked as Warden and he/she should be conversant with hostel and mess functioning, having adequate knowledge of accounts, hostel administration and above all the hostel spirit or any administrative experience in the institute. The tenure of the Chief Warden will be maximum for a period of two years at a stretch or as specified by the Director, whichever is less.

Duties of the Chief Warden:

1. He/she shall provide guidance to the Wardens in running hostels, hostel mess etc.
2. He/she will be coordinating allotment of rooms of different hostels to the students at the beginning of each academic year.
3. He/she shall ensure that messes are run by cooperative efforts of the students and profit is not the motive. Any profit accrued as bank interest in the hostel or mess account should be used for general maintenance of the hostel and welfare of the boarders to avoid accumulation of money.
4. He/she will have the financial power of incurring recurring or non-recurring expenditure up to Rs. 50,000/-.
5. He/she will ensure that General Finance Rules are followed for purchase of any hostel-related items.
6. He/she will arrange for annual internal audit of mess accounts.
7. He/she will forward the reward giving or disciplinary action on boarders to the Dean, Students' Welfare.
8. He/she will ensure functioning of the Food Tender Committee such as floating of tender, finalization of purchase order, quality check, regularity of supply etc. from time to time.
9. He/she will ensure renewal of medical insurance policies of the students from time to time.
10. Any other duty assigned by the Dean (Students' Welfare) or Director.

11. All the hostel messes should be outsourced in near future to ensure existence of a smooth mess management system across all the halls of residence and uniform food service to every student.
12. He/she shall work for the well being of the boarders.

The duties the Chief Warden will not deal with anymore:

1. Any mess staff-related issues such as their recruitment, any other benefits (EPF, Group Insurance etc.) extended to the mess staff etc. This component will be taken care of by the Registrar, with the approval of the Director.
2. Liaison between institute (for boarders) and civil administration for all possible help including police etc. This component is recommended to be taken care of by the Security Officer, with the permission of the Chief Warden / Dean (SW).

Appointment of Wardens:

The Director in consultation with the Dean (SW) and Chief Warden will select wardens from among the faculty members. The wardenship will be maximum for a period of two years at a stretch or as specified by the Director, whichever is less.

Duties of the Warden:

1. The Wardens are the administrative heads of individual hostels.
2. The Wardens will supervise the functioning of the hostel mess and see that all the activities of the hostel are being smoothly run.
3. He/she will, time to time, formulate procedures for registration of students and functioning of the mess workers.
4. He/she along with the Deputy Registrar (Finance & Accounts) will be the operator of the hostel or mess account.
5. The Wardens will advice, instruct and supervise the functions of Hostel Manager.
6. He/she shall regularly check the accounts ledger.
7. He/she will help audit of the mess account by the internal audit team.
8. He/she will receive all sorts of feedback or complaints from various stakeholders of the hostel.
9. He/she will have the financial power to incur recurring or non-recurring expenditure up to Rs. 10,000/- from Hostel / Mess account.

10. He/she will ensure that General Finance Rules are followed for purchase of any hostel-related items.
11. Any other duty assigned by the Chief Warden or Dean (Students' Welfare).
12. He/she shall work for the well being of the boarders.

Appointment of Hostel Managers:

The Registrar will recruit / appoint Managers to individual hostels, from time to time. The managers must have the knowledge of keeping accounts, ledger book, cashbook etc. along with basic computer operation skills.

Duties of the Manager:

1. Maintenance of the hostel or mess account.
2. Maintenance of the hostel stock book.
3. Maintenance of the inventory of furnitures and electrical items issued to the students.
4. Taking care of maintenance of the hostel properties (civil, electrical, internet etc.)
5. Preparation of room allotment list.
6. Job assignment to mess workers and maintenance of their leave and attendance register.
7. He/she shall be doing all the office work as per the instructions of the Warden.
8. The hostel manager shall get the hostel accounts, stock book etc. checked by the Warden once in 15 days.
9. Preparation and display of hostel / mess –related notices to the notice board and website (duly signed by the Warden).
10. Preparation and distribution of hostel identity cards and mess cards.
11. Ordering of mess requirements to the supplier.
12. Receiving of ordered items from suppliers.
13. Store-keeping for the mess.
14. Maintenance of measurement book and bill passing register for each and every item purchased from hostel / mess account.
15. Receiving and processing of bills.
16. Preparing the list of monthly mess dues of the boarders.
17. Distribution of hostel mess fees book and collection of receipts.
18. Maintenance of a demand and complaint register for the boarders.
19. Processing of salary bills of mess workers.

20. Any other duty assigned by the Warden.

Appointment of Mess-cum-Hostel Attendant:

The Registrar will recruit / appoint Mess-cum-Hostel Attendants to individual hostels, from time to time. He must have passed 12th standard examination and should have basic computer knowledge.

Duties of the Mess-cum-Hostel Attendant:

The mess-cum-hostel attendant will help the mess manager in the following day-to-day activities:

1. He/she will maintain an inventory of furniture and fixtures of mess, dining hall, common room, hostel rooms etc.
2. Hewill maintain the furniture and other fixtures in serviceable condition and take necessary steps through the hostel manager.
3. He will maintain an inventory register in respect of the furniture, electrical appliances and other items in his charge and he will get signature of the boarders against items issued to each room.
4. He will maintain Guest Register and check the presence ofoutsiders in the room without proper permission.
5. He will dust the furniture and fixture of hostel and clean the glass panes of the mess, dinning hall, hostel and common room.
6. He will maintain purchase and consumption register of eatable items in mess.
7. He will record the attendance and maintain attendance register in the Mess.
8. He will be held responsible for any loss of or damage to the furniture, fixtures etc. if not reported by him.
9. He will help the Hostel Manager in the activities such as ordering of mess items, release of store items to the mess, maintenance work of the mess, maintenance and proper distribution of food, routine care of the common room, supervision of the garden, helping the manager in proper maintenance of the office documents, room allotment, room vacation, maintenance work of the hostel, etc.
10. The Attendant will attend to any other duty assigned by the Mess Manager or Warden.

Appointment of Mess Workers:

The Registrar will recruit / appoint Mess Workers to individual hostels, from time to time, with the approval of the Director.

Duties of the Mess Workers:

1. Mess workers of all categories will be doing all sorts of the mess work as deemed fit and assigned to them from time to time by the Mess Manager duly approved by the Warden.
2. During vacations of students the mess workers must be available in the hostel. They will be working for the hostel and the Warden will assign duties to them as deemed fit during this time.

Appointment of Assistant Registrar (Students' Welfare):

The Director will recruit / appoint Assistant Registrar (Students' Welfare) for the hostels, from time to time against the sanctioned post of Assistant Registrars, following approved rules & regulations. Knowledge in basics of computer operation and experience in purchase & store is desirable.

Duties of the Assistant Registrar (Students' Welfare):

1. Scrutiny and recommendation of scholarship forms of students (both, at state and national levels).
2. Disbursement of scholarship among students.
3. Renewal of medical insurance policies of the students and distribution of insurance cards.
4. Doing the office work for purchase of all types of equipments and furnitures required by the hostels.
5. Arrangement and taking care of the required maintenance work of all types of equipments and furnitures required of the hostels.
6. Helping in the process of students' elections to constitute Students' Gymkhana.
7. He will act as convenor of all the committees related to the functioning of hostels.

Compositions of various Committees such as Hostel Room Allotment Committee, Health Insurance Tender Committee, Hostel Food Tender Committee, Hostel Store & Purchase Committee and any other relevant committee of hostels.

1. Chairman: Dean (Students' Welfare)
2. Members: (a) Chief Warden (b) the senior most Wardens for each hostel (In case, the senior most Warden is unavailable, the next senior Warden will be chosen with a written note of unavailability from the first Warden), (c) Students' Gymkhana Advisors (d) President, Students' Gymkhana (invitee member).
3. Convener: Assistant Registrar (Students' Welfare)
4. Registrar will be a member only in the Health Insurance Tender Committee.

Other Essential Recommendations:

1. The Dean (SW) may exercise his/her financial power in case of accidental emergency for boarders and mess workers as may be determined appropriate.
2. Dean (SW) shall decide over the policy framework/decisions regarding hostels in consultation with Chief Warden and Wardens.
3. The following set of personnel should be available in a hostel for smooth functioning of the system. (i) Wardens, (ii) Mess / Hostel Manager, (iii) Hostel-cum-Mess Attendant, (v) Hostel security guards, (vi) Sweeper, (vii) Head Cook/ Cooks and Mess workers (viii) Gardener. However, when the hostel mess is outsourced the set of personnel will be the following: (i) Wardens, (ii) Mess / Hostel Manager, (iii) Hostel Attendant, (iv) Hostel security guards, (vi) Sweeper, (vii) Gardener.
4. Each and every hostel should have its own boundaries for security reasons.
5. All the hostel-related purchase of equipments and purchase will be processed through Hostel Store & Purchase Committee. This committee will also take into consideration various requirements of indoor game items for the hostels. The committee will ensure that General Finance Rules are followed for purchase of any hostel-related items.
6. Gardens of the hostels will be maintained by the hostel itself.

