

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
MINUTES OF THE
EIGHTY THIRD MEETING OF THE BOARD OF GOVERNORS
HELD ON 26th DECEMBER, 2015

The Eighty Third Meeting of the Board of Governors of the Institute was held on 26.12.2015 in the Conference Room of IIT Guwahati Guest House, Guwahati and the following members were present:

- | | |
|------------------------------|------------------------|
| 1. Dr. R. P. Singh | Chairman |
| 2. Prof. Gautam Biswas | Director / Member |
| 3. Prof. Asis Dutta | Member |
| 4. Prof. D.B Goel | Member |
| 5. Prof. M. K. Chaudhuri | Member |
| 6. Mr. Pydah Venkatanarayana | Member |
| 7. Prof. Arun Chattopadhyay | Member |
| 8. Mr. U. C. Das | Registrar / Secretary. |

Prof. Rafikul Alam, Mr. C. Lalhmachhuana and Commissioner & Secretary to the Govt. of Assam could not attend the meeting due to their prior engagements and/or inconveniences and they were granted leave of absence.

The agenda for the day was taken up as below:

Item No. 1

Chairman's Welcome address and appraisal, if any:

The Chairman welcome all the members of the Board and wished all of them a Very Happy and Prosperous New Year - 2016. There was no appraisal.

Resolution No. : R_83 BOG/01/2015

Resolved that the welcome address of the Chairman be **NOTED**.

Item No. 2

Confirmation of the Minutes of the 82nd Meeting of the Board of Governors of the Institute held on 29.09.2015:

The Eighty Second Meeting of the Board of Governors of the Institute was held on 29.09.2015 at the Conference Room of Institute Guest House. The Minutes of the meeting were circulated amongst the members of the Board for their comments / observations, if any. No comment was received from any member of the Board.

The Board was requested to consider and confirm the minute.

The Board resolved as below:

Resolution No. : R_83 BOG/02/2015

RESOLVED that the Minutes of the 82nd Meeting of the Board of Governors of the Institute held on 29.09.2016 be **CONFIRMED** as enclosed in **Annexure-1P (41-88)**.

Item No. 3

Follow up actions of the decision of the 82nd Meeting of the Board of Governors of the Institute held on 29.09.2015:

Follow up action taken report on the resolution of the 82nd Meeting of the Board of Governors of the Institute held on 29.09.2015 including those pending from the previous meetings were placed before the Board for consideration and the Board was requested to note. It was reported that the actions have been taken as per decisions.

The Board considered the same and resolved as below:

Resolution No. : R_83 BOG/03/2015

RESOLVED that the actions taken on the decisions of the 82nd Meeting of the Board of Governors held on 29.09.2015 be **NOTED** as reported.

RESOLVED further that the circulars which are proposed to be issued after confirmation of the proceedings of the 82nd BOG meeting be issued.

Item No. 4

Administrative Approval and Expenditure Sanction for construction of Estate Office building of the Institute in the IITG Campus:

The Board was informed that presently the Engineering Section is looking after the ongoing construction activities and is functioning from the Administrative building of the Institute. A total of 19 engineers, 6 supporting staff and the Dean (IPM) are accommodated in an area of 260 sq m. However the Assoc. Dean, IPM is accommodated at the basement of the Library and CC building. In addition to the old files, the drawings and tender documents, which are stored in steel almirahs, are occupying the entire space inside the room making it very congested even for movement in and out of the room. The old files and the tenders can't be disposed as majority of them are not old enough for their disposal as per laid down rules. These may be required for Audit or other such purposes in future. Further there is no space for accommodating any new staff on fresh appointment. Still further there is no space for meetings, tender opening etc. for which presently Deans' chamber is used. The Maintenance Section which is looking after the maintenance of the already created infrastructure is functioning from the basement of the Library and CC building. This section is also under the administrative control of Dean and Associate Dean, (IPM).

Coordination between both the sections is essential for smooth and effective functioning of the Institute Estate Department. As both the sections are in different buildings, coordination has become difficult. As such, it is proposed to construct a new Estate Office Building of the Institute in the IITG campus. The area adjacent to the Substation in front of the Library and CC Building has been proposed for the Estate Office building.

An estimate amounting to Rs.12,06,66,000.00 prepared based on DSR-2014 and market rates for non-schedule items was placed in the 77th meeting of the B&WC for approval. The committee found the cost per sq m of the building on higher side and therefore advised to recast the estimate to lower the cost and authorized the Director as Chairman, B&WC to approve the recast estimate for invitation of the tender. Accordingly, the estimate was recast and the estimate of Rs.10,99,16,000.00 was approved by the Director as Chairman, B&WC.

As the estimate is prepared based on DSR-2014 rates, the B&WC suggested that the estimated amount may be increased by 20% (10% increase over DSR 2014 to match the present market rate and +10% increase for future escalation) for obtaining Administrative Approval & Expenditure Sanction from the Board. Therefore, an amount of Rs.1320.00 lacs is proposed for accord of Administrative Approval & Expenditure Sanction.

The Board was requested to consider and accord Administrative Approval for the construction of Estate Office building of the Institute and Expenditure Sanction for an amount of Rs.1320.00 lacs.

The Board discussed the matter elaborately and the need for the Estate Building was appreciated but was of the opinion that the cost per sq m of the Building was on the higher side. The Board also opined that design and outlay should be looked into again. Further, the Board expressed its view that such project should be taken up when the pending work are nearly complete (say 95%). Accordingly, the Board decided as below:

Resolution No. : R_83 BOG/04/2015

RESOLVED to approve construction of the Estate Office . However, the Board suggested that the cost per sq m of the proposed Estate Building and its design and outlay be re-examined and revised, if necessary and be reported in the next meeting of the Board.

RESOLVED further that the work be taken up on completion of about 95% of the present ongoing construction work of the Institute. (**The Board discussed and agreed to drop this part during confirmation of the 83rd Minutes in the 84th meeting held on 24.03.2016**)

Item No. 5

Administrative Approval and Expenditure Sanction for construction of Pre-Primary School and Day Care Centre at IIT Guwahati campus.

The Board was informed that at present, a Primary School is being run from a temporary Assam Type building constructed in the year 1996 in the campus of IIT Guwahati. This was the first building temporarily constructed in the campus for accommodating the site engineers of the Institute. The engineers were coming from the city office of the Institute at

the Institution of Engineers (India) Building, Panbazar for overseeing the construction work in the campus. A part of the building was constructed as a godown to store electrical materials like cables etc. The building was later converted to IITG School. After taking over of the IITG School by Kendriya Vidyalaya Sangathan, the school was shifted to the new KV School building in the campus. The temporary building was then converted to Pre-Primary School in the year 2007 with the name "Akshara". As the building was temporarily constructed and 18 years had already passed, it is not suitable to house a Pre-Primary (Nursery) School for the children. The Day Care centre was constructed to accommodate the IITG School which was later on renovated is also run from a temporary Assam Type building adjacent to the Primary School. This building to accommodate the Day Care Centre. Moreover, one 33KV high tension (HT) line passes over the Day Care Centre, which may cause health hazard to the infants.

As such, it is proposed to construct permanent RCC buildings for Pre-Primary School and the Day Care Centre within the IITG Campus.

The present location is not sufficient to accommodate the Pre-Primary School and Day Care Centre, because of the overhead line, permanent road and Ghorajan Nallah in the three sides. The area in front of the KV School was found suitable for the Pre-Primary School and the Day Care Centre. In such case, all the schools in the campus will be located in a single location.

An estimate amounting to Rs.10,64,13,000.00 prepared based on DSR-2014 and market rates for non-schedule items was placed in the 77th meeting of the B&WC for approval. The committee found the cost per sq m of the building on higher side and therefore advised to recast the estimate to lower the cost and authorized the Director as Chairman, B&WC to approve the recast estimate for invitation of the tender. Accordingly, the estimate was recast and the estimate of Rs.9,29,22,000.00 was approved by the Director as Chairman, B&WC.

As the estimate is prepared based on DSR-2014 rates, the B&WC suggested that the estimated amount may be increased by 20% (10% increase over DSR-2014 to match the present market rate and add 10% increase for future escalation) for obtaining Administrative Approval & Expenditure Sanction from the Board. Therefore, an amount of

Rs.1100.00 lacs is proposed for accord of Administrative Approval & Expenditure Sanction.

The Board was requested to consider and accord Administrative Approval for the construction of Pre-Primary School and Day Care Centre at IIT Guwahati campus and Expenditure Sanction for an amount of Rs.1100.00 lacs.

The Board discussed the matter elaborately and the need for the Pre-Primary School and Day Care Centre Building was appreciated but was of the opinion that the cost per sqm of the Building was on the higher sides. The Board also opined that design and outlay should be looked into again. Accordingly, the Board decided as below:

Resolution No. : R_83 BOG/05/2015

RESOLVED that Administrative Approval and Expenditure Sanction for an amount of Rs.1100.00 lacs for the construction of Pre-Primary School and Day Care Centre within the IITG Campus in the area in front of the KV School as marked in the copy of the master plan of IITG placed at **Annexure-2 P (89-90)** be **ACCORDED** in principle.

RESOLVED further that the cost per sq m of the proposed Pre-Primary School and Day Care Centre Building and its design and outlay be re-examined and revised, if necessary and be reported to the Board for information.

Item No. 6

Grievance received from a few Junior Technical Officers of the Institute forwarded by the Director, Public and Staff Grievance of the Institute:

The Board was informed that a letter forwarded by the Director, Public and Staff Grievances, IIT Guwahati regarding receipt of grievances received from four Junior Technical Officers of the Institute belonging to Department of Design and Mechanical Engineering. They are in the Pay Band-2 and Grade Pay Rs. 5400/-. This is a Group-B post. It was mentioned that a post with Pay Band-3 but with same Grade Pay Rs. 5400/- is a Group-A post and as per GOI notification on salary structure, such post are to be filled up by Direct Recruitment.

As per the grievances of the applicants, they should have got Technical Officer Position by

now as they have already completed more than fifteen years of service at IIT Guwahati. In their letter they have stated that, employees of their status in some other sections of the Institute have been promoted to posts equivalent to Technical Officer. No provision has been kept for Technical staff to be promoted to the officer grade in the rule of the Institute. They have also stated that in some other IITs, NITs and some other equivalent national engineering Institutes there is provision for their kind of Technical staff to be promoted to the Technical Officer position after a certain period of time.

The matter was examined administratively and it was observed that contrary to their statement, there is provision in the Institute for the post of Technical Officer in the grade of Technical Officer Grade II with Pay Band-3 and Grade pay Rs. 5400/-. But this is a post with provision of 100% direct recruitment. Similar posts also exist for direct recruitment in Registry as Asst. Registrar and Engineering as Asst. Executive Engineer with same Pay Band-3 and Grade pay of Rs. 5400/-. However in these two posts, there is provision of 25% promotion (for Asst. Registrar) and 50% promotion (for Asst. Executive Engineer) which is not there in case of Technical Officer Grade II. The Board was informed that what was understood from the grievance of the applicant is that they desire to be placed with Pay Band-3 keeping the same Grade Pay of Rs. 5400/-. This Pay Band and Grade Pay, as stated above, is meant for Direct Recruitment and such posts will be designated as Technical Officer Grade II.

The Board was requested to consider and decide.

The Board discussed and was of the opinion that the grievances of the above employees be taken care of following the guidelines of the Department of Personal and Training (DoPT), Govt. of India. Accordingly, the Board decided as below:

Resolution No. : R_83 BOG/06/2015

RESOLVED that grievance received from a few Junior Technical Officers of the Institute forwarded by the Director, Public and Staff Grievance of the Institute be taken care of as per the provision of the Department of Personal and Training (DoPT), Govt. of India.

Item No.7

Feedbacks on Procedure, Rules and Guidelines on Disciplinary Proceedings against an employee of the Institute from Faculty Forum and a few employees.

The 81st meeting of the Board held on 07.06.2015 considered the Procedure, Rules and Guidelines of Disciplinary Proceedings against an employee of the Institute and resolved vide Resolution No. R_81 BOG/15/2015 dated 07.06.2015 that the same be approved. There were some discussion on the above mentioned Procedure, Rules and Guidelines during confirmation of the proceeding in the 82nd meeting of the Board held on 29.09.2015 and Board vide Resolution No. R-82BOG/02/2015 decided that the Procedures, Rules and Guidelines of the Disciplinary proceedings be electronically circulated by the Registrar amongst the teaching and non-teaching employees of the Institute with a request to comment. Accordingly, Registrar circulated the same electronically by email. A number of comments were received including one from Faculty Forum. These were compiled. Again, as per directive of the Board, Registrar forwarded these feedbacks to Prof. D. B. Goel for further suggestion.

Prof. Goel examined the same and placed his suggestions before the Board, which is placed as **Annexure-3 P(91-92)**.

The Board considered the same and accepted the suggestions given by Prof. Goel. However the Board observed that though most of the comments were constructive, some of the wordings used in some of the comments like the use of words like “draconian and regressive” were not acceptable. Again the Board viewed that the comments received from Prof. Pradeep Yammiyavar, Prof. Sanjay Kr. Bose and Dr. Saswata Shannigrahi were not the befitting ones.

Accordingly, the Board decided as below

Resolution No. : R_83 BOG/07/2015

RESOLVED that the suggestions given by Prof. D. B. Goel be accepted and the same be incorporated in the Procedure, Rules and Guidelines on Disciplinary Proceedings. **Following the suggestions of Faculty Forum, Prof. Goel deleted clauses 4(2) and 4(3) from the earlier version of the document.** The final copy of the Procedure, Rules and Guidelines on Disciplinary Proceedings is placed at **Annexure-4 P(93-110)**

RESOLVED further that Prof. Pradeep Yammiyavar, Prof. Sanjay Kr. Bose and Dr. Saswata Shannigrahi be called to the next Board meeting and they be conveyed about the

concerns of the Board on their comments. In addition, advisory letters to be issued to above mentioned faculty members to refrain from using derogatory comments on even internal communications as IITs are Institutions of national pride and lead from front in building national culture and pride.