7. There should be a set of guidelines (rules & regulations) for smooth functioning of the hostel mess. A set of such guidelines is annexed (**Annexure – I**).
8. There should be some general guidelines for conduct and discipline of the students / boarders. A set of such guidelines is annexed (**Annexure – I**).
9. Each hostel should have a web page integrated to the website of NIT Durgapur that will help reach out better to the students for any hostel related activities.
10. The Wardens will form committees such as Hostel Committee, Mess Committee, and Common Room Committee for a given hostel and will decide over the duties and other responsibilities of these committees. (i) Hostel Committee may be involved in the activities such as monitoring of general cleanliness, civil / electrical maintenance of the hostel and organizing any extra-curricular activities in the hostel. (ii) Mess committee will be involved in the activities of student-run mess systems such as deciding over the menu, monitoring proper distribution of food, documenting guest meals etc. (iii) Common Room Committee will be involved in looking after the functioning of facilities of the common room such as TV and indoor games (carom, table tennis etc.).
11. The policy for the allotment of rooms to students should be decided centrally in a meeting of Hostel Room Allotment Committee, with the approval of the Director.
12. The B.Tech., M.Tech. and Ph.D. students will be boarding separately in different hostels but be allowed to stay in the same hostel for the entire period of their stay for a given programme, except the 1st year B.Tech. students. The 1st year B.Tech. students (boys and girls) will be accommodated separately in two specific hostels to protect them against ragging. The Ph.D. and M.Tech. students (both, institute and externally sponsored) should preferably be given single room accommodations. However, this system may be followed only after the institute creates sufficient seating capacity (hostels) for all the students.
13. The new students will be offered hostel accommodation after their admission procedure is over in the academic section but before the commencement of classes

under various programmes.

14. There should a “Medical Emergency Team” for 24 hours to take care of the sick students on campus. There will be a “Medical Help Desk” manned by one representative from the Insurance Company, who will ensure admission of the students in any hospital as the situation demands.
15. There should be a register for movement of students in and out of the campus, maintained in each hostel by the security personnel posted.
16. Civil and electrical maintenance complaints should be compiled and intimated to the Maintenance section by hostel manager on a daily basis.
17. Currently, the way internet service being extended to the boarders is in a very poor state. This thing needs to be improved significantly in all possibilities either by ensuring placement of cable connections or setting up Wi-Fi systems, uniformly across all the hostels.
18. There should be a mess system (veg & non-veg) run centrally. A boarder should be given a chance to take food from the central mess outside his/her own hostel mess. There must be availability of night canteens in every hostel. A proper planning may be made so that night canteen is financially viable.
19. Additional facilities such as gymnasium, hot (using solar heating system) & cold water etc. should be made available in the hostel.
20. Competitions should be organized between hostels for general cleanliness, sports etc., which need to be rewarded by the institute.
21. Each hostel should have a well-furnished guest room.
22. Each hostel should have a Warden’s office equipped with all types of infrastructural facilities such as furniture, computer, printer, photocopier etc. The individual Wardens will fix up a convenient time of at least one hour (e.g. from 6:00 p.m. to 7:00

p.m.) when he/she shall be present in his/her office at the hostel for all necessary office work and interaction with the boarders. The time should be displayed in the notice board with a copy to the Chief Warden.

23. The Wardens should have a financial power of Rs. 10,000/- (a maximum cumulative amount of Rs. 1,00,000/- per year) for general developmental purposes such as: (i) any emergency purpose of the mess / hostel (ii) common room (minor requirements) (iii) creation of additional infrastructure (minor requirements) (iv) gardening (v) non-routine maintenance work etc., with the approval of the Chief Warden and Dean (SW).
24. Automation of issues such as registration of students in the hostel, room vacation, movement of students in and out of the hostel, maintenance work, requisition of food (meals) for the boarder as well as guests etc. will be useful. Payment of any and all sorts of hostel and mess fees should be integrated along with deposit of all kinds of academic fees through so that the students do not have to run around each and every Warden for a clearance certificate at any point of time.
25. The activities of various hostel related functions are depicted in **Annexure –V**.

Hostel and Mess Rules



National Institute of Technology, Durgapur
Durgapur – 713 209, India

Hostel and Mess Rules

National Institute of Technology, Durgapur (*an autonomous institute of National Importance under MHRD, Govt. of India*) is a fully residential institute. Hence, all students are required to stay, if not permitted otherwise, in the hostels of the institute. The rules and guidelines for management of the halls of residence have been framed for smooth functioning of the institute.

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is their home on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Every student must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules and/or any other reasons will not be considered as an excuse.

1. Short Title and Applications:

- (i) These rules shall be called the National Institute of Technology, Durgapur Hostel and Mess Rules.
- (ii) These rules shall come into force with immediate effect and shall apply to all the hostels of the Institute.

2. Definitions:

- (i) "Institute" means NIT, Durgapur.
- (ii) "Hostels" means the Hostels of the NIT, Durgapur.
- (iii) "Director" means the Director, NIT, Durgapur.
- (iv) "Dean, Students' Welfare (DSW)" means the Dean Students' Welfare, NIT Durgapur appointed by the Director.
- (v) "Chief Warden (CW)" means the Chief Warden, Hostels, NIT, Durgapur appointed by the Director.
- (vi) "Warden" means Wardens of respective hostels.
- (vii) "Boarder" means, the students of the Institute and resident of the hostel.
- (viii) "Mess Committee" means the committee duly constituted from the boarders of each hostel in the presence of Warden.

3. Aims and Objectives:

- (i) To create an atmosphere of harmony and co-operation amongst the boarders.
- (ii) To provide the boarders a peaceful and congenial environment to enable them to excel in their studies and personality development.
- (iii) To create amongst the students, civic sense and to inculcate discipline.
- (iv) To run/manage the Hostel and its Mess efficiently.

4. Administration:

Hostel administration has already been discussed in detail in the main text.

5. Admission to Hostel:

Only regular students of the National Institute of Technology, Durgapur shall be admitted to stay in the hostels. If any student wants to reside outside the Institute Hostel, he/she should seek specific permission of the DSW. Admission to hostel will be subject to payment of fees, as decided by Warden Council from time to time. Details of the procedure have been shown under Function #2 in the main text.

6. Allotment of Rooms:

Rooms will be allotted centrally as per the policy for the allotment of rooms decided in a meeting of Central Hostel Room Allotment Committee. After allotment, a student will report to Mess Manager or any other official authorized by Warden. At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed '**Personal Data Form**' (*Annexure – II*), containing name, roll number, parents' / gurdian's name, current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing. He/she would take possession of room after signing inventory of the furniture, electrical and other items in the room. Procedural details of room allotment have been shown under Function # 1 in the main text.

Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is strictly prohibited. However, only the Chief Warden may allow such exchange as a special case on valid and reasonable ground. Violation of this rule will be considered as an act of gross misconduct and entail appropriate disciplinary action. In exigencies, the Hall Management, without assigning any reason, may shift inmates from one room to another. Each student should take possession of room during the beginning of the academic session, only after signing inventory of the furniture, electrical and other items in the room.

7. Withdrawal / Vacation:

Any student withdrawing himself / herself from the hostel will hand over the possession of room and pay all the dues and seek clearance certificate (*Annexure – IV*) from the concerned Warden.

All the boarders shall vacate the hostel rooms before they leave for the summer vacation so that annual repairs and white washing etc. can be carried out. However, before vacating the room the student will handover the charge of the room including all items on the inventory to the Manager or any other official of the hostel authorized by the Warden. Before vacating the rooms, the students have to fill up the prescribed '**Room Vacating Form (Annexure – III)**' and submit to the Warden through the Mess Manager. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned. Stepwise details of vacation of hostel rooms have been shown under Function # 13 in the main text.

Any student desirous of retaining his/her room during the vacation must seek prior permission of his/her Warden. No boarder will be allowed to leave (except in case of medical exigencies) or enter the hostel in the middle of a given academic year.

8. General Conduct & Discipline:

- ❖ All residents are required to maintain standards of behavior expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campus.
- ❖ Boarders should keep their rooms and hostel premises clean.
- ❖ The boarder shall not cause damage to any hostel property. Total cost will be recovered from the boarders for any damage caused by them.
- ❖ Students should switch off lights, fans etc. when they are not required. No electric appliances are permitted in the hostel room.
- ❖ No student should keep any firearms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. Violations of any of the rules will entail strict disciplinary action.
- ❖ One or two rooms of each hostel may be kept reserved for guests. However, the boarders are not allowed to accommodate guests in the hostel without written permission of the hostel authorities. For guests staying up to five days, prior permission is to be obtained from the Warden. Permission of the Chief Warden is essential for guests staying for more than five days.
- ❖ Parents are not allowed to stay in the hostels. They must obtain prior permission from the Registrar to stay in the institute guesthouse.
- ❖ The boarders are not allowed to keep any pets / private servants in the hostel premises.
- ❖ The boarders are not allowed to invite undesirable elements into the hostel premises.
- ❖ The boarders are not allowed to cook in the rooms.
- ❖ The boarders are not allowed to stay overnight out of their hostels or to go out of station without prior permission of the Warden concerned.
- ❖ Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence and shall invite severe punishment including rustication from hostel / institute.
- ❖ The boarders shall refrain from ragging the junior students in any form and violation of this will be treated as a gross misconduct and will be treated according to the law of the land regarding ragging.

- ❖ The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff, spread of regionalism, communalism and racism etc.
- ❖ Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- ❖ The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint and decorum and should not act in any fashion, which may cause disturbance to anybody. The boarders shall observe 10:00 p.m. to 6:00 a.m. as silence hours i.e. activity of one boarder should not affect the other boarder in any ways.
- ❖ The boarders are not allowed to take any common room or mess property into their rooms.
- ❖ The boarders are not allowed to play outdoor games other than those allowed by the Warden, in the hostel premises. It not only causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the hostel.
- ❖ Students are not allowed to convene any meeting in or around hostel with out the permission of Warden.
- ❖ The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
- ❖ The boarders (boys) should report back in the hostel before 10:00 p.m. daily.
- ❖ In case of any emergency all the boarders should report the matter to any institute employee on duty i.e. Warden, Manager, Security Guard, Hostel Attendant immediately.
- ❖ Boarder should ensure proper security of his or her own valuables. Students should lock their room properly when they go out for, classes, bath, food etc. Each roommate must keep a key of the door lock of his/her room in case of double / triple/four seated accommodations. Hostel/Institute authorities shall not be responsible for any theft or damage. However, the institute will make sure that enough security personnel are there in place.
- ❖ The boarder must possess their **identity cards** with them, while they go out of campus. Additionally, the Warden or any authorized member of the Institute staff can inspect the hostel / room of any student in the hostel at any time. Hostel inmates are supposed to keep identity cards with them and must present the same to any hostel or institute authority whenever asked for. Students must always carry their Identity Cards with them.
- ❖ Any complaint may be lodged in writing through proper channel such as Warden, Chief Warden, DSW, Registrar, and Director.

- ❖ The boarders must consult the doctors working at the Medical Unit of the institute. In exigencies, they must seek the advice of the Medical Emergency Team as depicted under Function # 14 under Annexure - V. Any student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
- ❖ Hostel students shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel student who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
- ❖ The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
- ❖ The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- ❖ The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the institute/hostel premises. If any boarder is found to have any of the above items in possession, strict action shall be taken by the competent authority.
- ❖ Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by a student or a group of inmates or all the residents of the hostel, as the case may be.
- ❖ Inmates should not burst firecrackers on any occasion inside the hostel or within the premises of the hostel.
- ❖ Inmates are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.
- ❖ Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made in writing to the Warden concerned.
- ❖ The boarders must abide by any other instructions conveyed by Director, DSW, CW, and Warden from time to time for smooth functioning of Hostels.
- ❖ Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offense / violation of rules / act of indiscipline. Fine/penalty amount may be deducted from the hostel deposit. If cumulative fine exceeds Rs. 5,000/- per academic year, he / she will not be considered in merit for the next hostel admission or be debarred from any hostel accommodation in the following academic year.

9. Girls' Hostel Specific Rules:

In addition to general discipline rules, the boarders of Girls Hostel shall abide by the following rules:

- ❖ Every boarder should report back in the hostel before hostel timings, as notified by the hostel/institute authority. While going out of campus, proper entries have to be made in **OUT-CAMPUS register**.
- ❖ Residents going out the hostel but within the campus like laboratories and library after the specified hostel times have to make proper entries in **IN-CAMPUS register**, after seeking permission from the Warden. The entries should be made with proper details including the contact number of the laboratory / department / library etc.
- ❖ Anyone leaving station for going home/ other places for weekend or for vacations must make proper entry in leave register, which will be counter-signed by the Matron.
- ❖ No guests, including parents are allowed after the notified timings in the hostel.
- ❖ Workers/electricians etc. can visit the girls' rooms only between 10:00 a.m. to 5:00 p.m. after making proper entries and with the prior permission of the Warden / Matron.
- ❖ A Guest register will be kept at the reception counter. Residents should ensure that they make proper entries in that register when their guests visit.
- ❖ Additional timings for Girls':
 - (a) Hostel closing time: 10:00 p.m.
 - (b) Guest visiting hours: 12:00 a.m. to 2:00 p.m. & 5:00 p.m. to 7:00 p.m.
- ❖ In case any resident has to stay out in the research laboratory etc. for academic work after 10.00 p.m., she may do so after getting permission from the Warden by writing details such as name of the laboratory/computer centre, time of leaving the hostel and expected time of return to the hostel. On her return, she will enter in the register the actual time of her return. However, he/she will have to produce a letter of approval from the respective supervisors on demand of the same by the Warden.

9. Anti-Ragging Policy:

➤ *WHAT IS RAGGING*

- ❖ Teasing, manhandling, ill-treating with rudeness any Fresher.
- ❖ Psychological harm that raises fear in the mind of fresher.
- ❖ Asking the fresher to perform any act, which has the effect of causing or generating a sense of shame so as to adversely affect his/her physique/psyche.

➤ *RAGGING IS REPREHENSIBLE ACT*

No act of ragging shall be tolerated; No act of ragging shall go unnoticed and unpunished.

➤ *PUNISHMENT MAY INCLUDE:*

Expulsion from hostel, Fine with public apology, Withholding a scholarship or other benefit, Debarring from representation in events or campus placement, Adverse entry in Character Certificate, Suspension from the institution, Expulsion from the institution etc.

10. Disciplinary Proceedings:

- ❖ If the appropriate authority is satisfied that a prima-facie case exists against the boarder he may be suspended from the hostel, pending a final enquiry. The outcome of which is to be announced no later than 30 days from such a suspension.
- ❖ The respective hostel Warden will enquire all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action.
- ❖ In case of seriousness of breach of conduct rules so warrants, the Warden of concerned hostel may request Director/DSW/Chief Warden to constitute a committee to enquire and take suitable action, defined under Disciplinary Penalties.
- ❖ In case of the inter hostel dispute /conflicts a committee headed by DSW will take appropriate actions after enquiry.
- ❖ The actions taken by above-mentioned authorities/committees shall be reported to next Reviewing authority.
- ❖ While conducting the final enquiry the concerned authority will ensure that opportunity is given to the boarder to present his viewpoint. After the decision is conveyed to the boarder, he may request the concerned authority for its review. An appeal for pardon, remission, commutation, reprieve, and respite shall be with the Director.

11. Disciplinary Actions:

A boarder found to have violated any of Conduct & Discipline rules:

- ❖ May be issued written/verbal warning.
- ❖ May be placed on conduct probation.
- ❖ May be asked to tender verbal/written public apology.
- ❖ May be asked to do community service.
- ❖ May be fined upto a sum of Rs. 25,000/-.
- ❖ May be asked to call his/her parents.

- ❖ May be asked to make good any loss individually or jointly.
- ❖ May be expelled from hostel or institute, temporarily or permanently, depending on the degree of offence.
- ❖ The case may be referred to Institution Board of Discipline/Police.

12. Hall Maintenance and Cleanliness

- ❖ It is the responsibility of the Hall Management / Contractor to look after and take care of the general maintenance and cleanliness.
- ❖ All residents shall whole-heartedly cooperate in these endeavours. Garbage and wastage only be put at garbage box available nearby in the hostel premises.
- ❖ To plan, supervise and carry out the responsibilities mentioned a suitable committee shall be constituted by the Warden. Activities related to hall cleanliness and maintenance have been depicted under Functions # 7, 8 & 12 in the main text.

13. Mess Management:

- ❖ Each hostel shall have a mess attached to it and the boarders of that hostel shall compulsorily join the mess attached to it, till the time no other arrangement is made.
- ❖ Mess charges will be divided equally among the boarders. The guests will be charged a standard rate as may be fixed by the Mess Committee duly approved by the Warden for each semester. There will be one **receipt book for guests**. It is the duty of the Mess Secretary to make sure that the guests pay their charges before taking meals.
- ❖ The constitution and functioning of Mess Committee has been described under the functions # 5 & 6.
- ❖ Students shall have to take their meals in the Dining Hall and in no case meals can be taken to in their rooms.
- ❖ **Mess Card** will be issued to each boarder that will have to be produced in the dining hall for having meals. Every student must paste his / her stamp size photograph duly signed by the Warden.
- ❖ Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine of Rs. 500/- (Rs. five hundred only) will be imposed on him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her. Mess committee will look after such cases and report to the Warden. A record register for this purpose will be kept with the mess committee.

14. Deposit of Mess Bill:

- ❖ All the boarders are required to deposit a mess advance of Rs. 5,000/- (or as decided by competent authority from time to time) at the time of registration in new semester.
- ❖ Mess bill for every month will be displayed on the notice board on or before 10th of

next month by concerned hostel management.

- ❖ Students have to deposit the mess bill by 25th of the said month.
- ❖ Students have to pay 10% extra amount of the total amount, for every passing month, if he/she fails to deposit the mess bill by 30th of the same month.

15. Hostel & Mess Fund:

Warden will operate this fund and the Manager will maintain the accounts. Profit should never be the motto of the hostel administration and any fund accumulated in this account should be utilized for the welfare of the boarders in respective hostels.

16. Operation of Fund and Purchase Rules:

- ❖ The Wardens of the hostels shall operate upon the hostel & mess fund.
- ❖ To maintain uniformity with the institute procurement procedure, the institute purchase rules (as notified from time to time) will be followed to effect the various non-recurring purchases in hostels.
- ❖ All the non-recurring purchases should be effected through purchase committees duly constituted by the competent authority, which should include student members.

17. Payment / Purchase:

- ❖ The Chief Warden/Warden, while incurring or authorizing the expenditure out of hostel fund, shall observe General Finance Rules of Govt. of India.
- ❖ Strict economy at every step should be observed.
- ❖ Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.
- ❖ The expenditure should not be more than the occasion demands.
- ❖ Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly connected to anybody's own advantage.

18. Store:

“Store” means both consumable and non-consumable items. The “store” of the mess will be handled by the Manager.

19. Maintenance of Records:

Each hostel shall maintain such records, registers, books, forms etc. as may be needed for smooth functioning and also as may be prescribed by the Director from time to time.

20. Webpage of the Hostels:

Each hostel will have its own webpage linked to the main webpage of the institute. All the information for a given hostel will be available in the corresponding webpage of that particular hostel.

21. Audit:

The audit of hostel and mess accounts shall be conducted each year, by Internal Auditor or by any other Auditor or CA or an Auditing firm appointed by the Director.

22. Amendments and Interpretation:

The Director shall be the final authority for interpretation of these rules. The hall management reserves the right to initiate amendment of the rules and regulations stated herein through proper channel. Amendments or addendums to these rules may be issued by the Director as he may deem fit. In case of exigencies, the Director can over-rule any or all the provisions contained in these rules.

23. Delegation of Financial Power in Respect of Hostel Management

➤ Powers of incurring Expenditure from Mess/Hostel Fund.