Item No.8

Implementation of comprehensive end-to-end e-procurement at IIT Guwahati :

The Board was informed that the Ministry of Finance vide OM No.10/3/2012-PPC dated 09.01.2014 has directed all the Ministry/Departments of the Central Government, their attached and subordinate offices to commence e-procurement in respect of all procurements with estimated value of Rs.5.00 lakh or more w.e.f. 01.04.2015 and all procurements with estimated value of Rs.2.00 lakh or more w.e.f. 01.04.2016 respectively through the Central Public Procurement Portal (CPP portal/other service provider/ other e-procurement solutions developed in-house) provided the conditions/guidelines envisaged in the O.M. No.10/3/2012-PPC dated 30.03.2012 are fulfilled. It was further clarified by Ministry of Finance vide OM No.26/12/2014-PPC dated 21.01.2015 that Central Autonomous Bodies are also required to commence e-procurement as per above threshold limit.

In this regard, to explore the feasibility and pros and cons, a Committee consisting of the stakeholders including few experts from the department of Computer Science and Computer Centre was formed and a meeting was convened to discuss about adopting the process of e-procurement / e-tendering at the Institute. The Committee recommended for Implementation of e-procurement/ e-tendering for purchase and work

In the light of above, the Board was requested to consider and approve implementation of e-procurement/ e-tendering for purchase and work. The Board was also requested to approve implementation of the same through NIC portal of the Government.

The Board resolved as below:

Resolution No. : R_83 BOG/08/2015

RESOLVED that the proposal of implementation of e-procurement/e-tendering for

purchase and work in the Institute be **APPROVED**.

RESOLVED further that the implementation of the e-procurement/e-tendering for purchase and work be made through NIC portal of the Government.

Item No. 9

Financial support to Akshara Pre-Primary School for long term sustainability of Pre-Primary level education in IITG campus:

The Board was appraised that the Institute of Technology Act, 1961 as amended upto date under Chapter II, Section 6-“Powers of Institute”, under sub section 1(n), provides::

“Subject to the provisions of this Act, every Institute shall exercise the following powers and perform the following duties, namely:

(n) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.”

In terms of the above, it is very essential to do welfare of the faculty members, who has come from all over the country so that they can fully devote themselves for teaching and research. This is also applicable to the research scholars who are married. One such welfare measures is the provision for good pre-primary teaching for the children of the young married faculty members and research scholars. This will also be helpful to the welfare of staff who in turn provide all the supporting services the faculty members and the research scholars in addition to the students.

In view of the above, a Pre-Primary school with the name “Akshara” was established as early as 2004. The Institute also made some space (not very adequate) and furniture available. In addition, some other facilities which were required to run the School, like Black Board, Photostat Machine etc. were also provided by the Institute. But there was little scope for the Institute to make payment of salary to the teachers and staff of the School. The fund collected by means of tuition fees was very inadequate. However these teachers and staff are doing a commendable job by devoting their time in teaching the students in lieu of a poultry amount out of the tuition fees received from the students. The amounts are even less than the minimum wage of the government.

As such, it is proposed to finance the school with an amount of Rs.60,000/-per month. It is also proposed to include an amount of Rs. 10 lakhs in the Annual Budget of the Institute

for maintenance of the Pre-Primary School located within the Institute and Director may be authorised to release the fund as per requirement of the School. The details of the justification of the above amount were circulated amongst the members.

The Board was requested to consider and approve.

The Board discussed and decided as below

Resolution No. : R_83 BOG/09/2015

RESOLVED that financial assistance as per requirement up to a maximum amount of Rs. 60,000/- (Rupees Sixty thousand) per calendar month be granted to the Pre-primary School, named “Akshara” to meet expenditures related to salary, infrastructure and other facilities of the School as per the norms and guidelines as at **Annexure-5 P(111-112)**.

RESOLVED further that the Director of the Institute be **AUTHORISED** to sanction the above financial assistance to the Pre-Primary School.

RESOLVED further that an amount of Rs. 10 lakhs be included in the Annual Budget of the Institute for maintenance of the Pre-Primary School located in the campus.

Item No. 10

Renaming the “ Alumni Affairs and External Relations (AAER)” Section of the Institute to “Alumni and External Relations” shortly “AER”:

The Board was appraised that the mission and vision of the present Alumni Affairs and External Relations (AA&ER) has changed dramatically from its initial days. Today, AA&ER has expanded considerably with a view to internationalize IIT Guwahati, in global forefront. Whilst the existing name of the office matched its original mandate, it was proposed to rename the section “Alumni Affairs and External Relations (AA&ER)” to “Alumni & External Relations, shortly “AER”.

The Board was requested to consider and approve.

The Board agreed and resolved as below:

Resolution No. : R_83 BOG/10/2015

RESOLVED that the “Alumni Affairs and External Relations” Section of the Institute be renamed as “Alumni and External Relations” Section, shortly “AER”.

Item No. 11

Amendments in Ordinance on code and Conduct of Students of the Institute:

The Board in its 69th meeting held on 24/5/2012 approved the “Ordinance on Code and Conduct of Students” of the Institute and in its 76th meeting held on 25/2/2014 approved some revision in the “Ordinance on Code and Conduct of Students” of the Institute.

Now, considering the appointment of two Associate Deans of Students’ Affairs and utilization of expertise of the Students’ Counsellors, it is proposed to include them in the Students’ Disciplinary Committee (SDC) as members by making amendment in the clause 4.1.5 in the Ordinance as circulated amongst the members of the Board.

The Board was requested to consider the proposed amendment and approve.

The Board resolved as below:

Resolution No. : R_83 BOG/11/2015

RESOLVED that the proposed amendments in the clause 4.1.5 in the Ordinance as given below be **APPROVED**.

Amended Clause No. 4.1.5	
4.1.5 Students’ Disciplinary Committee (SDC)	
i. Dean of Students’ Affairs	– Chairman
ii. Associate Dean of Students’ Affairs - 1	– Member
iii. Associate Dean of Students’ Affairs - 2	– Member
iv. Chairman, Hostel Affairs Board, or his nominee from Warden Council	– Member
v. Two faculty members	– Members
vi. One of the Students’ Counsellors	– Member
vii. Vice-President, Students’ Gymkhana	– Member
viii. Dy./Asst. Registrar (Students’ Affairs)	– Member Secretary
In addition, the Chairmen of the respective Committees may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.	

Item No. 12

Discussion about the research output and achievements of the faculty at National and International level:

The Board was appraised that the faculty members of the Institute have been actively publishing research papers in the national and international journals as well as in conference proceedings.

The number of papers published in research journals and conference proceedings in the year 2014-2015 is 1250. It was mentioned that IIT Guwahati ranks seven among the leading science and research institutions in India in terms of research citation. Science journal "Nature" has identified the top ten institutions by comparing the citation rates in Elsevier's Scopus database for Indian institutions that produced more than 2,000 papers between years 2010 and 2014. IIT Guwahati has citation impact of 1.07 with 3,700 papers in Elsevier's database for the said years. Achievement and awards received in research by some of the faculty members during the last year was circulated amongst the members of the Board.

The Board was requested to discuss and guide the Institute in this respect.

The Board discussed and was of the opinion that the matter need full one day discussion.

Accordingly, the Board decided as below:

Resolution No. : R_83 BOG/12/2015

RESOLVED that the matter related to research output and achievements of the faculty at National and International level be discussed in a full one day meeting of the Board.

Item No. 13

Discussion on Power and Function of Board of Governors with reference to Senate and BWC of the Institute:

For initiation of the discussion, the following subjects as in the Institute Technology Act 1961, as amended up to date, the Statute and the Ordinances were circulated amongst the members of the Board.

- A. Main function of the Board
- B. Authorities of an Institute
- C. Responsibility of Senate
- D. Powers of the Senate

E. Functions of Building and Works Committee

The Board was requested to discuss and guide the Institute in this respect.

The members discussed and deliberated.

The Chairman expressed his concern over the sensation created by the “Dr. R. P. Singh Gold Medal”. He expressed that his good-hearted and well meaning intention to introduce the “Dr. R.P. Singh Gold Medal” was misinterpreted and this be conveyed to the Senate. He also opined that Board is the highest authority and any decision taken in the Board should be respected.

In terms of the above, the Board decided as below:

Resolution No. : R_83 BOG/13/2015

RESOLVED that the above discussion be noted and necessary action be taken as deem fit and suitable.

Item No. 14

Discussion about the suicide cases of the students in the Institute:

The Board was informed that during the past years five suicide cases by the students took place in the Institute. This had shocked the Institute. It was conveyed to the Board that the Institute took up the matter very seriously and took a number of measures.

The Board was also informed that a numbers of measures were taken by the Institute. Some of the initiatives taken to encourage students to join de-stressing and other motivational / psychological activities are as below:

1. A Counselling Cell with three full time Counsellors from July 2015 for one to one counselling for all first year students mandatorily has been started.
2. Motivational lectures, YES+ workshops, interaction sessions, Art of Living workshops, Yoga workshops etc.
3. Remedial and English Classes by Students' Welfare Board
4. Students can also engage themselves in various activities of their choice through different clubs earmarked for different activities. Altogether, there are 42 clubs.
5. Students' Activity Courses (non-credit) of their choice in the areas of Sports & Games, NCC, Community Service (CoS), Performing Arts : (a) Vocal Music in North Indian Classical Music, Semi Classical Music, Rabindra Sangeet (b) Hindustani Music in Violin or in Tabla (c) Indian Classical Dance

6. Time to time screening of movies through Movie Club
7. Organization of various events by five different boards, Students' Welfare Board, Cultural Board, Sports Board, Technical Board and Hostel Affairs Board
8. Organization of yearly events, e.g., Alcheringa, Techniche, Udgam, Advaya, Spirit, Tech Evince, Kriti, Manthan, Spardha, Inter IIT Sports Meet and various departmental events etc.
9. Well-equipped sports, gym facilities
10. Students' Activity Centre and Food Court
11. Auditorium, Mini Auditorium, Community Hall, Open Stage for organizing various events and cultural programmes

The Board was requested to discuss and guide the Institute to prevent such cases in future.

Resolution No. : R_83 BOG/14/2015

RESOLVED that measures taken by the Institute be **NOTED**.

Item No. 15

Extension of the period of validity of the panel of Junior Assistant/ Junior Accountant of the Institute for one more year:

The Board was informed that the posts of Junior Assistant /Junior Accountant were advertised vide Advt. No. IITG/R/01/2014 dated 7/2/2014 for filling 25 posts of Jr. Assistant and 5 posts of Jr. Accountant. The Selection Committee constituted for the purpose selected 25 candidates for the post of Junior Assistant and 5 candidates for the post of Jr. Accountant. Except one, all other twenty four (24) candidates selected for appointment of Jr. Assistant joined the Institute and all the five (5) candidates selected for the post of Jr. Accountant joined the Institute as per rule. However, it was found that, there was need for more Jr. Assistants following regular promotion as well as fresh requirement and such vacancies were filled from the waiting list of eligible candidates with the approval of the Director. There are still few candidates in the Waiting list. The normal validity of the waiting list which was for one year has expired. The process of such recruitment is very tedious, time consuming and costly. As such it was proposed to extend the validity of the waiting list for another one year from the date of expiry of the validity of the first year, as there will be some more requirements of Junior Assistant and Junior Accountants.

The Board was requested to consider and approve the proposal of extension of the period of validity of the panel of Junior Assistant/ Junior Accountant of the Institute for one more year.

The Board considered and decided as below:

Resolution No. : R_83 BOG/15/2015

RESOLVED that the period of validity of the waiting list of eligible candidates for the posts of Junior Assistant/ Junior Accountant in the Institute be extended for one more year from the date of expiry of the validity of the first year (that is up to 25.09.2016).

Item No. 16

Revised list of experts as Board's Nominee for Selection Committee for the Department of Biological Science and Bioengineering for Faculty positions:

The Board was appraised that the existing panel of experts for Selection Committee for faculty positions for the Department of Biological Science and Bioengineering was required to be updated and revised. Accordingly, the same was updated and revised in consultation with the Head of the Department. A copy was circulated amongst the members of the Board.

The Board is requested to consider the list of experts and approve and to authorize the Director to nominate experts from the approved list based on their specialization and availability.

The Board considered and decided as below:

Resolution No. : R_83 BOG/16/2015

RESOLVED that the revised list of experts for selection Committee for faculty positions for the Department of Biological Science and Bioengineering as given as **Annexure-6 P** (**NOT FOR PUBLIC DOMAIN**) be **APPROVED**.

RESOLVED further that the Director of the Institute be authorised to nominate experts from the approved list based on their specialization and availability.

Item No. 17

Revised list of experts as Board's Nominee for Selection Committee for the Department of Mathematics for Faculty positions:

The Board was appraised that the existing panel of experts for Selection Committee for faculty positions for the Department of Mathematics was required to be updated and revised. Accordingly, the same was updated and revised in consultation with the Head of the Department. A copy was circulated amongst the members of the Board.

The Board is requested to consider the list of experts and approve and to authorize the Director to nominate experts from the approved list based on their specialization and availability.

The Board considered and decided as below:

Resolution No. : R_83 BOG/17/2015

RESOLVED that the revised list of experts for selection Committee for faculty positions for the Department of Mathematics as given as **Annexure-7 P** (**NOT FOR PUBLIC DOMAIN**) be **APPROVED**.

RESOLVED further that the Director of the Institute be authorised to nominate experts from the approved list based on their specialization and availability.

Item No. 18

Updating of the Delegation of Powers of the Board and of the Director to different Functionaries of the Institute:

The Board was informed that the powers of the Board and the Director was last delegated to different functionaries of the Institute by the Board in its 72nd meeting held on 26.02.2013 vide Resolution No. R 72/05/2013. With appointment of some Associate Deans and for certain obvious reasons, it has become essential to update the same. Accordingly, a few powers of the Board and the Director are freshly delegated to some of the new functionaries. The full list of the Delegation of Powers of the Board and of the Director to different Functionaries of the Institute after updating the same is placed in the Board indicating the newly delegated functions for consideration of the Board.

The Board was requested to consider and approve.

The Board considered and decided as below:

Resolution No. : R_83 BOG/18/2015

RESOLVED that the revised list of the Delegation of Powers of the Board and of the Director to different Functionaries of the Institute as given as **Annexure-8 P (133-152)** be **APPROVED**.