The officers specified in column (1) of the Table below shall, in the matter of incurring any recurring / non-recurring expenditure, have the powers as specified in the corresponding entry in column (2) of the Table I: -

Table I

Authority (1)	Extent of Power (2)
Director	Full Power
Dean (SW)	Up to Rs. 1,00,000/-
Chief Warden	Up to Rs. 50,000/-
Warden	Up to Rs. 10,000/-

..... Hall, NIT, Durgapur

Personal Data Form

(to be filled in by the student)

Sl. No.	Items	Details
1.	Name	
2.	Roll No.	
3.	Blood Group	
4.	Contact number	
5.	Email ID	
	Parents' / gurdian's names	Father:
6.		Mother:
7.	Parents' / Gurdian's contact number	
	Home address	

Signature of the student:

Name of the student:

For office use

(to be filled in by the Mess Manager)

Sl. No.	Items	Details
1.	Date of admission	
2.	Room allotted	

Signature of Manager (with date)

..... Hall, NIT, Durgapur

Room Vacation Form

(to be filled in by the student)

This is to state that I,bearing Roll No. am a resident of Room No. of this hall sinceand want to vacate the room allotted to me on

I understand and agree that if I have caused any damage to this room and/or hostel properties necessary charges will be imposed against my name and I shall have to pay off all the penalties for any No Dues or Clearance Certificate to be issued.

Signature of the student:

Name of the student:

For office use

(to be filled in by the Mess Manager)

Sl. No.	Items	Details
1.	Date of vacation	
2.	Fine imposed, if any	

Signature of Manager (with date)

..... **Hall, NIT, Durgapur**

Date:

Hostel Clearance Certificate

This is to certify that bearing Roll No.

.....

lived in this hostel from to and has cleared all the dues of the mess and hostel.

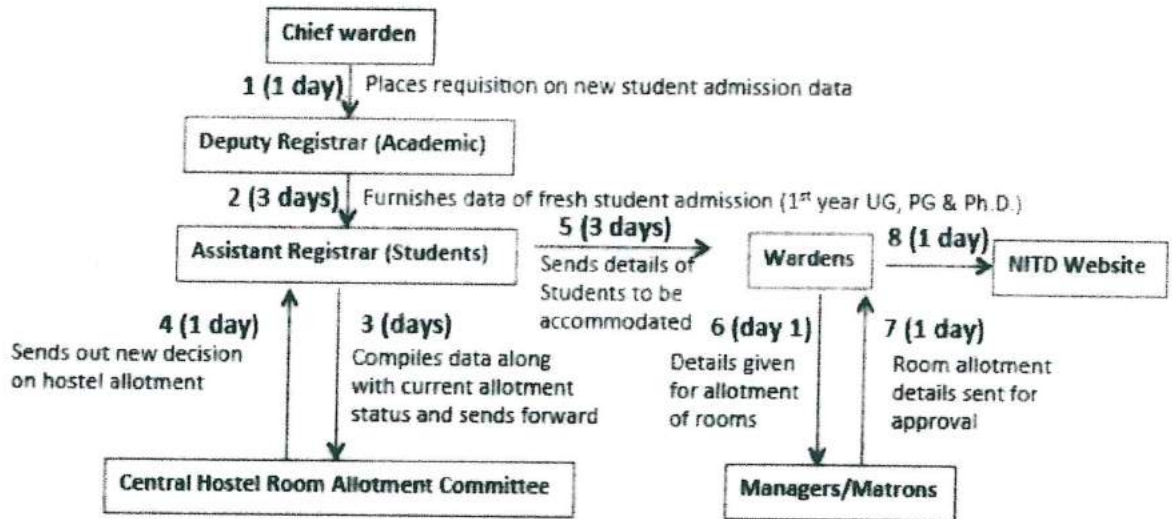
Signature of Manager (with date)

Signature of the Warden (with date)

Various Hostel Related Functions

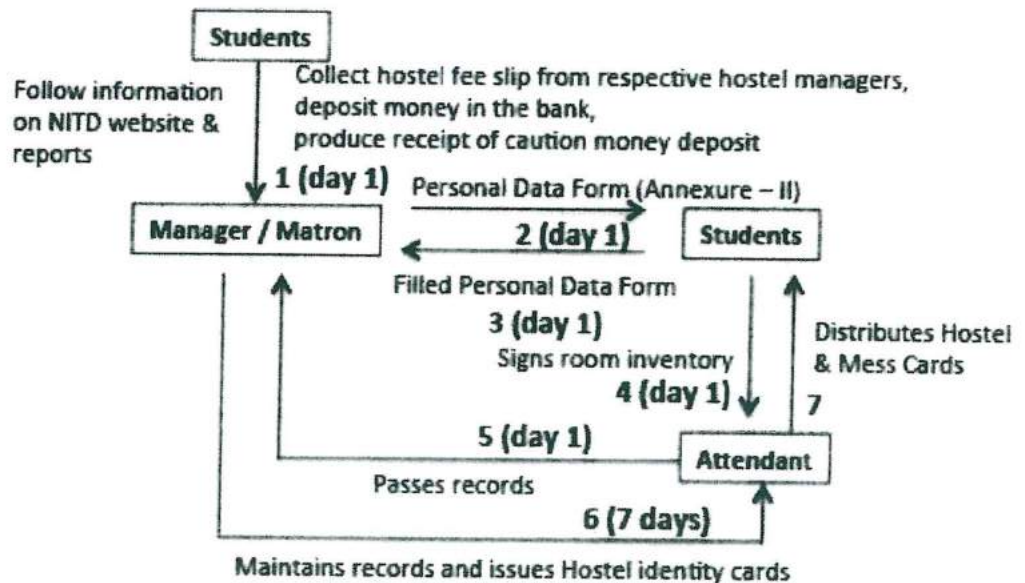
Function # 1

Allotment of Hostel Rooms (Proposed)



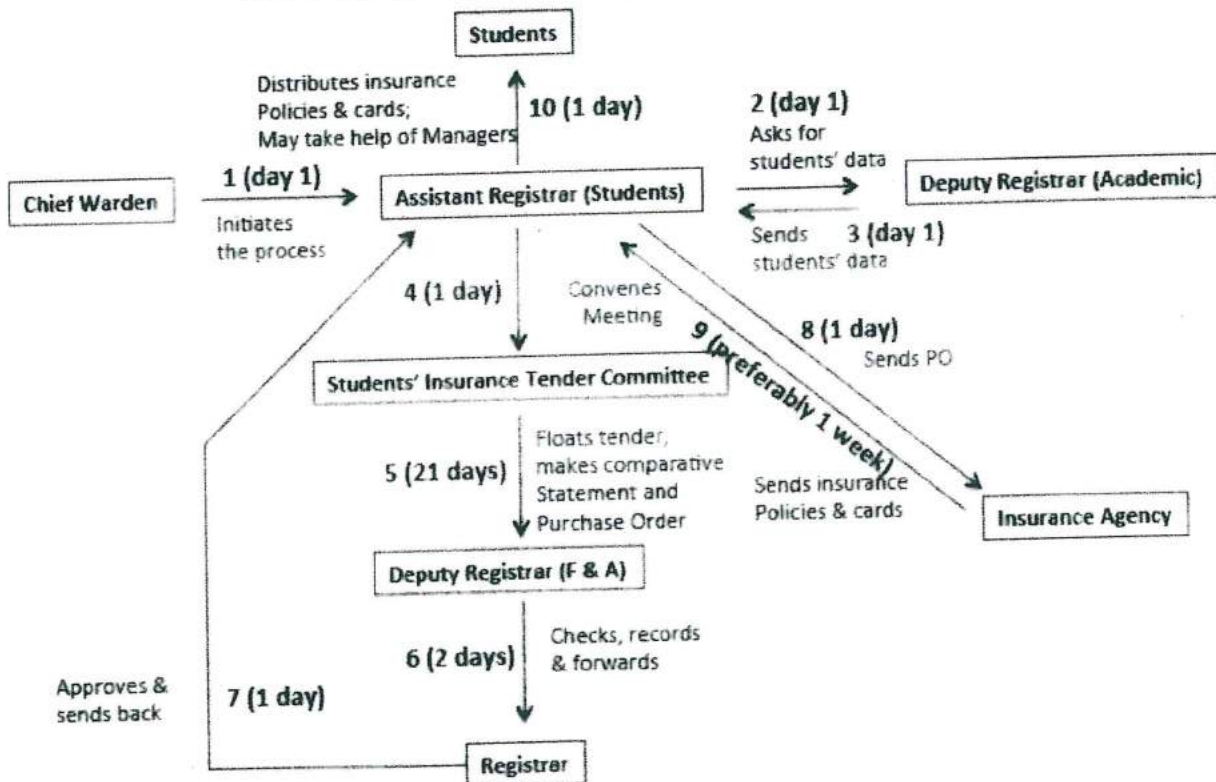
Function # 2

Registration of Students at the Hostel (Proposed)



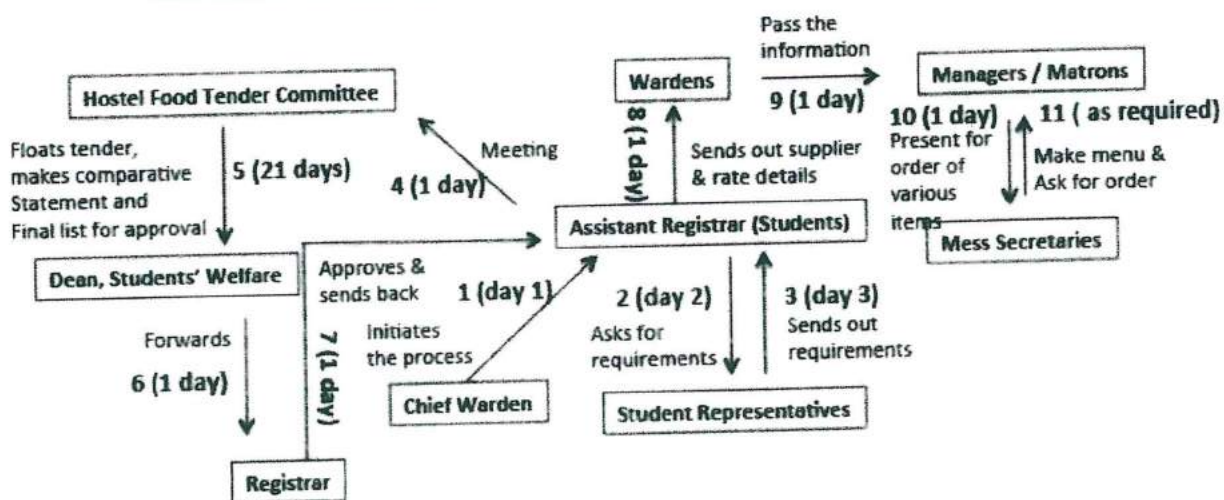
Function # 3

Obtaining Insurance Policies for Students (Proposed)