Item No. 19

Approval of forwarding of the Annual Report of IIT Guwahati for the year 2014-15 to the Ministry of HRD for placing before the Parliament:

The Board was informed that in respect of the above item, the 82nd meeting of the Board of Governors of the Institute held on 29.09.2015 resolved as below:

***“RESOLVED** that the Annual Report for the year 2014-15 be provisionally **APPROVED**.*

***RESOLVED** further that the Chairman, BOG be authorised to approve forwarding the Annual Report for the year 2014-15 to Ministry of HRD, Govt. of India for tabling before the Parliament. ”*

Accordingly the Annual Report of IIT Guwahati for the year 2014-15 was sent to the Hon'ble Chairman of the Board with a request to approve forwarding the same to the Ministry of HRD for placing before the Parliament. On receipt of his approval, the said Annual Report was forwarded to the Ministry of HRD for placing before the Parliament vide letter under Ref. No IITG/PR-17/MHRD/2015-16/159 dated 04.12.2015.

The Board was requested to consider and approve the action taken.

The Board considered and decided as below:

Resolution No. : R_83 BOG/19/2015

RESOLVED that the action taken by forwarding the Annual Report of IIT Guwahati for the year 2014-15 to Ministry of HRD for placing before the Parliament be **APPROVED**.

Item No. 20

Approval of forwarding of the audited Annual Accounts of IIT Guwahati for the year 2014-15 to the Ministry of HRD for placing before the Parliament:

The Board was informed that in respect of the above item, the 33rd meeting of the Finance Committee of the Institute held on 29.09.2015 resolved as below:

*“**Resolved** that approval of the Audited Annual Accounts for the year 2014-15 including Separate Audit Report be obtained by circulation amongst the Finance Committee members.*

***Resolved** further that Chairman, FC be authorized to forward the Audited Annual Accounts for the year 2014-15 including the SAR to Chairman, BOG for approval.”*

Accordingly, after receiving the Separate Audit Report (SAR) from the office of the Comptroller & Auditor General of India on 26.11.2015, the same was forwarded to the Hon’ble Chairman and the members of the Finance Committee for approval by circulation. Again on receipt of the approval from the Hon’ble Chairman and the members of the Finance Committee, the decision of the 82nd meeting of the Board of Governors of the Institute held on 29.09.2015 was referred which read as below:

*“**RESOLVED** that the approval and recommendation of the Finance Committee to the Board for forwarding the Annual Accounts for the year 2014-15 to Ministry of HRD, Govt. of India for tabling before the Parliament be circulated amongst the Board members for approval.”*

Accordingly the audited Annual Account of IIT Guwahati for the year 2014-15 was sent to the Hon’ble Chairman and the members of the Board of Governors with a request to approve forwarding the same to the Ministry of HRD for placing before the Parliament. On receipt of the approval from the Hon’ble Chairman and the members of the Board of Governors, the said audited Annual Account was forwarded to the Ministry of HRD for placing before the Parliament vide letter under Ref. No IITG/PR-17/MHRD/2015-16/159 dated 04.12.2015.

The Board was requested to consider and approve the action taken.

The Board considered and decided as below:

Resolution No. : R_83 BOG/20/2015

RESOLVED that the action taken by forwarding the audited Annual Accounts of IIT Guwahati for the year 2014-15 to Ministry of HRD for placing before the Parliament be **APPROVED**.

Item No. 21

Inclusion of a few names in the list of experts for nomination of Board's Nominees in the Selection Committee for selection of Group 'A' Officers including Technical and Scientific Officers:

The Board was informed that as per the provisions clause 12(3)(c),(d) & (e) of the Statutes, the Selection Committees constituted for filling up the various posts mainly Group 'A' posts other than teaching post under the Institute, there shall be one or two nominees of the Board, according to title of the posts. Accordingly, in the last 82nd BoG meeting of the Institute held on 29.09.2015, a revised list of such experts for nomination of Board's Nominees in the Selection Committee for selection of such Group 'A' Officers including Technical and Scientific Officers is prepared and approved by the Board. As advised by the Director of the Institute, a few more names are proposed to be included in the list. The name of the members proposed to be included is as below:

NOT FOR PUBLIC DOMAIN

The Board was requested to consider and approve:

The Board considered and resolved as below:

Resolution No. : R_83 BOG/21/2015

RESOLVED that the following persons be included as experts in the list of experts approved in the 82nd BOG, for nomination of Board's Nominees in the Selection Committee for selection of Group 'A' Officers including Technical and Scientific Officers:

NOT FOR PUBLIC DOMAIN

(The complete approved list is given as **Annexure-9 P** **NOT FOR PUBLIC DOMAIN**)

Item No. 22

Ratification of the approvals accorded by the Chairman, BOG:

Following items approved by the Chairman, BOG were put up before the Board for ratification:

- (A) Approval to the recommendation of Selection Committee for the post of Assistant Registrar.

- (B) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Physics.
- (C) Approval to the appointment of Prof. Amitabh Mukherjee as Adjunct Professor in the Centre for Linguistic Science & Technology (CLST).
- (D) Approval to the inclusion of two new members in the Panel of Experts of Appraisal Committee for selecting eligible faculty members for the HAG scale.
- (E) Approval to the appointment of Prof. A.K .Das as Interim Director of IIIT Manipur.
- (F) Approval of Director's visit to Moscow to attend BRIC summit during October 25 to October 29, 2015.
- (G) Approval to Director's visit to GIFU University, Japan during December 14 to December 16, 2015.
- (H) Approval to the recommendation of Appraisal Committee for selecting the eligible faculty members for the HAG scale.
- (I) Approval to Director's visit to Taiwan during December 28, 2015 till January 2, 2016.

Resolution No. : R_83 BOG/22/2015

RESOLVED that the following approvals accorded by the Chairman, BOG be **RATIFIED** as follows:

(A) Approval to recommendation of Selection Committee for the post of Assistant Registrar as under:

Sl. No.	Name	Category	Pay
1.	Shri Dip Jyoti Dutta	UR	As per Rules
2.	Shri Dipon Lal Baishya	UR	As per Rules
3.	Shri Kushal Chandra Das	OBC	As per Rules
4.	Shri A. Wanshai Shynret	ST	As per Rules

(B) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Physics as under:

I.Recommendation for the posts of Professor:

Sl. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Poulouse Poulouse	Professor	As per rules	-
2.	Dr. Subharadip Ghosh			

II. Recommendation for the posts of Associate Professor:

Sl. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Arunansu Sil	Associate Professor	As per rules	-
2.	Dr. Santabrata Das			
3.	Dr. Subhash Thota			

III. Recommendation for the posts of Assistant Professor:

Sl. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Kanhaiya Pandey	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
2.	Dr. Sovan Chakraborty	Assistant Professor	As per rules	-do-
3.	Dr. Krishna Kanti Dey	Assistant Professor	As per rules	-do-
4.	Dr. Somanath Choudhury	Assistant Professor	As per rules	-do-
5.	Dr. M. Chakravartula Kumar	Assistant Professor	As per rules	-do-
6.	Dr. I. Sentitemsulmsong	Assistant Professor	As per rules	-do-
7.	Dr. Brajesh Kumar Mani	Assistant	As per	-do-

		Professor	rules	
8.	Dr.Tapan Mishra	Assistant Professor	As per rules	-do-
9.	Dr.Debasish Borah	Assistant Professor	As per rules	-do-
10.	Dr. Pankaj Kumar Mishra	Assistant Professor	As per rules	-do-

- (C) **Approval to the appointment of Prof. Amitabh Mukherjee as Adjunct Professor in the Centre for Linguistic Science & Technology (CLST) for a period of three years w.e.f. December 2015 under the following terms and conditions:**

NOT FOR PUBLIC DOMAIN

- (D) **Approval to the inclusion of two new members in the Panel of Experts of Appraisal Committee for selecting eligible faculty members for the HAG scale as under:**

NOT FOR PUBLIC DOMAIN

- (E) **Approval to the appointment of Prof. A.K. Das as Interim Director of IIIT Manipur with the following terms and conditions:**

- i. Prof. Das will continue to draw his salary from IIT Guwahati.
- ii. His service record will be at IIT Guwahati.
- iii. He will be considered to be on duty by IIT Guwahati during the period he is at IIIT Manipur.
- iv. He will be relieved of day –to-day duties at IIT Guwahati during the period of his appointment, till further orders or till appointment of regular Director, whichever is earlier.

- (F) **Approval to the visit of the Director of the Institute, Prof. Gautam Biswas to Moscow to attend BRIC summit during October 25 to October 29, 2015 to promote higher education as well as key issues of the Russian presidency in BRICS-trade among the BRICS nations, reform of financial institutions, global food security, energy supplies, water resources, IT, cyber security, terrorism, health, poverty etc.**

- (G) **Approval to the visit of the Director of the Institute, Prof. Gautam Biswas to Gifu University, Japan during December 14 to December 16, 2015.** Prof. Biswas

was invited by the Gifu University to witness the “Winter School” programme, participate in the discussions on proposed collaborations between IIT Guwahati and Gifu University and to deliver a seminar talk.

- (H) Approval to the recommendation of the Appraisal Committee for selecting the eligible faculty members for the HAG scale as under:**

Sl. No.	Name	Effective Date
1.	Prof. P. S. Robi	With effect from 07.12.2015
2.	Prof. Sudip Talukdar	
3.	Prof. Sajal Kanti Deb	
4.	Prof. Sashindra Kumar Kakoty	
5.	Prof. Tharmalingam Punniyamurthy	
6.	Prof. Chandan Mahanta	
7.	Prof. Rajen Kumar Sinha	
8.	Prof. Pranab Goswami	
9.	Prof. Arun Goyal	

- (I) Approval to the visit of Director of the Institute, Prof. Gautam Biswas to National Taiwan University (NTU), Taiwan during December 28, 2015 till January 2, 2016 and also approve the handing over charge to the Dean of Faculty Affairs, Prof. Pinakeswar Mahanta.**

Item No. 23

Items approved by the Director:

Following items approved by the Director are being reported to the Board:

- a. Attendance of Conference / Seminar etc. abroad.
- b. Appointments and Extension of Associate Dean, Chairman etc.
- c. Confirmation of Faculty Members.
- d. Confirmation of Non-faculty Members.
- e. Approval towards granting of deputation to Dr.B. Saibaba, Deputy Librarian, L.N.B. Central Library of IIT Guwahati.
- f. Approval to the recommendation of the Selection Committee for the post of Junior Technical Superintendent in the Central Instruments Facility.
- g. Approval to the recommendation of the Selection Committee for the post of

Junior Technician (Civil Engineering).

- h. Approval to appointment of Physiotherapist (temporary positions) in the Institute.
- i. Approval to the appointment Junior Assistant from waiting list of eligible candidates.
- j. Approval to the appointment Mr. U. C. Das, Registrar, as the Interim Registrar of IIT Manipur.

Resolution No. : R_83 BOG/23/2015

RESOLVED that the following items approved by the Director be **NOTED** as under:

- a. **Attendance of Conference / Seminar etc. abroad: As reported**
- b. **Appointments and Extension, Associate Dean /Chairman etc. as under:**

Sl. No.	Name	Position	Period of Appointment / Extension
1.	Prof. Gopal Das, Department of Chemistry	Associate Dean, Research & Development	Appointed for a period of three years with immediate effect from the date of notification of the order i.e.01.10.2015.
2.	Dr. Biman Mandal, Department of Bioscience & Bioengineering	Chairman, Students' Welfare Board	Appointed for a period of two years with immediate effect from the date of notification of the order i.e.04.11.2015.
3.	Dr. Karuna Kalita, Department of Mechanical Engineering	Chairman, Technical Board	Appointed for a period of two years with immediate effect from the date of notification of the order i.e.04.11.2015.

- c. **Confirmation of Faculty Members as under:**

Sl. No.	Name	Post
1.	Dr. Manas Kamal Bhuyan	Associate Professor, EEE
2.	Dr. Anki Reddy Katha	Assistant Professor, Chemical Engineering
3.	Dr. Abhishek Kumar	Assistant Professor, Civil Engineering

- d. **Confirmation of Non-faculty Members as under:**

Sl. No.	Name	Post	
1.	Mr. Nayan Kumar Sarma	Assistant Executive Engineer	
2.	Ms. Abhilasha M. Baruah	Technical Officer Gr.II	
3.	Ms. Manashri Majumdar Bordoloi	Security Officer	
4.	Mr. Lankeswar Boro	Superintendent	
5.	Mr. Narayan Kalita		
6.	Mr. Manash Jyoti Pathak		
7.	Ms. Banashree Patgiri		
8.	Mr. Rajib Lochan Gogoi		
9.	Mr. Binod Ch. Kalita		
10.	Mr. Amalesh Bhattacharyya		Junior Accounts Officer
11.	Mr. Dharmendra Singh		
12.	Mr. Sunil Sarma		
13.	Mr. Anup Kumar Das		
14.	Mr. Jnanajyoti Barman		
15.	Mr. Raj Kamal Sarmah		
16.	Mr. Gourish Mazumder	Jr. Assistant	
17.	Mr. BijuJyoti Pathak		
18.	Mr. Pranjal Kr. Bhattacharyya		
18.	Mr. Pankaj Das	Jr. Attendant	

- e. **Approval towards granting of deputation to Dr. B.Saibaba, Deputy Librarian, L. N. B. Central Library of IIT Guwahati** for one year w.e.f. 01.11.2015(F.N) to 31.10.2016(A.N.) and enables him to join Indian Institute of Technology, Tirupati as Deputy Librarian (on Deputation).
- f. **Approval to the recommendation of the Selection Committee for the post of Junior Technical Superintendent in the Central Instruments Facility (CIF)** in the scale of PB2: Rs.9300-34800/-, Grade Pay Rs.4200/- as under :

Sl. No.	Name	Pay
1.	Mr. Ashim Malakar	As per Rules

2.	Mr. Deep Manoram Barman	As per Rules
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- g. **Approval to the recommendation of the Selection Committee for the post of Junior Technician in the Civil Engineering Department** in the Department of Civil Engineering in the scale of PB1: Rs.5200-20200/-, Grade Pay Rs.2000/- as under:

Sl. No.	Name	Category	Pay
1.	Sri Saroj Patowary	UR	As per Rules
2.	Sri Balen Kalita	UR	
3.	Sri Saurabh Kr Mudoi	UR	
4.	Sri Madhab Rajbonshi	OBC	

- h. **Approval to appointment of Physiotherapist (temporary positions) in the Institute as under:**

Sl. No.	Name	Category	Pay
1.	Sri Krishna Kanta Sarma	-	As per Rules
2.	Sri Kandarpa J. Das	-	

- i. **Approval to the appointment of Junior Assistant from waiting list of eligible candidates as under:**

Sl. No.	Name	Scale of Pay
Junior Assistant		
1.	Mr. Munmi Roy Choudhury	PB1 Rs.5200-20200/-,GP = 2000/-
2.	Mr. Susanta Kr. Sarma	
3.	Ms. Jinti Saikia	
4.	Mr. Prasanta Deka	
5.	Mr. Bhupendra Nath Bora	
6.	Mr. Amar Nath Panjiyar	
7.	Ms. Runjun Borah	
8.	Ms. Purobi Das	
9.	Ms. Mishu Paul	
10.	Ms .Madhusmita Gogoi	
11.	Mr. Pulak Rajbongshi	
12.	Mr. Nabajit Rajbongshi	

13.	Mr. Sundeep Borah
14.	Mr. ManasProtim Das
15.	Mr. John Sangma Dangou
16.	Ms. Hamari Jamatia
17.	Ms. Gauri Khutiya Deori
18.	Ms. Ruthi Nemhoikim Vaiphei
19.	Mr. Supriyo Kr Das
20.	Ms. Smriti Rekha Das
21.	Mr. Deep Jyoti Sinha
22.	Ms. Karishma Rubab
23.	Ms. Nitimoyee Mahanta
24.	Mr. Saurav Choudhury
25.	Mr. Rajib Chandra Kalita
26.	Mr. Dhanjit Talukdar
27.	Mr. Pragjyoti Sharma
28.	Ms. Bristi Barnalee Deka
29.	Mr. Hemanta Changmai
30.	Ms. Moushumi Rabha

- j. **Approval to the appointment of Mr. U. C. Das, Registrar, as the Interim Registrar of IIIT Manipur**, in addition to his own duty at IITG as the Registrar of the Institute.