Function # 4A

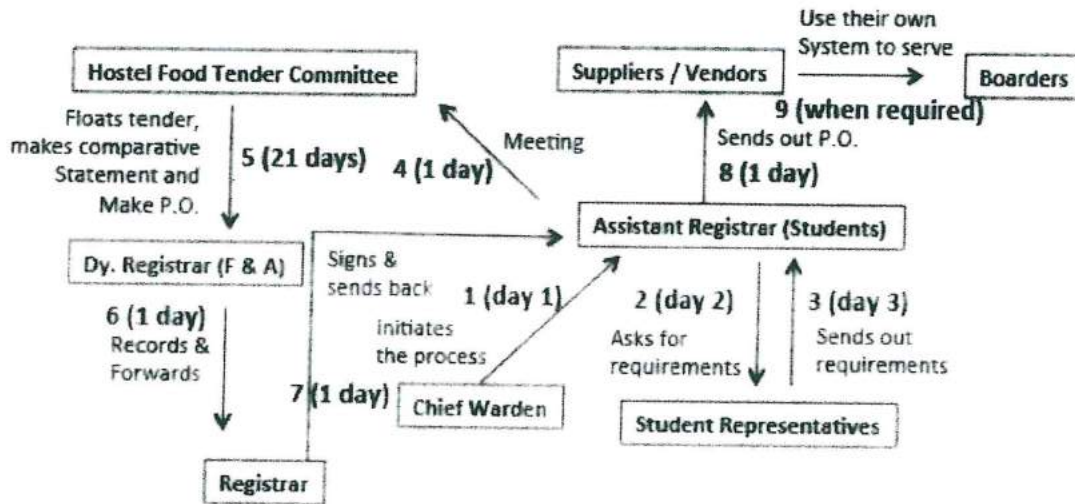
Tender for Food Items as required by Student-run Mess (Proposed)



Notes:
 The tender must indicate a minimum base price per meal as well as per item, which are to be fixed keeping into consideration the quality of food items and market price.

Function # 4B

Tender for Food Items for the Outsourced Mess (Proposed)

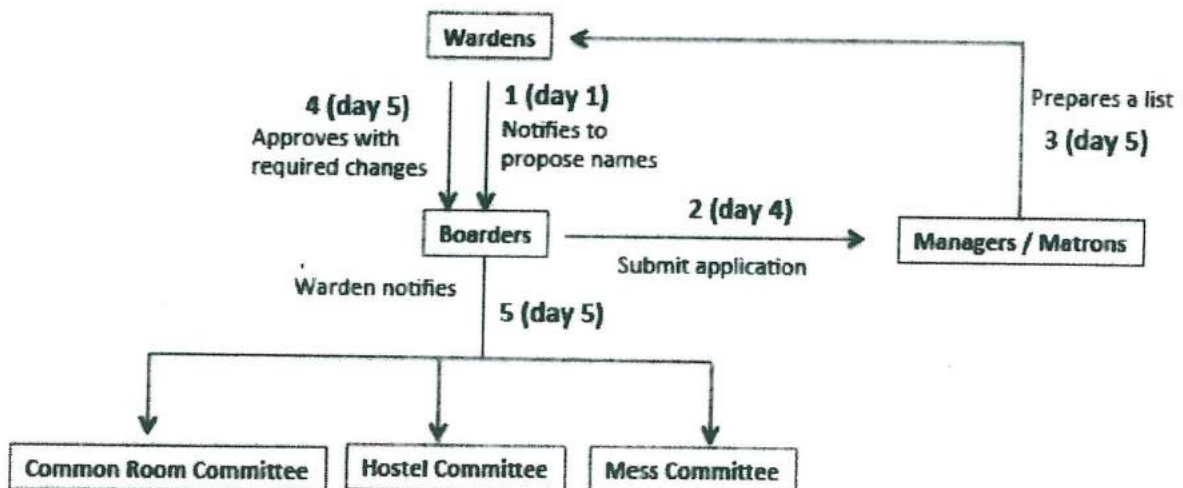


Notes:

- The tender procedure for outsourced mess should have two parts:
 - Basic meal: breakfast, lunch, dinner (fixed rate per meal)
 - Optional items: fixed rate for individual items
- The tender must indicate a minimum base price per meal as well as per item, which are to be fixed keeping into consideration the quality of food items and market price.
- The tender must indicate a minimum base price per meal as well as per item, which are to be fixed keeping into consideration the quality of food items and market price.

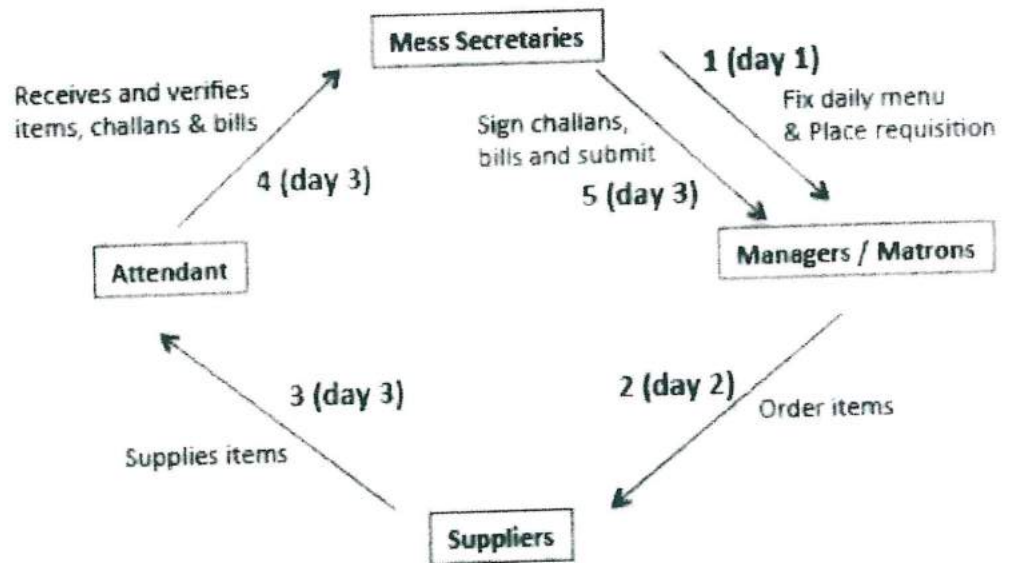
Function # 5

Formation of Hostel, Common-Room and Mess Committees (Proposed)



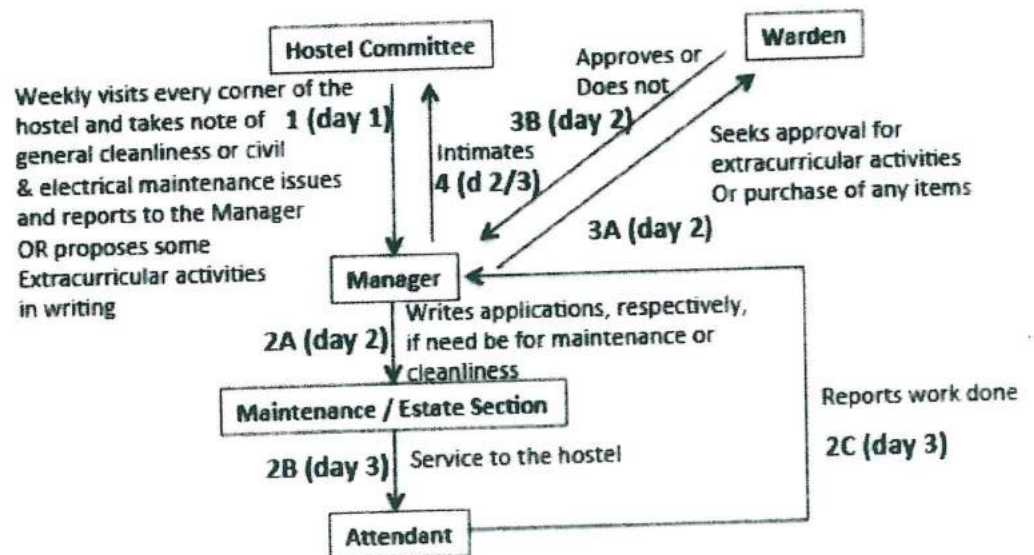
Function # 6

Functioning of the Mess Committee (Proposed)



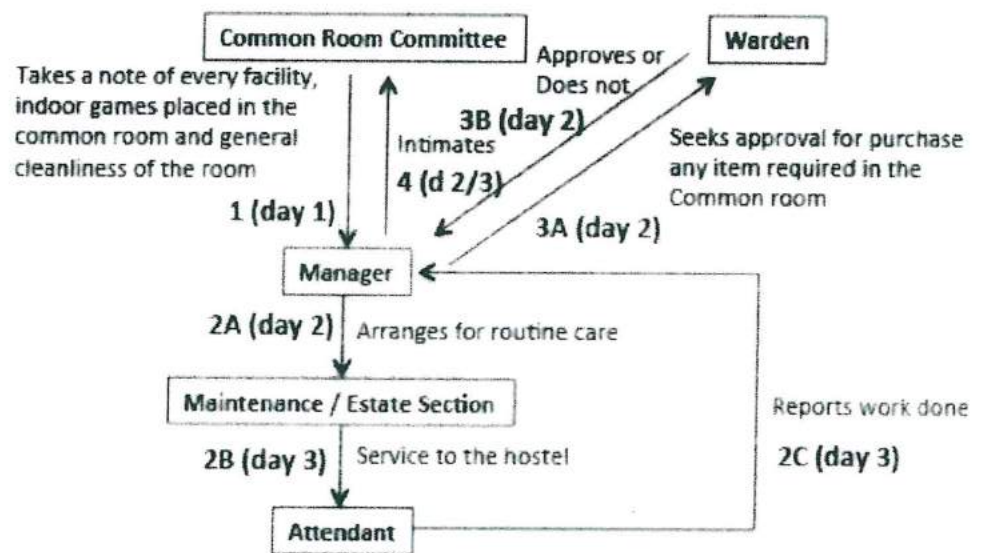
Function # 7

Functioning of the Hostel Committee (Proposed)