Item No. 24

Items for Reporting to the Board:

The following items were reported to the Board for noting:

The Board considered and resolved as below:

Resolution No. : R_83 BOG/24/2015

RESOLVED that the following items as reported to the Board be **NOTED**:

- A. Permission received from Competent Authority of the Ministry of HRD for shooting of a film by Mr. Sekhar Kammula in IIT Guwahati after approval of the Board of IIT Guwahati in its 82nd Meeting.**
- B. Standing Committee of Grievances constituted by IIT Council to look into appeals/representations relating to IITs, referred to it by the MHRD with the**

following persons:

1. Dr. Pawan Goenka, Chairperson, BoG, IIT Madras.
2. Prof. Ashok Misra, Chairperson, BoG, IIT Roorkee
3. Dr. Srikumar Banerjee, Chairperson, BoG, IIT Kharagpur

The following additional items were taken up by the Board with the permission of the Chair

Item No. 25

Engagement of Professor Emeritus, Prof. D. N. Buragohain for another year in teaching and research in the Department of Civil Engineering:

The Board was informed that Prof. D. N. Buragohain was conferred the 1st Honorary Professor Emeritus of IIT Guwahati along with some facilities/ honours which were extended to him. This also includes one, such that as and when required the Institute may call upon Prof. Buragohain to assist in any capacity some academic responsibility commensurate with his stature as a respected academic personality.

After his acceptance as the Honorary Professor Emeritus of IIT Guwahati, Prof. Buragohain had taken up the responsibility to teach UG course CE402 from January, 2015 to November, 2015. On the basis of performance profile and the huge impact created by Prof .Buragohain during his recent period of stay in the Department of Civil Engineering the Director of the Institute has decided to further extend his period of stay at IIT Guwahati for 1(one) more year w.e.f. 01.12.2015 to 30.11.2016, under the same terms and conditions.

The Board was requested to ratify the approval of the Director of the Institute.

The Board considered and resolved as below:

Resolution No. : R_83 BOG/25/2015

RESOLVED that the approval of the Director, on further extension of the term of Prof. D. N. Buragohain for 1(one) more year w.e.f. 1st December 2015 to 30th November 2016 under the same terms and conditions be **RATIFIED** and **NOTED**.

Item No. 26

Revised proposal from Centre for Linguistic Science and Technology (CLST) for (a)

granting it permission to operate as an academic centre and (b) introducing (i) Ph.D. programme in Linguistic Science and Technology and (ii) Dual (M.S. + Ph.D.) programme in Linguistic Science and Technology.

The Board was informed that the 76th Meeting of the BOG, held on February 25, 2014, vide resolution No. R.76/33/2014, approved the proposal for starting the Centre for Linguistic Science and Technology for studies related to preservation and promotion of indigenous languages of India with special emphasis on North East (NE) India through Research and Technology Development. The approval granted by the BOG for starting the Centre for Linguistic Science and Technology (CLST) was reported to the 104th Meeting of the Senate, held on March 21, 2014. In the 117th Meeting of the Senate held on September 11 and 16, 2015, the CLST submitted a proposal for introducing (a) Ph.D. programme in Linguistic Science and Technology and (b) Dual (M.S. + Ph.D.) degree programme in Linguistic Science and Technology. After examining the matter, the concerned Senate observed the following:

“The Senate took exception to the fact that the proposal for establishment of the Centre for Linguistic Science and Technology (CLST), to function as an academic Centre, was not placed earlier for consideration of the Senate.

The Senate therefore OBSERVED that a fresh proposal for setting up the Centre for Linguistic Science and Technology (CLST), as an Academic Centre, with details of academic programmes to be offered by it, be placed for consideration of the Senate.”

Accordingly, in the 118th Meeting of the Senate, held on December 21, 2015, the CLST submitted a revised proposal for (a) granting it permission to operate as an academic centre and (b) introducing (i) Ph.D. programme in Linguistic Science and Technology and (ii) Dual (M.S. + Ph.D.) programme in Linguistic Science and Technology. After examining the proposal, the concerned Senate RECOMMENDED the following:

- (a) the Centre for Linguistic Science and Technology (CLST) may be permitted to operate as an academic centre; and
- (b) to start with, the CLST may initiate necessary measures for introducing a Ph.D. programme in Linguistic Science and Technology.

The Board was requested to consider and approve.

The Board considered and decided as below:

Resolution No. : R_83 BOG/26/2015

RESOLVED that the Centre for Linguistic Science and Technology (CLST) be **APPROVED** as an academic centre of the Institute.

RESOLVED further that the Centre for Linguistic Science and Technology (CLST) be permitted to introduce Ph.D. programme in Linguistic Science and Technology.

Item No. 27

Revised list of experts as Board's Nominee for Selection Committee for the Department of Computer Science & Engineering for Faculty positions:

The Board was appraised that the existing panel of experts for Selection Committee for faculty positions for the Department of Computer Science & Engineering was required to be updated and revised. Accordingly, the same was updated and revised in consultation with the Head of the Department. A copy was circulated amongst the members of the Board.

The Board is requested to consider the list of experts and approve and to authorize the Director to nominate experts from the approved list based on their specialization and availability.

The Board considered and decided as below:

Resolution No. : R_83 BOG/27/2015

RESOLVED that the revised list of experts for selection Committee for faculty positions for the Department of Computer Science & Engineering as given as **Annexure-10 P (NOT FOR PUBLIC DOMAIN)** be **APPROVED**.

RESOLVED further that the Director of the Institute be authorised to nominate experts from the approved list based on their specialization and availability.

Item No. 28

Revised list of experts as Board's Nominee for Selection Committee for the Department of Chemistry for Faculty positions:

The Board was appraised that the existing panel of experts for Selection Committee for

faculty positions for the Department of Chemistry was required to be updated and revised. Accordingly, the same was updated and revised in consultation with the Head of the Department. A copy was circulated amongst the members of the Board.

The Board is requested to consider the list of experts and approve and to authorize the Director to nominate experts from the approved list based on their specialization and availability.

The Board considered and decided as below:

Resolution No. : R_83 BOG/28/2015

RESOLVED that the revised list of experts for selection Committee for faculty positions for the Department of Chemistry as given as **Annexure-11P** (**NOT FOR PUBLIC DOMAIN**) be **APPROVED**.

RESOLVED further that the Director of the Institute be authorised to nominate experts from the approved list based on their specialization and availability.

Item No. 29

Creation of an exclusive Hostel Administration Service (HAS) Cadre at IIT Guwahati and the requisite recruitment rule for the entry level post of Junior Assistant (Hostel).

The Board was informed that presently IIT Guwahati has 10 boys' hostels, 2 girls' hostels and 1 married scholar hostel with almost 5000 students' resident. The office staff posted in the hostels is from the cadre of administrative staff, such as Jr. Assistant, Sr. Assistant, Jr. Superintendent etc. It is viewed that the Staff, who takes care of the hostels should have knowledge on health, hygiene, hostel/hotel management and catering. Again often, in the interest of the Institute, these staffs get transferred to other offices replacing with new staff members. As the work procedure and environment of the hostels are quite different from the other offices of the Institute, most of the time, this transfer posting hampers in smooth functioning of the hostels. As the Institute is getting older and the numbers of students are increasing every year, hostel related problems are also increasing.

Eventually, the Institute is facing a number of unwanted incidents in hostel which needs to be handled by some specialized, experienced and sensitive persons.

In view of the above, the Warden Council of the Institute in its meeting held on 01.10.2015 approved and recommended the proposal for creation of an exclusive Hostel Administration Service(HAS). Consequently, necessary recruitment rule for the entry level post of Junior Assistant (Hostel) is prepared and circulated amongst the Board members. The Warden Council also proposed to consider six days work schedule for this cadre as the current practice of “**Mondays off**” for caretaker is creating problems in hostel administration.

The Board was requested to consider and approve the proposals.

The Board considered and decided as below:

Resolution No. : R_83 BOG/29/2015

RESOLVED that the proposal of creation of an exclusive Hostel Administration Service (HAS) for IIT Guwahati be **APPROVED**.

RESOLVED further that the recruitment rules for the entry level post of Junior Assistant (Hostel) as at **Annexure-12 P(167-168)** be **APPROVED**.

RESOLVED further that in respect of the staff of the Hostel Administration Service (HAS) of the Institute, the number of weekly working days will be six with 7 (seven) hours duty per day.

Item No. 30

Constitution of the Committee to short list projects to be submitted under “Uchchar Avishkar Yojana Scheme”:

The Board was appraised that to promote innovation of a higher order that directly impacts the needs of the Industry and thereby improves the competitive edge of Indian manufacturing, Hon’ble Minister HRD announced an annual investment of Rs. 250 Cr in the IIT Council meeting on 6th Oct 2015 under ‘Uchchar Avishkaar Yojana’. The investment is for proposals received from all the IITs and accordingly highly competitive. The project proposals to be submitted under this scheme should have been considered approved by the BoG of the institution. All projects which are received before 31stDecember each year would be considered for funding in the following financial year. The details of the call for proposal is available in **Annexure-13 P (169-170)**. The guidelines for Uchchar Avishkar Yojana, as forwarded by the Ministry of HRD, GOI is

placed as **Annexure-14 P (171-172)**.

A Committee is proposed for looking into the proposals and forwarding the same to the funding agency with the following members:

- | | |
|---|----------|
| 1. Dean (Research & Development), | Chairman |
| 2. Associate Dean (Research & Development), | Convenor |
| 3. Dean (Faculty Affairs), | Member |

The report of the Committee will be placed to the Director, IIT Guwahati. On his approval of the same, the proposals will be forwarded to MHRD.

The Board was requested to consider and approve the Committee and to authorise the Director to forward the project proposal to MHRD.

The Board considered and decided as below:

Resolution No. : R_83 BOG/30/2015

RESOLVED that the following Committee to short list projects to be submitted under “Uchchatar Avishkar Yojana Scheme be **APPROVED**:

- | | |
|---|----------|
| 1. Dean (Research & Development), | Chairman |
| 2. Associate Dean (Research & Development), | Convenor |
| 3. Dean (Faculty Affairs), | Member |

RESOLVED further to authorise the Director of the Institute to forward the recommended and approved project proposals of the Committee to MHRD.

Item No.31

Extension of the term of Adjunct Professor Prof. Dipankar Medhi, Prof. Asish Mukhopadhyay and Prof. Sugata Sanyal in the Deptt. Of Computer Science and engineering.

The Board in its 71st meeting held on 19.11.2012 vide resolution No. R 71/20/2012 approved the objectives and the scheme for appointment of Adjunct Professor at the Institute. In the same meeting, the Board vide the same resolution no. also approved appointment of Prof. Deepankar Medhi, Prof. Asish Mukhopadhyay and Prof. Sugata Sanyal in the Deptt. Of Computer Science and Engineering as Adjunct Professor for a

period of 3 years.

In the meantime, the Head of the Department of CSE has informed that all the three Professors will complete their 3 years terms on 31.12.2015. He has also stated that the services of the above named Professors are essential in the interest of the Department. Further the above named Professors have also expressed their willingness to work in the Institute for some more time. The DFAC of the CSE department has also recommended that the term of the three Professors be extended for another period of two years.

The Board was requested to consider and approve the proposal.

The Board considered and decided as below:

Resolution No. : R_83 BOG/31/2015

RESOLVED that the extension of the terms of Prof. Deepankar Medhi, Prof. Asish Mukhopadhyay and Prof. Sugata Sanyal in the Deptt. of Computer Science and Engineering as Adjunct Professor for another period of 2 years be **APPROVED** under the same terms and conditions of initial appointment.

Item No 32

Extra financial help to faculty for attending conference abroad from the interest of IDF Account, if PDA of the Faculty is not sufficient

The Board was appraised that the General Body meeting of the Faculty Forum of the Institute discussed the PDA support to the faculty for attending conferences abroad. It was placed before the Director of the Institute that many a times the amount is too less for attending the conferences abroad. Citing the examples from some other IITs, they requested to explore the possibility of supporting the extra amount incurred for international conferences. The matter was examined and it was observed that due to budget constraints it was difficult to provide additional financial support to the faculty members of the Institute for attending conference abroad. However, Institute has sufficient balance under DPF and PDF account. Further, the Institute is having more than Rs.8.00 crore in IDF Account as on date. Sufficient interest is earned every year on investment of this fund. So it is proposed, that a portion of the interest can be allocated to the faculty members towards additional support for attending conference abroad as and when it is necessary.

The Board was requested to consider and approve.

The Board discussed and decided as below:

Resolution No. : R_83 BOG/32/2015

RESOLVED that extra amount of financial assistance to faculty members for attending conference abroad be provided if PDA of the faculty is not sufficient from the interest of IDF Account with specific approval from the Director of the Institute.

Item No 33

Appointment of Chair Professor for Bimala Prasad Chaliha Chair for Water Resource (BPCCWR) at the Institute:

The Board was informed that for selection of the Chair Professor for Bimala Prasad Chaliha Chair for Water Resource (BPCCWR) at the Institute, a Selection Committee was constituted with two eminent persons from the field of Civil Engineering, namely Prof. P. P. Mujumdar, Professor from IISc Bangalore and Prof B. S. Murty, Professor from IIT Madras. Mr. Narendra Kumar, Chairman Brahmaputra Board represented the Ministry of Water Resources, Govt. of India in the Selection Committee and Prof. Anjan Dutta, Department of Civil Engineering, IIT Guwahati. The resumes and the other details of the candidates were sent to the experts seeking their comments / opinion. Prof. P. P. Mujumdar, Prof. B. S. Murty and Prof. A. Dutta sent their comments.

Later on, Mr. Chamman Lal was appointed as the Vice Chairman of Brahmaputra Board and he was also nominated as a member to attend the Selection Committee meeting on behalf of the Ministry of Water Resources.

The Selection Committee meeting was held on 04.12.2015. All the experts attended the meeting along with Director and Dean of faculty Affairs of the Institute except Prof. B. S. Murty. Prof. Murty was not available on Skype also, may be due to the flood at Chennai. But his evaluation report/comments were discussed in the meeting thoroughly.

The Selection Committee recommended Prof. Arup Kumar Sarma as Chair Professor for Bimala Prasad Chaliha Chair for Water Resource (BPCCWR) for a period of 3(Three) years.

The Board was requested to consider and approve.

The Board discussed and decided as below:

Resolution No. : R_83 BOG/33/2015

RESOLVED that the recommendation of the Selection Committee for appointment of Prof. Arup Kr. Sarma as Chair Professor for Bimala Prasad Chaliha Chair for Water Resources be **APPROVED**.

Item No 34

Charging the Alumni fees at the rate of Rs.1500/- from the final year IITG students of the Institute:

It was placed before the Board that a vibrant, active and effective alumni community is a critical part of any institution like IITG which is expanding its national and global footprint. As an ambassador of the institution, the alumni forms the most enduring linkages in establishing a platform for engagement with current students, internships, research organizations and academic institutions, placements etc. With a vision that the institute alumni connect ,during the critical initial phase of career building of graduates of the Institute and extends its support to set up of Alumni Chapters initially in all the major cities in India, Seed funding to all Alumni Chapters to initiate Alumni interactions in their respective areas, Building of alumni database, Monitoring of students through a dedicated alumni portal, an amount of Rs.1500/- was proposed to be charged as Alumni Fee from all final year students, starting from the Year 2016 for a period of five years initially as per the proposal which was circulated amongst the members of the Board.

The Board was requested to consider and approve.

The Board considered and approved as below:

Resolution No. : R_83 BOG/34/2015

RESOLVED to charge an amount of Rs.1500/- from all the final year students of IITG starting from the year of 2016, as Alumni Fee, initially for a period of five years as per the proposal and modalities as at **Annexure-15 P(173-174)**.

Item No 35

Administrative Approval and Expenditure Sanction for construction of 15 units of pre-fabricated residential quarters at IIT Guwahati campus:

The Board was appraised that a good number of new faculty members are required to be accommodated in the Institute Guest House as there are no vacant residential accommodation for them. Taking account of emergency requirement of residential quarters it was decided to explore the feasibility of constructing pre-fabricated residential quarters in IIT Guwahati. As such manufacturers of pre-fabricated building were contacted and feasibility was examined. It was found that the pre-fabricated structures can be constructed and two sites within the campus, one along the north west hills side of Mechanical Workshop and other on the way to the view point road were identified.

Accordingly, a proposal of construction of 15 units of pre-fabricated residential quarters was proposed to the Board. The estimated cost of the 15 units of pre-fabricated residential quarters, including external sewerage, water supply, electricity and road works, and with a floor area of 98.00 sqm is Rs.5,61,54,000/- (Five Crore Sixty One Lakhs Fifty Four Thousand only).

The Board was requested to accord Administrative Approval for construction of the 15 units of pre-fabricated residential quarters and Financial Sanction of Rs.5,61,54000/- .

The Board considered and decided as below:

Resolution No. : R_83 BOG/35/2015

RESOLVED that Administrative Approval and Expenditure Sanction for an amount of Rs.5,61,54000/- for construction of 15 units of pre-fabricated residential quarters within the IITG Campus in the proposed two sites, one along the north west hills side of Mechanical Workshop and other on the way to the view point road be **ACCORDED** in principle.

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

(U. C. Das)
Registrar & Secretary
Board of Governors,
IIT Guwahati

ANNEXURES



शासी मंडल की 82 वीं बैठक का कार्यवृत्त

MINUTES OF THE EIGHTY SECOND MEETING OF THE BOARD OF GOVERNORS

तारीख : 29 □ □ □ □ □ □ 2015

DATE : 29TH SEPTEMBER 2015

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
MINUTES OF THE
EIGHTY SECOND MEETING OF THE BOARD OF GOVERNORS
HELD ON 29th SEPTEMBER 2015

The Eighty Second Meeting of the Board of Governors of the Institute was held on 29.09.2015 in the Conference Room of IIT Guwahati Guest House, Guwahati and the following members were present:

- | | |
|------------------------------|------------------------|
| 1. Prof. Gautam Biswas | Director / Member |
| 2. Prof. M. K. Chaudhuri | Member |
| 3. Prof. D. B. Goel | Member |
| 4. Mr. Pydah Venkatanarayana | Member |
| 5. Mr. C. Lalhmachhuana | Member |
| 6. Prof. Rafikul Alam | Member |
| 7. Mr. U. C. Das | Registrar / Secretary. |

Dr. R. P. Singh, Chairman, Prof. Asis Datta, Prof. Arun Chattopadhyay and Secretary and Commissioner, Deptt. Of Education, Govt. of Assam could not attend the meeting due to their prior engagements and/or inconveniences and they were granted leave of absence.

Since the Chairman of the Board was absent, Mr. U. C. Das, Secretary of the Board read out relevant Section of the Statutes, that is, Section 2 (6) which reads as below:

**“The Chairman, if present, shall preside at every meeting of the Board.
In his absence the members present shall elect one from amongst
themselves to preside at the meeting.”**

Accordingly, the Secretary requested the Board members present to elect one from amongst themselves to preside at the meeting.

Prof. D. B. Goel proposed the name of Prof. M. K. Chaudhuri to preside over the

meeting. Prof. Gautam Biswas, Director seconded the proposal.

Prof. M. K. Chaudhuri thanked the Board members and agreed to preside over the meeting as Chairman. Before starting the meeting, Prof. M. K. Chaudhuri sought the help and co-operation from all the members in conducting the meeting.

The agenda for the day was taken up as below:

Item No. 1

Chairman's welcome address and appraisal:

The Chairman welcomed all the members of the Board with special mention to Mr. C. Lalhmachhuana, nominee from the State of Mizoram who had been newly inducted as a member of the Board in place of Er. Liansanga.

There was no appraisal.

Resolution No. : R_81 BOG/01/2015

RESOLVED that the Chairman's welcome address be noted.

Item No. 2

Confirmation of the Minutes of the 81st Meeting of the Board of Governors of the Institute held on 07.06.2015:

The Eighty First Meeting of the Board of Governors of the Institute was held on 07.06.2015 at the Conference Room of Institute Guest House. The Minutes of the meeting were circulated amongst the members of the Board for their comments / observations. Some comments have been received from one of the Hon'ble members, Prof. Rafikul Alam, vide his letter dated 16.09.2015 on Item No 2, Item No.33, Item No.15 and Item No 26 which were circulated amongst the members of the Board.

After prolonged deliberation on Centre of Creativity (Item No 2 & 33 of 81st BOG), it was clarified that it is a service centre and not an academic/research centre. It was also clarified that under Section 21 (2) of the Statutes of the

Institute, Board may establish or abolish one or more schools or centres of research on the recommendation of the Senate. Since Centre of Creativity is a service centre, recommendation of Senate was not essential. However it was agreed that as and when this centre will be converted to a research centre, prior recommendation of the Senate will be sought. However, it was suggested that creation of the Centre of Creativity be reported to the Senate as a service centre only. The extension of the term of Visiting Artist under the Centre of Creativity is accepted in principle. In future further re-appointment of the visiting artist is proposed instead of extension and Director was authorized to take necessary action in this regards including termination, if required.

Discussion on Item No 15 of 81st BOG i.e. on the matter of Procedures, Rules and Guidelines of the Disciplinary proceedings also took place and it was proposed to electronically circulate the same amongst the teaching and non-teaching employees of the Institute with a request to comment within a reasonable time and send to the Registrar. On receipt of the comments, these be sent to Prof. D. B. Goel for further suggestion and then implement.

The Item No 26 of 81st BOG meeting about extension of service as Visiting Assistant Professor, on contract, in respect of Dr. Amitabh Chatterjee, Visiting Assistant Professor in the Department of Electronics and Electrical Engineering was also discussed. The Board proposed that the consolidated pay offered to Dr. Chatterjee be reviewed and rectified, if necessary.

The Board also considered the modification / rectification administratively incorporated in item no. 14 regarding top-up grant to ICCR scholars and the item no. 25 regarding new nominee from the State of Nagaland to the Board in place of that from the State of Mizoram. The Board agreed with the modification / rectification administratively incorporated in item no. 14 regarding top-up grant to ICCR scholars and also agreed to continue with the new nominee of the State of Mizoram to the Board for the remaining period of the membership of the earlier nominee and accordingly decided to drop the minuted decision at item no. 25 of the proceedings of the 81st BOG held on 07.06.2015.

The Board was requested to consider the above observation/suggestions and confirm the Minutes of the 81st BOG Meeting as circulated in which the

rectification / modifications are incorporated.

The Board resolved as below:

Resolution No. :R_82 BOG/02/2015

RESOLVED that the Minutes of the 81st Meeting of the Board of Governors of the Institute held on 07.06.2015 be **CONFIRMED** as enclosed in **Annexure – 1** (Not Enclosed) with the following rectifications and modifications:

1. The Centre of Creativity be treated as a Service Centre and not an Academic Centre and this be reported to the Senate. However as and when this centre is converted to an academic/research centre, prior recommendation of the Senate be sought.
2. The extension of the term of Visiting Artist under the Centre of Creativity is accepted in principle. Further, in future further re-appointment of the visiting artist be proposed instead of extension and Director be authorized to take necessary action in this regards including termination, if required.
3. Procedures, Rules and Guidelines of the Disciplinary proceedings be electronically circulate by the Registrar amongst the teaching and non-teaching employees of the Institute with a request to comment. The Registrar on receipt of the comments should send the same to Prof. D. B. Goel for further suggestion and then implement.
4. The consolidated pay offered to Dr. Amitabh Chatterjee, Visiting Assistant Professor in the Department of Electronics and Electrical Engineering be reviewed and rectified, if necessary.
5. The Board agreed with the modification / rectification administratively incorporated in item no. 14 regarding top-up grant to ICCR scholars. The notified circular highlighting the modification/rectification incorporated on the subject of top-up grant to ICCR scholars is enclosed as **Annexure – 2** (Not Enclosed).
6. The Board also agreed to continue with the new nominee of the

State of Mizoram to the Board for the remaining period of the membership of the earlier nominee and accordingly decided to drop the minuted decision at item no. 25 of the proceedings of the 81st BOG held on 07.06.2015.

Item No. 3

Follow up actions of the decision of the 81st Meeting of the Board of Governors of the Institute held on 07.06.2015:

The follow up action taken report on the resolution of the 81st Meeting of the Board of Governors of the Institute held on 07.06.2015 including those pending from the previous meetings were placed before the Board for consideration and the Board was requested to note. It was reported that actions have been taken as per the decision.

The Board considered the same and resolved as below:

Resolution No.: R_82 BOG/03/2015:

RESOLVED that, the actions taken on the decisions of the 81th Meeting of the Board of Governors held on 07.06.2015 including those pending from the previous meetings be **ACCEPTED** as reported.

RESOLVED further that action on Item Nos. 2, 14, 15, 25, 26 and 33 of 81st BOG meeting which were discussed during confirmation as above be taken as per the rectification/ modification suggested or advised by the Board.

RESOLVED further that the Circulars which are proposed to be issued after confirmation of the proceedings of the 81st BOG meeting be issued.

Item No. 4

Recommendations by the Thirty Third (33rd) Meeting of the Finance Committee to be held on 29.09.2015:

The Board was informed that the Thirty Third (33rd) meeting of the Finance Committee of the Institute was held on 29.09.2015 preceding this 82nd meeting of the Board held on the same day which was chaired by Prof. Gautam Biswas, Director and member of the Finance Committee of the Institute as the Chairman of the Board was absent.

The Agenda Items taken up by the 33rd Meeting of the Finance Committee are as follows:

- i) Confirmation of the Minutes of the 32nd meeting of the Finance Committee held on 3rd March 2015.
- ii) Action Taken report on the decision of the 32nd Finance Committee held on 03.03.2015.
- iii) Review of the Expenditure under Plan and Non Plan Heads for the Financial Year 2015-16 (upto28.09.2015).
- iv) Reporting of the administrative approval of the estimate regarding earth filling work for site development of F-type residential towers.
- v) Reporting of the administrative approval of the estimate for improvement of drainage system in the Institute campus.
- vi) Budget estimates (RE) for the year 2015-16 under both plan and non plan head.
- vii) Review of the special incentives granted to the faculty and Sr. Management personnel of the Institute.
- viii) Grant of Incentive to the night duty staff of the Institute.
- ix) Provisional approval of the annual accounts of the Institute for the year 2014-15.

The decision of the Finance Committee was conveyed to the members of the Board item wise by the Registrar, who is also the ex-officio Secretary of the Finance Committee.

The Board was requested to consider and approve the decisions of the Finance Committee.

The Board considered the same and resolved to approve the same as below:

Resolution No.: R_82 BOG/04/2015:

RESOLVED that the decision of the 33rd meeting of the Finance Committee held on 29.09.2015 be **APPROVED**.

A copy of the Minute of the 33rd meeting of the Finance Committee held on 29.09.2015 is separately enclosed as **Annexure – 3**.

Item No. 5

Approval of the Annual Report of the Institute for the year 2014-15:

As per provision of the Statutes, Annual Report of the Institute is to be prepared each year and is required to be sent to Ministry of HRD, Govt. of India for tabling before the Parliament.