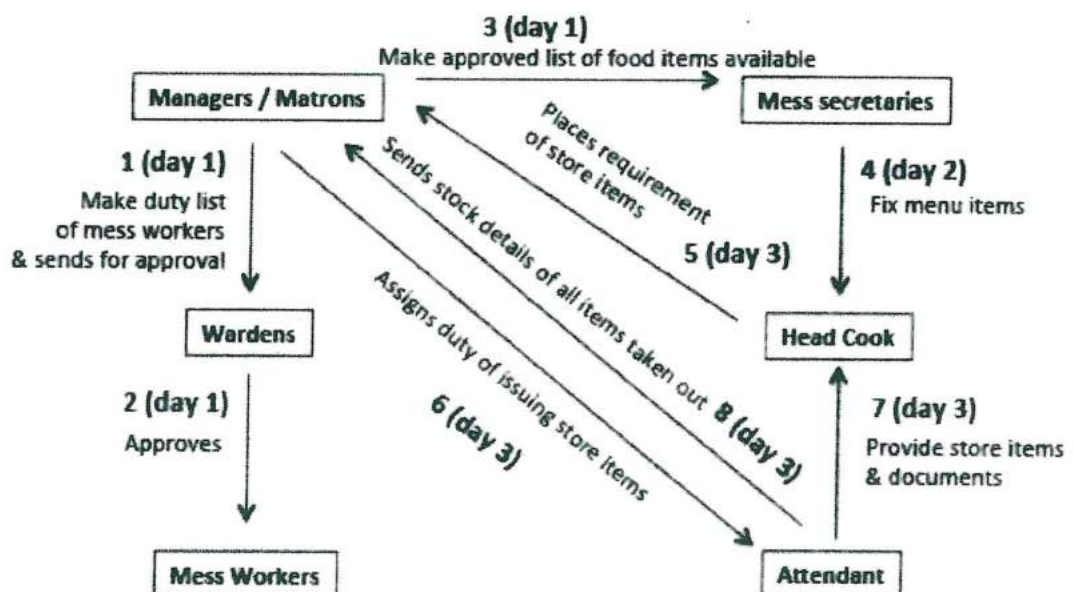
Function # 8

Functioning of the Common Room Committee (Proposed)



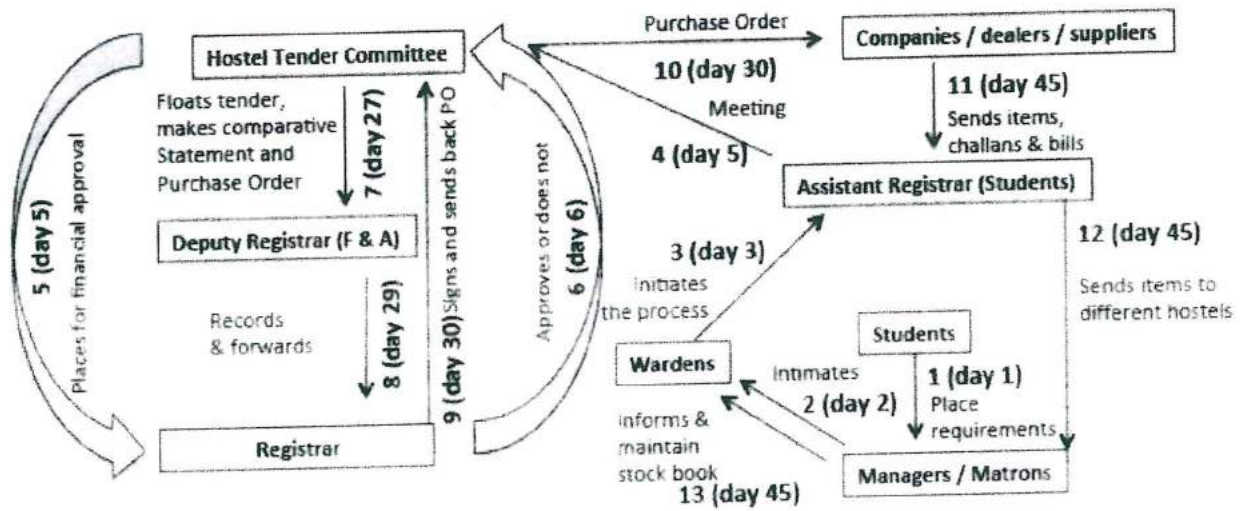
Function # 9

Function of Mess and Store-keeping in Student-run Mess (Proposed)



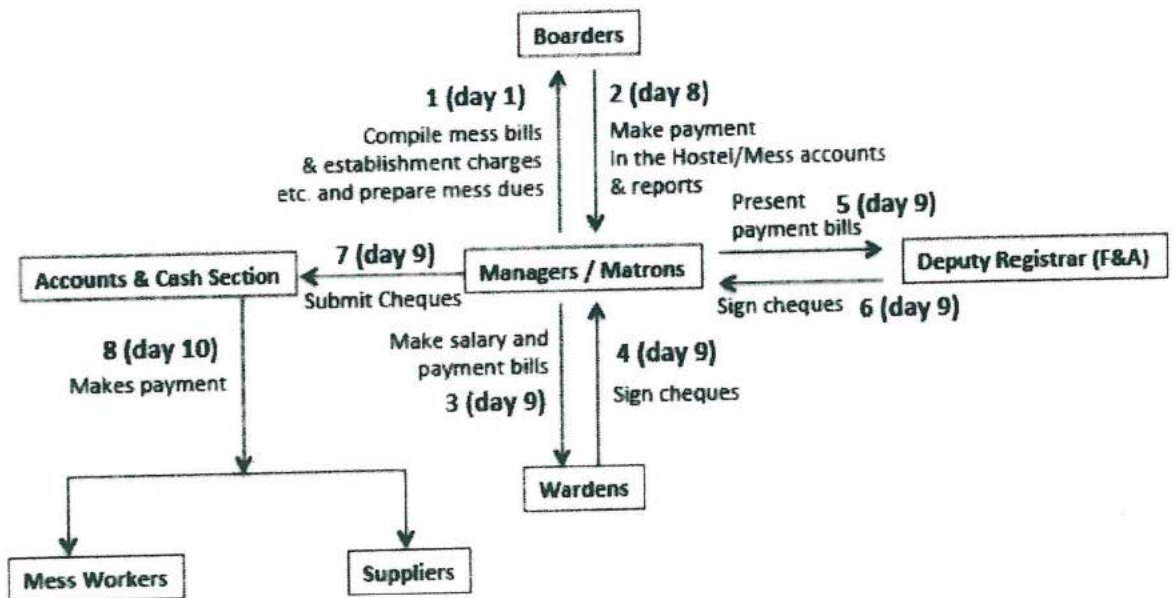
Function # 10

Procurement of Equipments & Furniture (Proposed)



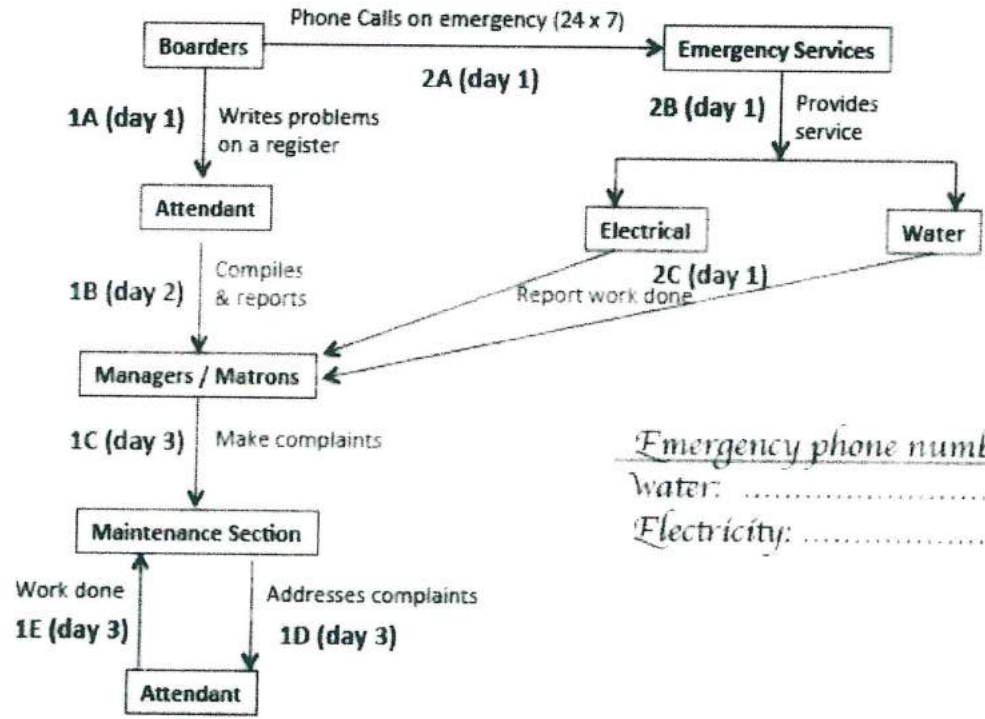
Function # 11

Mess Dues & Payments in Student-run Mess (Proposed)