The English version of the Annual Report for the year 2014-15 is ready and a copy of the same is placed before the Board on the table. This year as per the direction of the 78th Board of Governors of the Institute held on 27.10.2014 a draft Executive Summary of the Annual Report is also prepared and placed separately before the Board on the table.

The Board was requested to consider the same and approve forwarding the same to Ministry of HRD, Govt. of India for tabling before the Parliament. The Board was also informed that the next Board meeting is likely to be held in December 2015 and the last date of submission of the Annual Report to Ministry of HRD is 1/12/2015.

The Board considered the same and observed some omissions and accordingly resolved as below:

Resolution No.: R_82 BOG/05/2015:

RESOLVED that the Annual Report for the year 2014-15 be provisionally **APPROVED**.

RESOLVED further that the Chairman, BOG be authorised to approve forwarding the Annual Report for the year 2014-15 to Ministry of HRD, Govt. of India for tabling before the Parliament.

Item No. 6

Approval of the Annual Accounts of the Institute for the year 2014-15:

As per provision of the Statutes, Annual Accounts of the Institute is to be prepared each year and is required to be sent to Ministry of HRD, Govt. of India for tabling before the Parliament.

The matter of adoption of Annual Accounts of IIT Guwahati for the Financial year 2014-15 was placed in the last Board meeting held on 07.06.2015. In the said Board meeting vide Resolution No: R_81 BOG/07/2015, it was RESOLVED as follows :

- i. the Annual Accounts of the Institute for the Financial Year 2014-15 be first adopted by the Finance Committee of the Institute.
- ii. that on adoption of the Annual Account by the Finance Committee the same be placed before the Board for adoption by circulation.

Consequent to the above, the Annual Accounts of the Institute for the Financial year 2014-15 was first adopted in the Finance Committee and subsequently the Board adopted the same by circulation for placing before the Statutory Auditor. Accordingly the Annual Account of the year 2014-15 was placed before the Statutory Auditor and they have audited the same. The Final Audit certificate is awaited.

The Board was informed that the matter was placed before the Finance Committee meeting held on 29.09.2015 preceding the Board meeting on the same day. The Finance Committee observed that the Final Audit Certificate was awaited and accordingly decided that on receipt of the Final Audit Certificate, the same be circulated amongst the Committee members for approval and recommendation to the Board for forwarding the same to Ministry of HRD, Govt. of India for tabling before the Parliament. The Board was also informed that the next Board meeting is likely to be held in December 2015 and the last date of submission of the Annual Accounts to Ministry of HRD is 1/12/2015.

The Board considered the decision of the Finance Committee, discussed and

deliberated and resolved as below:

Resolution No.: R_82 BOG/06/2015:

RESOLVED that the approval and recommendation of the Finance Committee to the Board for forwarding the Annual Accounts for the year 2014-15 to Ministry of HRD, Govt. of India for tabling before the Parliament be circulated amongst the Board members for approval.

Item No. 7

Approval of the revised list of experts for Selection Committee for selection of Group 'A' Officers including Technical and Scientific Officers:

As per the provisions clause 12(3)(c),(d) & (e) of the Statutes, the Selection Committees constituted for filling up the various posts mainly Group 'A' posts other than teaching post under the Institute, there shall be one or two nominees of the Board, according to title of the posts.

A panel of non-technical experts for Selection Committee for Group 'A' Officers including Scientific Officers was last approved by the Board of Governors at its 75th Meeting held on 26.09.2013.

However, the panel needs upgradation / modification / expansion in respect of their present status, address and their availability.

Accordingly, in terms of provision of the Section 12(3) (c), (d) & (e) of the Statutes, a revised list of such experts for nomination of Board's Nominees in the Selection Committee for selection of such Group 'A' Officers including Technical and Scientific Officers is prepared. The list includes experts from areas of administration, finance & accounts, engineering & technology, science & arts, managements etc.

The Board was requested to consider and approve and authorise the Director to nominate such experts from the approved list based on requirement, nature of expertise and availability.

The Board considered, discussed and advised to include two more names and accordingly resolved on the matter as below:

Resolution No.: R_82 BOG/07/2015:

Not for Public Domain

Item No. 8

Revision in the norms of Child Care Leave (CCL) for the Institute employees:

The Board of Governors (BoG) of the Institute in its 56th meeting held on 05/03/2009 approved introduction of Child Care Leave (CCL) while approving various recommendation of the 6th Central Pay Commission as per OM issued by the Central Government under reference Nos.13018/2/2008/Estt.(L) dated 11.09.2008, 29.09.2008 and 18.11.2008 respectively

Subsequently, another order under reference No.13018/1/2010 Estt.(Leave) dated 07.09.2010 was issued by the Dept. of personal & Training , GOI. As per the order the condition that CCL can be availed only if the employee has no Earned leave at credit was waived.

However, in the 64th Board meeting, the Board advised that the relevant norms for Child Care Leave be obtained from Ministry of HRD before implementation in this Institute. Consequently, the matter was put up again in the 70th Meeting of the Board of Governors of the Institute with forwarding from the Ministry of HRD vide letter dated 10/07/2012.

In the 70th Meeting of the Board held on 27/08/2012, the Board agreed with the fact that implementation of the GOI order in toto in the Institute may cause disruption of academic activities due to long absence of employees in the middle of academic sessions. As such, prevailing status was maintained by the Institute, while granting Child Care Leave, i.e, it can only be availed if there is no EL left in one's credit.

However, after three years from the Board ruling, there is a considerable increase in the employee strength both in numbers of Faculty and Non-faculty

members. In the year 2012-13 strength of non-faculty employee is 355 and faculty members was 325. But currently (as on 31.08.2015) number of non-faculty employee is 422 and number of Faculty is 392. So there is an increase in employee strength by more than 100 (including both faculty and non-faculty) in three years.

Moreover, many female employees time to time requested for implementing the Child Care leave following the latest Ministry order in the Institute. Lately, a letter has been received from the IITGNTEA dated 20.07.2015 requesting that the Child Care Leave may be implemented in the Institute as per the latest Ministry orders as the same has been implemented in many other IITs.

The Board was requested to consider and decide.

The Board considered, discussed and resolved as below:

Resolution No.: R_82 BOG/08/2015:

RESOLVED that the Child Care Leave (CCL) be implemented in the Institute as per the Govt. of India rules as amended upto date.

RESOLVED further that during the period of Child Care Leave (CCL) an employee cannot leave the station without prior permission of the sanctioning authority.

RESOLVED further that an employee may be called back by the sanctioning authority to attend to important and emergent Institute work at any time.

RESOLVED further that Director shall be the sanctioning authority of the Child Care Leave for all the employees.

Item No. 9

Proposal of setting up of a “Centre for Advanced Computing” in the Institute:

Centre of Advanced Computing was initially set up in IIT Guwahati as research centre only. But, subsequently more than 20 faculty members from various departments of IIT Guwahati working in the area of High Performance Computing (HPC) have started feeling the need to formally convert it to a regular centre in order to enhance research output so far conjured by the

faculty members in the area of HPC and also to boost up research in that area not only in North East Region of India but also in the other parts of India.

The Objectives for setting up the “Centre of Advanced Computing” in IIT Guwahati are as follows:

1. Technology development in the area of high performance computing and associated areas.
2. Capacity building through training, and PhD and MS degree programs.
3. To act as nodal centre for north-eastern region.
4. Organization of short term training programs for researchers from scientific community.
5. Organization of conferences/technical events at IIT Guwahati in the area of HPC.
6. Participation and research-showcase in technical events related to HPC organized by industries or research organizations.
7. Open source Applications: Parallelization and Optimization.

The Board was requested to consider and approve.

The Board discussed and decided to put the proposal for setting up of the “Centre For Advanced Computing (CAC)” to the Senate and accordingly resolved as below:

Resolution No.: R_82 BOG/09/2015:

RESOLVED that proposal of setting up of a “Centre For Advanced Computing (CAC)” be forwarded to the Senate for consideration and recommendation.

Item No. 10

Setting up of a Record and Archive Management Cell with appropriate manpower in the Institute:

The Board in its last meeting approved the Record Retention and Disposal Manual of the Institute vide Resolution no. R_81 BOG/11/2015 dated

07.06.2015. According to the said manual, there shall be Record and Archive Management Cell for the Institute. Consequently it was proposed that there shall also be a "Record Retention Officer" for the cell not below the rank of Assistant Registrar to be designated as Assistant/Deputy Registrar (RR). He/she shall be appointed by the Director and shall be under the administrative control of the Registrar'.

In terms of the above, the following proposal was placed before the Board for consideration:

- a. Setting up a Record and Archive Management Cell (RAM cell) in the Institute.
- b. Sanctioning a post of officer not below the rank of Assistant Registrar to be designated as Assistant /Deputy Registrar (RR).
- c. Sanctioning following staff for the said Record and Archive Management cell
 - i. One Junior Superintendent/Superintendent(Gr. B)
 - ii. One Junior/Senior Assistant (Gr. C)
 - iii. One Junior/Senior Attendant(Gr. C)

The Board considered, discussed and resolved as below:

Resolution No.: R_82 BOG/10/2015:

RESOLVED that the proposal of setting up of a fully digitised Record and Archive Management Cell (RAM cell) in the Institute to be located within the Institute Library be **APPROVED**.

RESOLVED further to sanction a post of officer not below the rank of Assistant Librarian who will report to the Librarian and the Registrar.

RESOLVED to sanction following staff for the said Record and Archive Management Cell:

- i. One Junior Superintendent/Superintendent(Gr. B)
- ii. One Junior/Senior Assistant (Gr. C)
- iii. One Junior/Senior Attendant(Gr. C)

Item No. 11

Appeal of Shri N. B. Mukesh (student) for reduction in punishment given by

Students' Disciplinary Committee(SDC):

Shri N. B. Mukesh, a B Tech student of the Department of Design bearing Roll no 140205024 was accused of the offence of entering the campus in an inebriated condition, for which he also submitted a written statement agreeing the case.

Two meetings of the Students' Disciplinary Committee (SDC) were held on 08.04.2015 and 22 .04. 2015 in the Office of the Dean of Students' Affairs. In the meeting the members of SDC, discussed a number of cases reported by the Security Section relating to students getting caught while bringing alcohol inside the campus.

The SDC after detailed discussion and realizing increasing volumes of case related to alcoholic menaces, proposed a number of standardized recommendations, one among them is: "they are debarred from contesting any position for Students' Gymkhana and hostels and from representing the Institute in any event". The copy of the Minutes of the SDC meeting is placed as **Annexure-5**(Not Enclosed)

Now, Shri Mukesh vide his letter dated 18.08.2015 requested the Appellate Authority for reduction in punishment particularly restraining him from representing IIT-G and contesting in any Gymkhana post. The letter of Shri N. B. Mukesh was endorsed with recommendation from Shri K. Arunjyothi, Secretary Cadence-the Choreography Club of IIT Guwahati, who wrote that-Shri Mukesh previously represented IIT Guwahati in the group dance competition for HIP HOP International-2015.

In respect of this, the Board is the Appellate Authority and so the matter is placed before the Board with a request to decide.

The Board considered the appeal of Mr. N.B Mukesh, deliberated and resolved as below:

Resolution No.: R_82 BOG/11/2015:

RESOLVED to revoke the decision of the Students' Disciplinary Committee (SDC) for debarring Mr. N.B. Mukesh (B.Tech, Dept. of Design) from contesting any position for Students' Gymkhana and hostel and from representing the Institute in any event.

Item No. 12

Request of noted filmmaker, Mr. Sekhar Kammula for shooting a film in the IIT Guwahati campus:

A request letter for permission to shoot a film in IIT campus has been received from Mr Sekhar Kammula an Indian film director, screenwriter and producer, known for his works exclusively in Telugu cinema. His first film, Dollar Dreams was a critical success, and won him the National Film Award for best debutant Director. The project for which Mr Kammula is seeking permission is called 'Happy Days'. 'Happy Days' is a remake of a critically and commercially acclaimed Telugu Film. As per the letter their main focus to shoot the film in the IIT Guwahati campus will be to highlight the history and expanse of the campus, while also involving student volunteers, if allowed by the authorities. Further they stretched that they want to scout for the local talent from the Assam region and cast one of the most principal characters in the film from here.

The Board was requested to consider and approve.

The Board considered and decided as below:

Resolution No.: R_82 BOG/12/2015:

RESOLVED to approve the request of filmmaker Mr. Sekhar Kammula for shooting a film in IIT Guwahati campus in principle without disturbance to IIT Guwahati fraternity.

RESOLVED further to seek assent from the IIT Council on the matter.

RESOLVED further that the first screening of the film be made before a Committee to be constituted by the Director for its recommendation for public release of the film.

Item No. 13

Review of one of the terms and conditions of deputation of Prof. A.T. Khan in respect of payment of License Fee

The Board of Governors in its 75th meeting approved the term of deputation of Prof. A. T. Khan, Department of Chemistry to Aliah University, West Bengal as its Vice-Chancellor for a period of 4 years w.e.f. 1/10/2013. The Board also approved the terms & conditions pertaining to his deputation, and the arrangement regarding supervision of his PhD students during deputation period.

As a special case the Board has permitted Prof. Khan to retain his allotted quarter at IIT Guwahati for a period of two years under the existing (normal) license fee subject to his family residing in IITG quarter. However, in the clause 3 (a) of the terms and condition of deputation, it was mentioned that “ if further retainment of the quarters is desired beyond the period of 2 years, the same shall be reviewed upon request at least 2 month prior to the expiry of the initial period of retainment”.

The Board was requested to consider and approve

The Board considered, discussed and resolved as below:

Resolution No.: R_82 BOG/13/2015:

RESOLVED that Prof. A. T. Khan be **ALLOWED** to retain the quarter for the third year under the normal licence fee.

RESOLVED further that the provision of the License fee and the rules for imposition of penal rent be re-looked and amended, if necessary.

Item No. 14

Review of the Status Report on Faculty Reservation and de-reservation of unfilled posts for the year 2015-2016:

The 2nd Meeting of the reconstituted Standing Committee of IIT Council (SCIC) held on 11/2/2008 recommended reservation for SCs, STs and OBCs in direct recruitment of Faculty. The matter was put up in the 53rd, 54th and 58th

Meetings of the Board held on 22/5/2008, 5/9/2008 and 6/9/2009, respectively. The Board agreed with the decision of the Directors of all the IITs to seek exemption for IITs from reservations for faculty recruitment. However, the Board approved the following methodology for implementing reservations for all departments of the Institute, in case exemption is not agreed to after the appeal is made by all the IITs.