Function # 12

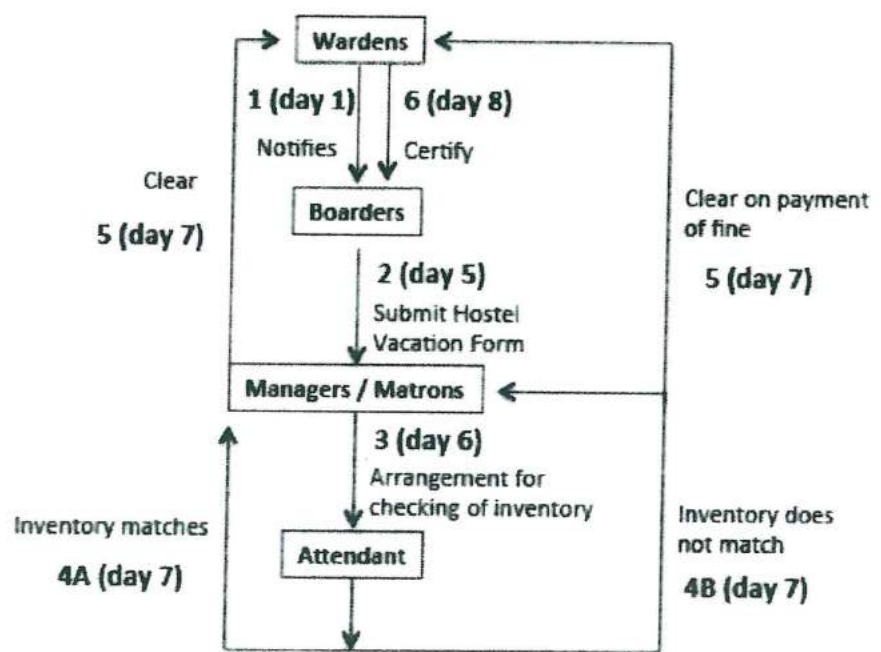
Civil & Electrical Maintenance and Cleaning & Scavenging (Proposed)



Emergency phone numbers:
 Water:
 Electricity:

Function # 13

Vacation of Hostel Rooms by Boarders (Proposed)

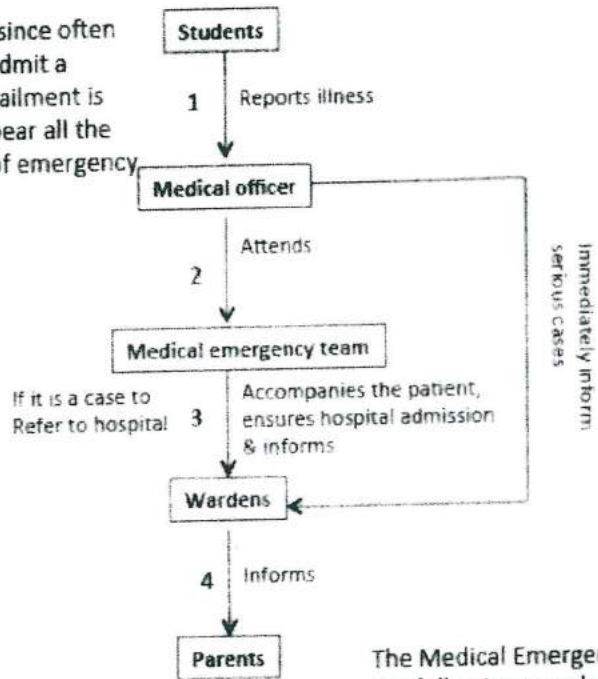


Function # 14

Function of Medical Emergency Team (Proposed)

Notes:

This team is especially required since often the hospitals tend to refuse to admit a student patient till the time the ailment is duly diagnosed and one has to bear all the charges right then at the point of emergency.



Note:

The Insurance Company representative will always Be available at the HelpDesk in the Medical Unit

The Medical Emergency Team should consist of the following members:

1. The Medical Officer (on duty).
2. One representative from Insurance Company
3. Three student representatives / volunteers
4. Warden, if required

Chapter 7: IT Infrastructure and Services (ITIS) Unit

General Observation:

National Institute of Technology Durgapur has a large computer network infrastructure to support its various activities related to administrative and academic. This network is extended up to all Hostels, Academic units/departments, Administrative Units, Other non-academic units/section (Like SAC, Guest House, Medical Unit etc.), Faculty & Officers Quarters. The present Network Infrastructure is covering all areas of the building and the floors within the campus spread over 187 acres (except staff quarters and new construction at present) to support access over 5000 network nodes.

To meet the current and future needs of increasing range of services and network infrastructure and further its smooth functioning, the committee proposes to setup a dedicated Service Unit for IT Infrastructure and Services (ITIS UNIT) in line with other service units like Estate, Medical, and Maintenance etc. The proposed ITIS Unit should be managed centrally and should be accessible equally by all stakeholders of the Institute.

ITIS Unit will be managed and run by the Computer Centre of the institute following the advice and guidelines set by the advisory committee (ITISC) time to time

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

AGENDA NOTES

FOR


51st Meeting of Board of Governors to be held on 15th October, 2018 at 11:30 A.M. in the IIT Kharagpur Kolkata Campus HC Block, Sector – III Salt Lake City Kolkata – 700106.

Item#51.12: Any other item with the permission of the chair.

B) To consider and approval for formalizing the MoU with Hohai University, China.

As indicated in the email dated 12.10.2018 from office of the Add. Secretary, MHRD regarding MoU with Hohai University China, the draft MoU should be placed in Board of Governors meeting for examination and approval.

Annexure - IX


कुलसचिव (प्रभारी) / Registrar (I/C)
राष्ट्रीय प्रौद्योगिकी संस्थान / National Institute of Technology
महात्मा गांधी एवेन्यू / Mahatma Gandhi Avenue
दुर्गापुर-713209 (प.ब.) भारत
Durgapur-713209 (W.B.) India

As indicated in the email dated 12.10.2018 from office of the Add. Secretary, MHRD regarding MoU with Hohai University China, the draft MoU should be placed in BOG meeting for examination and approval.

Please note that the MoU committee already approved the draft MoU. This MoU does not include any financial liability on NIT Durgapur. The matter may be discussed under "Any Other Matter" of the BOG meeting.

Copy of the email from MHRD and other relevant documents are attached.

Registrar

As discussed with
the Director NITD on
the subject matter
you are being
requested include
this ~~in~~ under
'Any other matter' of
agenda of BOG
meeting to be held on
15/10/2018.

[Signature]
12/10/2018

For the Director NITD



NIT
DURGAPUR

Dr. Hirok Chaudhuri <hirok.chaudhuri@phy.nitdgp.ac.in>

Fwd: Fwd: Request for approval for formalising the MoU with Hohai University, China

1 message

Director NIT Durgapur <director@admin.nitdgp.ac.in>

Fri, Oct 12, 2018 at 4:31 PM

To: "Anupam Basu (অনুপম বসু)" <anupambas@gmail.com>, "Dr. Hirok Chaudhuri" <hirok.chaudhuri@phy.nitdgp.ac.in>, Supriya Pal <supriya.pal@ce.nitdgp.ac.in>, nilotpal banerjee <nilotpal.banerjee@me.nitdgp.ac.in>, deanaao@admin.nitdgp.ac.in

----- Forwarded message -----

From: **rajan** <k.rajan@gov.in>

Date: Fri, Oct 12, 2018 at 3:56 PM

Subject: Re: Fwd: Request for approval for formalising the MoU with Hohai University, China

To: <director@admin.nitdgp.ac.in>

Sir

With regard to the proposal for MOU with University of CHina

Kindly send us the approval of BOG as also the financial liability to be incurred.

The draft MOU should be first prepared by the Institute and get it approved from the BOG and send to Ministry for examination.

Regards

Rajan

On 10/12/18 01:49 AM, "SukhbirSinghSandhu AS (TE) & CVO" <sandhu.edu@nic.in> wrote:

----- Original Message -----

From: **Director NIT Durgapur** <director@admin.nitdgp.ac.in>

Date: Oct 12, 2018 1:44:18 PM

Subject: Request for approval for formalising the MoU with Hohai University, China

To: "SukhbirSinghSandhu AS (TE) & CVO" <sandhu.edu@nic.in>

Cc: deanaao@admin.nitdgp.ac.in, nilotpal banerjee <nilotpal.banerjee@me.nitdgp.ac.in>, Anupam Basu (অনুপম বসু) <anupambas@gmail.com>

Dear Sir,

Enclosed please find the attached file regarding the above mentioned subject.

With kind regards,

Yours sincerely,

অনুপমবসু

Anupam Basu

Director

National Institute of Technology, Durgapur

&

Professor (on-lien)

Dept. of Computer Science & Engineering (CSE)

IIT Kharagpur 721302



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
महात्मा गांधी एभेन्यू, दुर्गापुर - 713209, (पश्चिम बंगाल), भारत

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

(Institute of National Importance Under MHRD, Govt. of India)
MAHATMA GANDHI AVENUE, DURGAPUR - 713209, (WEST BENGAL), INDIA

Ref. No. NITD/05

Date: October 12, 2018

To,
The Additional Secretary
Department of Higher Education
Ministry of Human Resource Development
Govt. of India
Shastri Bhawan
New Delhi - 110001

Sub: Request for approval for formalising the MoU with Hohai University, China

Dear Sir,

Recently, NIT Durgapur received an invitation from Hohai University China for signing of MoU relating to collaborative research and academics. The draft copy of the MoU between Hohai University, China and NIT Durgapur, India was submitted by Dr. Hirok Chaudhuri, Faculty member, Department of Physics, NIT Durgapur and Dr. Supriya Pal, Faculty member, Department of Civil Engineering, NIT Durgapur to the MoU committee, NIT Durgapur. The draft MoU was prepared in consultation with Hohai University, China and also is in tune with the guideline imposed by MHRD.