- (i) In beginning of every academic year (July), the Institute will announce the number of positions to be filled up at the Assistant Professor level across all departments in the institute in the year. This number will depend on the number of total vacancies (based on a student: faculty ratio, as specified from time to time) and the needs of positions at various levels.
- (ii) Reservations of 15%, 7½% and 27% reservation for SCs, STs and OBCs, respectively shall be applied to the positions so announced and selection committees shall interview candidates as per current norms and make appointments against the positions, keeping in mind the reservations, and the appointments already made through earlier selection committees in the year.
- (iii) At the end of the year, all reserved positions that are not filled will be “de-reserved” and be available for filling up in the general category in the next year. For the next year, besides these positions that are “de-reserved”, new positions will be declared as per (i) above.

Accordingly, Faculty positions for the year 2014-15 and proposed for the year 2015-16 is placed before the Board below. While preparing the following status of faculty positions all posts are assumed to be filled by Assistant Professors and adjustments are to be made when higher level recruitments take place.

Status Report on Faculty Reservation and de-reservation of un-filled posts for the year 2014-2015 and proposal for the year 2015-2016

Year 2013-14 :

A	Number of Students (as on 30.06.13)	4747				
B	Number of Faculty Position (1:10)	475				
C	Number of Faculty as on 30.06.2013	330				
Reservation Status						
		Total	GEN	OBC	SC	ST
D	Carry-over Positions	63	63	0	0	0
E	New Positions (B-C-D)	82	42	22	12	6
F	Available Positions (D+E)	145	105	22	12	6
G	Filled up Positions 30.06.13	28	27	1	0	0
H	Vacant Position (F-G)	117	78	21	12	6

Year 2014-15 :

A	Number of Students (as on 30.06.14)	4891				
B	Number of Faculty Position (1:10)	489				
C	Number of Faculty as on 30.06.2014	350				
Reservation Status						
		Total	GEN	OBC	SC	ST
D	Carry-over Positions	117	117	0	0	0
E	New Positions (B-C-D)	22	11	6	3	2
F	Available Positions (D+E)	139	128	6	3	2
G	Filled up Positions 30.06.14	28	23	2	2	1
H	Vacant Position (F-G)	111	105	4	1	1

Year 2015-16 :

A	Number of Students (as on 30.06.15)	5186				
B	Number of Faculty Position (1:10)	519				
C	Number of Faculty as on 30.06.2015	380				

Reservation Status		Total	GEN	OBC	SC	ST
D	Carry-over Positions	111	111	0	0	0
E	New Positions (B-C-D)	28	15	7	4	2
F	Available Positions (D+E)	139	126	7	4	2
G	Filled up Positions 30.06.15	34	30	2	2	-
H	Vacant Position (F-G)	105	96	5	2	2

The Board was requested to consider and accept.

The Board considered and resolved as below:

Resolution No.: R_82 BOG/14/2015:

RESOLVED that the Status Report on Faculty reservation and de-reservation of un-filled posts for the year 2014-2015 and proposal for the year 2015-2016 be **ACCEPTED** as reported.

Item No. 15

Ratification of the approvals accorded by the Chairman, BOG:

Following items approved by the Chairman, BOG were put up before the Board for ratification:

- (A) Approval to the recommendation of Selection Committee for the post of Technical Officer Gr.-I
- (B) Approval of Recruitment Rules revised and newly framed for the Post of Technical Officer Gr-II & Sr. Library Information Officer
- (C) Approval to the recommendation of the Selection Committee for Faculty Position in the Centre for Energy
- (D) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Chemical Engineering
- (E) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Humanities & Social Science
- (F) Approval to the recommendation of the Selection Committee for

the post of Deputy Registrar.

- (G) Approval to the appointment of Professor Prabin Kumar Bora, Department of Electronics and Electrical Engineering as Deputy Director of the Institute.
- (H) Approval to the recommendation of the selection committee for the post of Senior Technical Officer
- (I) Approval to the recommendation of the selection committee for the post of Assistant Executive Engineer.
- (J) Approval to the Nomination from the state of Mizoram as member of the Board of Governors (BOG), IIT Guwahati.
- (K) Appointment of Dr. Harsh Chaturvedi as Visiting Assistant Professor in the Centre for Energy
- (L) Appointment of Dr. Kandadai Srinivasan as Visiting professor in the Centre for Energy
- (M) Appointment of Prof. Anil Mahanta as Visiting Professor in the Department of Electronic and Electrical Engineering
- (N) Ratification of the approval accorded by Chairman, BOG to the recommendation of Selection Committee for the post of Deputy Registrar by Promotion

The Board considered and ratified the approvals as below:

Resolution No.: R_82 BOG/15/2015:

RESOLVED that the following approvals accorded by the Chairman, BOG be **RATIFIED** as follows:

- (A) **Approval to the recommendation of Selection Committee for the post of Technical Officer Gr.-I as under:**

Sl. No.	Name	Recommended for	Pay
1.	Mr. Jishnu Krishna Ghosh	Technical Officer	As per rules

2.	Mr. Nanu Alan Kachari	Gr.-I	
3.	Mr. Bhriguraj Borah		
4.	Mr. Pranjol Paul		
5.	Mr. Rituraj Saikia		
6.	Mr. Madhuriya Pratim Das		
7.	Ms. Jonali Saikia		
8.	Mr. GunaKanta Saikia		
9.	Ms. Pranjoli Das		
10.	Mr. Iqbal Inam		
11.	Mr. Jehrul Islam		
12.	Ms. Ritumoni Kalita (probation 2 years)		

(B) Approval to the recruitment rules revised and newly framed for the post of Technical Officer Gr.II and Senior Library Information Officer as given in Annexure-6 (Not Enclosed) and Annexure-7 (Not Enclosed).

(C) Approval to the recommendations of the Selection Committee for the Faculty position in the Centre for Energy as under:

Sl. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Pankaj Kalita	Assistant Professor	As per rules	Not For Public Domain

(D) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Chemical Engineering as under:

Recommendation for the post of Professor:

SI No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Mihir Kumar Purkait	Professor	As per Rules	Internal
2.	Dr. Sasidhar Gumma			
3.	Dr. G.Pugazhenth			
4.	Dr. Kaustubh Mohanty			Internal: date of joining 15.09.2015

Recommendation for the posts of Associate Professor:

SI No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Ashok Kumar Dasmahapatra	Associate Professor	As per Rules	Internal

(E) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Humanities and Social Sciences as under:

Recommendation for the posts of Professor:

SI. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Arupjyoti Saikia	Professor	As per rules	-
2.	Dr. Liza Das			
3.	Dr. Mrinal Kanti Dutta			
4.	Dr. NachiketaTrippathy			

Recommendation for the posts of Associate Professor:

SI. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Naveen Kashyap	Associate	As per rules	-

2.	Dr. Rajshree Bedmatta	Professor		-
3.	Dr. Priyankoo Sarmah			
4.	Dr. Sawmya Ray			

Recommendation for the post of Assistant Professor :

Sl. No.	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Amarjyoti Mahanta	Assistant Professor	As per rules	Not For Public Domain
2.	Dr. Neha Gupta			Not For Public Domain
3.	Dr. Debapriya Basu			Not For Public Domain
4.	Dr. Mithilesh Kumar Jha			Not For Public Domain

All the candidates, on satisfactory performance at IIT Guwahati and completion of 3 years of work experience from the date of PhD submission, to be placed in the regular position of **NOT FOR PUBLIC DOMAIN**

(F) Approval to the recommendation of Selection Committee for the post of Deputy Registrar as under:

SI No	Name	Recommended for	Initial Pay
1.	Mr. Prakash Hazarika	Deputy Registrar	As per rule

(G) Approval to the appointment of Professor Prabin Kumar Bora, Department of Electronics and Electrical Engineering as Deputy Director of the Institute with effect from 10.09.2015 (Thursday) for a period of two years with the approval of the Chairman.

- (H) **Approval to the recommendation of the selection committee for the post of Senior Technical Officer as under:**

SI No	Name	Recommended for	Initial Pay
1.	Dr. Laxmi Narayan Sharma	Senior Technical Officer	As per rule
2.	Dr. Pallav Kumar Dutta		
3.	Mr. Sanjib Das		

- (I) **Approval to the recommendation of the selection committee for the post of Assistant Executive Engineer as under:**

SI No	Name	Initial Pay
1.	Mr. Kumud Barman	As per rule.

- (J) **Approval of the nomination of Mr. C. Lalhmachhuana from the State of Mizoram as member of the Board of Governors(BOG), IIT Guwahati as forwarded by the Govt. of Mizoram was accepted for a period upto 03/07/2016.**

- (K) **Appointment of Dr. Harsh Chaturvedi as Visiting Assistant Professor in the Centre for Energy has been approved for a period of one year w.e.f. his date of joining under the following terms and conditions:**

NOT FOR PUBLIC DOMAIN

- (L) **Appointment of Dr. Kandadai Srinivasan as Visiting Professor in the Centre for Energy has been approved for a period of four months during January 2016 to April 2016 under the following terms and conditions:**

NOT FOR PUBLIC DOMAIN

- (M) **Appointment of Prof. Anil Mahanta as visiting Professor in the**

Department of Electronic and Electrical Engineering for a period of one year under the term of scheme for appointment of Emeritus Professor as approved by the 78th meeting of the BOG held on 27.10.2014 under the following terms and conditions:

NOT FOR PUBLIC DOMAIN

(N) Ratification of the approval accorded by Chairman, BOG to the recommendation of Selection Committee for the post of Deputy Registrar by Promotion as under:

Sl. No	Name	Recommended for	Initial Pay
1.	Mr. T.T.Haokip	Deputy Registrar	As per rule

Item No. 16

Items approved by the Director:

Following items approved by the Director are being reported to the Board:

- a. Attendance of Conference / Seminar etc. abroad.
- b. Appointments and Extension of Dean, Associate Dean, Chairman, Warden, CVO etc.
- c. Confirmation of Faculty Members.
- d. Confirmation of Non-faculty Members.
- e. Imposition of penalty for not completing construction of 30 units of E-type residential quarters in 5 blocks (ph-iv) at IIT campus in scheduled time.
- f. Approval to the recommendation of Selection Committee Meeting for the post of Sr. Technical Superintendent
- g. Approval to the recommendation of Selection Committee Meeting for the post of Jr. Technician (CET) for post-1 (Videography & Studio Management), for post -2(Editing and Sound),Post-3(Graphic Design and Animation) and post-4(Web Design and Technology)

- h. Approval to the recommendation of the Selection Committee for the post of Senior Attendant
- i. Approval to the recommendation of the Selection Committee for the post of Senior Library Information Officer.
- j. Enhancement in Delegation of Financial Power in respect of Head, Centre for Career Development under Account Code 95.
- k. Approval to the appointment of Medical Officer and Specialist doctor on consolidated pay
- l. .Extension of probation period of Ms. Jharna Rabha.
- m. Extension of lien of Dr. Subhajit Choudhury
- n. Renewal of group Medical Insurance Scheme
- o. Extension of lien in respect of Dr. Anil Verma, Associate Professor, Department of Chemical Engineering.
- p. Counting of past service of Dr. Pradeep Gururaj Yammiyavar, Professor, Department of Design
- q. Counting of past service of Dr. Shivshankar B Nair, Professor, Department of Computer Science and Engineering
- r. Counting of past service of Dr. Bosanta Ranjan Boruah, Associate Professor, Department of Physics
- s. Cancellation of Long Leave without pay in respect of Ms. Shareka Iqbal.
- t. Release on deputation in respect of Dr. Anil D. Sahasrabudhe, Professor in the Department of Mechanical Engineering, IIT Guwahati.
- u. Approval of policy against leave entitlement for non-teaching employees on consolidated pay including daily wages.
- v. Proposal for normalization of Consolidated Salary for Part Time Doctors and appointment of Medical Officers and Specialist on consolidated pay there off.
- w. Update Roster of the Group A, B and C non-teaching staff of the Institute.

The Board considered the items approved by the Director and resolved as below:

Resolution No.: R_82BOG/16/2015:

RESOLVED that the following items approved by the Director be **NOTED** as under:

a. Attendance of Conference / Seminar etc. abroad: As reported

b. Appointments and Extension of Dean, Associate Dean/HOD/Chairman/Warden/Positions etc. as under:

SI No.	Name	Position	Period of Appointment/Extension
1.	Prof. S.R.M.Prasanna, Department of Electronics and Electrical Engineering	Dean, Research and Development	Appointment for a period of three years with immediate effect under notification dated 15.07.2015
2.	Prof. Ravi Mokashi Punekar, Department of Design	Dean, Alumni Affairs	Appointed for a period of three years with immediate effect under notification dated 22/07/2015.
3.	Prof. Vikash Kumar Dubey, Department of Bioscience and Bioengineering	Head, Department of Bioscience and Bioengineering	Appointed for a period of two years with immediate effect under notification dated 07.08.2015.
4.	Prof. M. Guru Prem Prasad, Department of Mathematics	Faculty In-charge Peer Review Committee in addition to his current responsibilities as Dean of Academic	Appointed until further order with immediate effect.