The MoU committee at NIT Durgapur scrutinized the MoU and agreed upon all the terms and conditions as stipulated in the MoU.

The draft MoU is hereby submitted for consent of the ministry to enable NIT Durgapur for signing of the MoU. Please note that NIT Durgapur will be highly benefitted by the MoU in terms of academics and research as mentioned in the attachment.

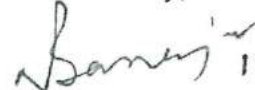
Looking forward to the consent of the ministry in this matter at the earliest.

With best regards,

Forwarded
Director, NIT Durgapur


12/10/2018

Yours sincerely,


12/10/2018
Prof. Nilotpal Banerjee
Dean AA & O and
Convener MoU Committee
NIT Durgapur



Memorandum of Understanding
between
Hohai University, China
and
National Institute of Technology
Durgapur, India



A. Title & Parties

This Memorandum of Understanding (MoU) is to establish an affiliation by and between

National Institute of Technology Durgapur (here referred as NITD) is an autonomous institution of the Government of the Republic of India under Ministry of Human Resource Development, with legal address registered at Durgapur 713 209, West Bengal, India, of the FIRST PART

And

Hohai University, China, (here referred as HU) with legal address registered at 1 Xikang Rd, Nanjing, Jiangsu Province, China, Post Code: 210098 of the SECOND PART, have agreed to foster the cooperation, for the purpose of exchange of faculty/staff/students and other initiatives.

B. Preamble

I. Definitions

In accordance with the mutual desire to foster cooperation between NITD and HU in order to explore the potential for collaboration in the areas set out below, the two institutions agree to enter the following Memorandum of Understanding.

II. Objectives

Both Institutes agree to develop the following collaborative activities in the academic areas of mutual interest, on the basis of equality and reciprocity.

III. Areas of cooperation

Based on the principles of mutual benefit and agreement, both institutions intend to explore opportunities for collaboration in the following areas:

- (a) Exchange of students between the two institutions at both the undergraduate and post-graduate level either for short-term academic visit or for an academic degree.

- (b) Exchange of faculty, research scholars and staff between the two institutions for the purposes of teaching courses, research collaboration.
- (c) Development of joint curriculum which will meet each institution's requirements for an academic degree at the post-graduate level so that students from one institution can earn two degrees, each from one institution.
- (d) Research collaboration in the fields with mutual interest between the faculty and staff members of departments, and schools of both institutions, including but not limited to the formation of joint research centers, joint application for research funds, joint implementation of research projects, joint publication of academic papers, and jointly organizing international conferences and seminars on mutually agreed research topics.
- (e) Exchange and sharing of teaching and academic materials, publications, reference and other pertinent information.

IV. Forms of cooperation

NITD and HU agree that detailed terms and conditions that guide each activity identified above, if required, will be separately agreed upon by the two institutions by signing the implementing agreement for each activity. These terms shall include a description of proposed activity and financial arrangements.

V. Central Authorities

Each institution shall appoint one member of its teaching/research faculty to coordinate the program on its behalf. The HU contact person will be Prof. Yiping Li, Director, Environmental Science, College of Environment, Hohai University, 1 Xikang Rd, Nanjing, Jiangsu Province, China, Post Code: 210098. The NITD contact person will be Dr. Hirok Chaudhuri, Assistant Professor, Department of Physics, NIT Durgapur-713209, West Bengal, India. tel.: +91 94347 89019; e-mail: hirok.chaudhuri@phy.nitdgp.ac.in chaudhuri_hirok@yahoo.co.in

VI. Implementation of Memorandum

Both institutions agree that specific projects and activities shall be developed for the implementation of this Memorandum based on discussions and negotiations between the two institutions. Agreements or contracts shall be signed separately to carry out these projects and activities.

VII. Financial Arrangement

Both institutions agree that all financial arrangements shall be determined on the basis of specific projects and activities, and will depend on the availability of funds.

VIII. Protection of Intellectual Property Rights

Ownership of any intellectual property (including but not limited to confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) developed jointly during the course of this Agreement shall be vested in both institutes to this Memorandum.

Both institutes shall have the joint right to determine the commercial exploitation and disposition of such intellectual property, and both institutes shall make joint applications for the registration of the same. Before any registration or commercialization of any intellectual property takes place, the institutes agree to reach a separate agreement covering issues such as exploitation rights and revenue sharing.

Any publication regarding such intellectual property shall only be possible with the prior written consent of both institutes, such consent not to be unreasonably withheld. NITD and HU shall be free to use perpetually the results arising out of the collaborating activities for its own internal teaching, research, educational, clinical and publication purpose without the payment of royalties or other fees to the other party.

IX. Protection of confidential information

Without the written consent of both the parties, none of the confidential information and project's common IPR may be transferred to any third-party.

X. Revision & Amendment

This Agreement may be amended or modified by a written agreement signed by the representatives of both institutes.

XI. Settlement of Disputes

In case, there be a dispute relating to any aspect of academic cooperation, The Director, NITD and President, Hohai University will jointly resolve the dispute in spirit of independence, mutual respect, and shared responsibility.

XII. Entry into force, Duration and termination, Renewal Clause

Entry into force

This agreement shall come into force after the completion of the internal legal procedures necessary for the entry into force of the Agreement.

Duration and termination

This Memorandum comes into force as soon as it has been signed by the two institutions. The Memorandum will remain in effect for an initial period of five years or until one party gives the other a written notice of termination one month in advance. Both institutions will review the terms of the Memorandum one month before the expiry of the five-year term with a view to negotiating a further agreement on terms acceptable to both. Once terminated, neither NITD nor HU will be responsible for any losses, financial or otherwise, which the other institutions may suffer. However, NITD and HU will ensure that the provisions of this Agreement shall continue to apply to all activities in progress until their completion.

Renewal Clause

The Agreement shall remain in force for a period of 5 years commencing from effective date. Institutions may extend the term by written agreement signed by both after review.

C. Concluding Paragraph and signature clause

IN WITNESS WHEREOF the undersigned, being duly authorised by their respective governments, have signed this Treaty

This agreement has been made in the English language in two identical copies, one for each institution.

Hohai University, China

National Institute of Technology Durgapur, India

Date

Name:

Designation: President,
Hohai University

Date

Name:

Designation: Dean (Alumni Affairs
& Outreach) for Director,
National Institute of Technology
Durgapur

Sub: Benefit of NIT Durgapur in respect of MoU with Hohai University, China in the framework of BRICS Network University.

Dear Sir,

This is in connection with the MoU with Hohai University, China. Please note that NIT Durgapur will be highly benefitted by the collaboration with Hohai University, China in the framework of BRICS Network University.

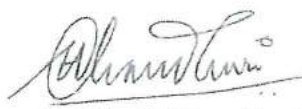
Both Institutes (NIT Durgapur and Hohai University) agree to develop the following collaborative activities in the academic areas of mutual interest, on a basis of equality and reciprocity.

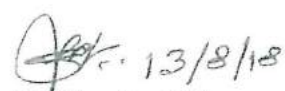
a. Students/ Faculty/Scientist/Staff Exchanges

- I. The exchange of students to the mutual benefit of both institutions
- II. The exchange of faculty to the mutual benefit of both institutions,
- III. Collaboration in teaching, research and development, and consultancy studies in the field of mutual interest,
- IV. The exchange of academic materials and publications,
- V. Conducting lectures,
- VI. Undertaking joint research,
- VII. Participating in seminars, symposiums, and other types of academic discussions,
- VIII. Co-supervising post-graduate students,
- IX. Conducting study tours and joint consultancy work.

b. Other areas:

- I. to organize jointly seminars, conferences, or workshops on topics of mutual interest and to invite each other's faculty to participate therein,
- II. to propose and engage jointly in research or training programs sponsored by funding agencies, and to invite each other's faculty to participate therein,
- III. to exchange, on a reciprocal basis, students at Undergraduate, Graduate and Doctoral levels for limited periods of time for purpose of education and /or research,
- IV. the provision of cultural and intellectual enrichment opportunities for staff and students of both institutes,
- V. to use laboratory facilities in specific cases for a limited period,
- VI. to permit students, staff and faculty members to use library facility.


13/08/18
Dr. Hirok Chaudhuri
Convenor, BRICS Programme


13/8/18
Dr. Supriya Pal
Coordinator, BRICS Programme

Director's Report to be place in the 51st BoG meeting

Salient activities after the 50th BoG meeting:

- The 14th Convocation has been scheduled to be held at the Institute on November 11, 2018. Shri R. Subrahmanyam, Secretary, Department of Higher Education, MHRD has kindly consented to grace the occasion as the Chief Guest. Mr. L. Ananth Krishnan, Chief Technology Officer, TCS will be the Guest of Honour.
- A loan of Rs 97 crore under HEFA to set up "Utkarsha Bhavan" housing four centres of advanced research and central research and laboratory infrastructure was sanctioned by the MHRD, Government of India.
- The interview for the selection of faculty in all academic departments was conducted during June 18 – September 27, 2018.
- NIT Durgapur was selected by the MHRD, Government of India as the Nodal Centre for Spain under Scheme for Promotion of Academic and Research Collaborations (SPARC) programme.
- 27 candidates defended their PhD theses successfully.
- One international conference, one GIAN program and four short term courses were conducted at the Institute.
- Odd semester supplementary examinations were conducted and the results published.
- A Counselling Centre for the students was set up in the Medical Unit.
- Ashok Sen Design & Innovation Centre funded by the alumni was inaugurated on August 15, 2018
- The 51st Senate meeting was held on October 04, 2018.
- The 34th B&WC meeting was held on October 06, 2018.

Mump

कुलसचिव (प्रभारी) / Registrar (I/C)
राष्ट्रीय प्रौद्योगिकी संस्थान / National Institute of Technology
महात्मा गांधी एवेन्यू / Mahatma Gandhi Avenue
दुर्गापुर-713209 (प.ब.) भारत
Durgapur-713209 (W.B.) India