		Affairs	
5.	Dr. K.V.Krishna, Department of Mathematics	Chairman JEE (Advanced)-2016	
6.	Dr. Hemant B. Kaushik, Department of Civil Engineering	Vice-Chairman JEE(Advanced)-2016	
7.	Dr. V. Vijaya Saradhi, Department of Computer Science & Engineering	Vice-Chairman of Jee (Advanced)-2016	
8.	Dr. Bhupen Deka, Department of Mathematics	Warden, Barak Hostel	w.e.f. 01.08.2015 till 31.03.2017
9.	Dr. D.Udaya Kumar, Department of Design	Warden, Manas Hostel	
10.	Dr.Amarendra Kumar Sarma, Department of Physics	Associate Warden Barak	
11.	Dr. Piruthivi Sukumar, Department of Biological Science and Bioengineering	Associate Warden, Manas	

c. Confirmation of Faculty Members as under:

SI No.	Name	Post
1.	Dr. G. S.Setlur	Professor, Physics
2.	Dr. A. Perumal	Professor, Physics
3.	Dr. D. Pamu	Associate Professor ,Physics
4.	Dr. Tarak Nath Dey	Associate Professor, Physics
5.	Dr. Ashwini Kr. Sharma	Associate Professor, Physics
6.	Dr. Raghavendra Gupta	Assistant Professor, Chemical Engineering
7.	Dr. Ananda Lakshmi	Assistant Professor, Chemical Engineering
8.	Dr. Swati Pal	Assistant Professor , Design
9.	Dr. ShabariNath	Assistant Professor, EEE
10.	Dr. Pankaj Tiwari	Assistant Professor, Chemical Engineering
11.	Dr. Srinivasan Krishnaswamy	Assisatnt Professor, Electronics & Electrical Engineering
12	Dr. Nageswara Rao Peela	Assisatnt Professor, Chemcial Engineering

d. Confirmation of Non-faculty Members as under:

Sl.No.	Name	Post
1.	Ms. Josephine S.	Technical Officer Gr.I
2.	Mr. Kaustubh Acharyya	
3.	Mr. Lepakshi Barbora	
4.	Dr. Babulal Das	
5.	Mr. Sanjoy Das	
6.	Dr. Deepmoni Deka	
7.	Mr. Manab Mohan Borah	

8	Mr. Nandeswar Das	Superintendent
9	Ms. AditiHazarika	Junior Assistant
10	Ms. Trishna Choudhury	

e. Imposition of penalty for not completing construction of 30 units of E-type residential quarters in 5 blocks (ph-iv) at IIT campus in scheduled time:

M/s T&T project Limited has been awarded the work for construction of 30 units of E-type residential quarters in 5 blocks (ph-iv) at IITG campus. The Contractor did not completed the work in schedule time. As such, with the approval of the Director of the Institute a penalty of Rs.8, 33,173/-(Eight Lakhs Thirty Three Thousand One Hundred and Seventy Three only) has been imposed on the company/contractor. The percentage of penalty has been calculated as per the clause of 23.1 of GCC according to which the percentage of penalty will be an amount equal to 1% or such smaller amount of every week that the work may remain incomplete and the decision of Engineer-In-charge in writing shall be final regarding percentage of penalty to be imposed.

f. Approval to the recommendation of Selection Committee Meeting for the post of Sr. Technical Superintendent as under:

SI No	Name	Recommended for	Initial Pay
1.	Mr. Atul Chandra Deka	Senior Technical Superintendent	As per rule
2.	Mr. Lukumoni Borah		
3.	Mr. Amitabh Bordoloi		

g. Approval to the recommendation of Selection Committee Meeting for the post of Jr. Technician (CET) for post-1 (Videography & Studio Management), for post-2 (Editing and Sound), Post-3 (Graphic Design and Animation) and Post-4 (Web design and Technology) as under:

Sl. No	Name	Recommended for	Initial pay
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1.	Mr. Dibajyoti Lahkar	Jr. Technician (CET) for post 1 (Videography & Studio Management)	NOT FOR PUBLIC DOMAIN
2.	Mr. Bikash Jyoti Nath	Jr. Technician (CET) for post 2 (Editing and Sound)	
3.	Mr. Kaushik Kumar Sarma	Jr. Technician (CET) for post 3 (Graphic Design and Animation)	
4.	Ms. Rekha Hazarika	Jr. Technician (CET) for post 4 (Web Design and Technology)	

h. Approval to the recommendation of the Selection Committee for the post of Senior Attendant as under:

SI. No.	Name	Recommended for	Initial Pay
1.	Mr. Binod Ch. Baishya	Senior Attendant	As per rule
2.	Mr. Prabin Bharali		
3.	Mr. Tarani Kakati		
4.	Mr. Lalit Kr. Mishra		
5.	Mr. Madan Deka		
6.	Mr. Tilak Das		
7.	Mr. Lakhyan Mandal		

i. Approval to the recommendation of the Selection Committee for the post of Senior Library Information Officer as under:

SI No	Name	Recommended for	Initial Pay
1.	Ms. Chandrika Dutta	Senior Library	As per rule

2.	Ms. Gitasri Bordoloi	Information Officer	
3.	Ms. Sewali Mahajan		
4.	Ms. M. Bina Devi		
5.	Mr. Chandan Kr. Goswami		
6.	Mr. Chandan Kr. Das		

j. Enhancement in Delegation of Financial Power in respect of Head, Centre for Career Development under Account Code 95 from the existing Rs.5000.00 to 20,000.00 under a/c head 95(old code)/57.3 (New Code).

k. Approval to the appointment of Medical Officer nad Specialist doctor on consolidated pay as under:

Sl. No.	Name	Post	Area of specialization
1.	Dr. Surojit Majumdar	Medical Officer (contractual)	Paediatrician
2.	Dr. Ridip Kr. Baruah	Medical Officer (part-time)	Ophthalmology
3.	Dr. Rizwan Athar		Pathology
4.	Dr. Kaberi Kakati Das		Dentistry

Waiting List:

SI No	Name	Post	Area of specialization
1.	Dr. Sasanka Saikia	Medical Officer (part-time)	Pathology
2.	Dr. Anumedha		Dentistry
3.	Dr. Deepsikha Saikia		Ophthalmology

I. Extension of probation period as under:

Sl. No	Name	Post	Remarks
1.	Ms. Jharna Rani Rabha	Technical Superintenden	Probation period extended foror for a another six (06)

		t (TS)	months from 28.06.2015 to 27.12.2015 under the same terms and conditions as per the offer appointment
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m. Extension of lien of Dr. Subhajit Choudhury for a period of one (1) year w.e.f.27.08.2015 (F.N.) to 23.08.2016(A.N.) or till his confirmation at Assam University, whichever is earlier, under the same terms and conditions as conveyed earlier vide Institute's Letter no R&P165/96/Vol.III/1837A dated 10.07.2014.

n. Renewal of Group Medical Insurance Scheme as below:

I .Basic Coverage

Sl. No.	Category	Basic Sum Insured (in Rs.)	Premium Amount (in `) [excluding service tax]
1.	Employee	2,00,000/-	6035/-
2.	Students	1,00,000/-	1315/-

II. Top-up Coverage

Sl. No.	Category	Additional Sum Insured (in `)	Premium Amount (in `) [excluding service tax]
1.	Employee	1,00,000/-	2,510/-
2.	Employee	2,00,000/-	4,779/-
3.	Employee	3,00,000/-	7,048/-
4.	Employee	4,00,000/-	9,024/-
5.	Employee	5,00,000/-	10,736/-
6.	Employee	6,00,000/-	12,185/-
7.	Employee	7,00,000/-	13,371/-
8.	Employee	8,00,000/-	14,293/-

III Sum Insured for Pensioner

Sl. No.	Category	Additional Sum Insured (in `)	Premium Amount (in `) [excluding service tax]
1.	Pensioner	1,00,000/-	3,453/-
2.	Pensioner	2,00,000/-	6,035/-
3.	Pensioner	3,00,000/-	8,545/-
4.	Pensioner	4,00,000/-	10,814/-
5.	Pensioner	5,00,000/-	13,083/-
6.	Pensioner	6,00,000/-	15,059/-
7.	Pensioner	7,00,000/-	16,771/-
8.	Pensioner	8,00,000/-	18,220/-
9.	Pensioner	9,00,000/-	19,406/-
10.	Pensioner	10,00,000/-	20,328/-

o. Extension of lien in respect of Dr. Anil Verma, Associate Professor, Department of Chemical Engineering further for a period for 6 (six) months w.e.f. 18.09.2015 to enable him to continue his service at IIT Delhi.

p. Counting of past Service of Dr. Pradeep Gururaj Yammiyavar, Professor, Department of Design

Consequent upon receipt of the pensionary liabilities from Indian Institute of Science, Bangalore, in respect of the past service rendered there during the period from 23.04.1984 to 29.11.2002 = 18 years 7 months 7 days by Dr. Pradeep Gururaj Yammiyavar, the present Professor, Department of Design of this Institute, has been approved for counting as qualifying service for Pension-cum-Gratuity benefits at this Institute.

Moreover, the intervening period of 30.11.2002 to 08.12.2002 (09 days) is treated as joining time and will be regularized accordingly.

q. Counting of past Service of Dr. Shivashankar B. Nair, Professor, Department of Computer Science and Engineering

Consequent upon receipt of the pensionary liabilities from Amravati University, in respect of the past service rendered there during the period from 10.02.1986 to 13.08.1998 = 12 years 6 months 4 days by Dr. Shivashankar B. Nair, the present Professor, Department of Computer Science and Engineering of this Institute, has been approved for counting as qualifying service for Pension-cum-Gratuity benefits at this Institute.

r. Counting of past Service of Dr. Bosanta Ranjan Boruah, Associate Professor, Department of Physics

Consequent upon receipt of the pensionary liabilities from Gauhati University, in respect of the past service rendered there during the period from 23.07.2001 to 18.05.2009 = 7 years 9 months 27 days by Dr. Bosanta Ranjan Boruah, the present Associate Professor, Department of Physics of this Institute, has been approved for counting as qualifying service for General Provident Fund-cum-Pension-cum-Retirement Gratuity benefits at this Institute. 83 days of Earned Leave is also credited in the Leave account of Dr. Boruah.

s. Cancellation of Long Leave without pay in respect of Ms. Shareka Iqbal w.e.f 31.07.2015 against leave of 1 (one) year extension without pay w.e.f. 01.08.2015 to 31.07.2016 .

t. Release on Deputation in respect of Dr. Anil D.Sahasrabudhe, Professor in the Department of Mechanical Engineering, IIT Guwahati

Dr. Anil D. Sahasrabudhe, Professor in the Department of Mechanical Engineering was on deputation to College of Engineering Pune w.e.f. 17.08.2006 for a period of five years. The Board of Governors of IIT Guwahati, in its 65th meeting held on 26.05.2011 has approved the extension of deputation period for a further period of five years. But he re-joined the Institute on 16.07.2015.

Further, on being nominated by the Ministry of Human Resource and Development (MHRD) New Delhi , Govt. of India, as Chairman, All India Council for Technical Education (AICTE), Dr. Sahasrabudhe has been granted deputation again from 17.07.2015 to 30.09.2017 by the Competent Authority of this Institute to enable him to join AICTE as Chairman.

The Board will be requested to note the approvals of the Director.

u. Approval of policy against leave entitlement for non-teaching employees on consolidated pay including daily wages is as under:

1. Leave by non-teaching employees on consolidated pay including Daily wages will be earned by virtue of their work.
2. Leave will be allowed at the rate of one day for every 10 days of work multiplied by a factor (this factor is required as all such employees do not work for 8 hours a day, 40 hours a week.
3. The factor referred above will be the quotient obtained by “Dividing number of hours of work in a week (which cannot exceed 40, as a regular employee works 40 hours a week) by 40.
(Note: A regular employee gives 8 hours X 5 days= 40 hours of service in a week. Employee on consolidated pay gives varied hours of service per week, as per requirement of the Institute. Daily wages of course gives 40 hours of service in a week.)
4. Such leave will accumulate up to a maximum of 30 days and beyond that the leave will be forfeited.
5. Such leave will not be en-cashable.
6. Such leave will be not be a matter of right
7. No other leave without special approval of BOG will be admissible.
8. Other general rules as applicable for the regular employees will be in force and applicable.

v. Proposal for normalization of Consolidated Salary for Part Time Doctors and appointment of Medical Officers and Specialist on consolidated pay there off as in the chart below:

Sl. No.	Qualification	Amount Per Hour (in Rs.)	No. of Hours Per Week	Amount for 4 Weeks (in Rs.)	Adding two hours salary for working beyond the scheduled hours *(in Rs.)	Rounded up to next multiple of 500 (in Rs.)
01	MS/ MD Specialized degree	1000	6 Hours	1000 x 6 x 4 = 24000	24000 +2000 = 26000	26000
			5 Hours	1000 x 5 x 4 = 20000	20000 +2000 = 22000	22000
			4 Hours	1000 x 4 x 4 = 16000	16000 +2000 = 18000	18000
			3 Hours	1000 x 3 x 4 = 12000	12000 +2000 = 14000	14000

02	MBBS / Dentistry MDS	900	6 Hours	$900 \times 6 \times 4 =$ 21600	$21600 + 1800 =$ 23400	23500
			5 Hours	$900 \times 5 \times 4 =$ 18000	$18000 + 1800 =$ 19800	20000
			4 Hours	$900 \times 4 \times 4 =$ 14400	$14400 + 1800 =$ 16200	16500
			3 Hours	$900 \times 3 \times 4 =$ 10800	$10800 + 1800 =$ 12600	13000
03	Dentistry BDS/ Ayurvedic MAMS	800	6 Hours	$800 \times 6 \times 4 =$ 19200	$19200 + 1600 =$ 20800	21000
			5 Hours	$800 \times 5 \times 4 =$ 16000	$16000 + 1600 =$ 17600	18000
			4 Hours	$800 \times 4 \times 4 =$ 12800	$12800 + 1600 =$ 14400	14500
			3 Hours	$800 \times 3 \times 4 =$ 9600	$9600 + 1600 =$ 11200	11500
04	Ayurvedic BAMS/ Homeop athy M.H.M.S	750	6 Hours	$750 \times 6 \times 4 =$ 18000	$18000 + 1500 =$ =19500	19500
			5 Hours	$750 \times 5 \times 4 =$ 15000	$15000 + 1500 =$ 16500	16500
			4 Hours	$750 \times 4 \times 4 =$ 12000	$12000 + 1500 =$ 13500	13500
			3 Hours	$750 \times 3 \times 4 =$ 9000	$9000 + 1500 =$ 10500	10500
05	Homeop athy B.H.M.S	700	6 Hours	$700 \times 6 \times 4 =$ 16800	$16800 + 1400 =$ 18200	18500
			5 Hours	$700 \times 5 \times 4 =$ 14000	$14000 + 1400 =$ 15400	15500
			4 Hours	$700 \times 4 \times 4 =$ 11200	$11200 + 1400 =$ 12600	13000
			3 Hours	$700 \times 3 \times 4 =$ 8400	$8400 + 1400 =$ 9800	10000

w. Update Roster of the Group A,B and C non-teaching staff of the Institute:

The Board in its 35th meeting held on 22.10.2003 vide resolution no.R.35/23/2003 resolved to follow the reservation policy and grouping of the employees for the purpose of reservation as under:

The Board in its 35th meeting held on 22.10.2003 vide resolution no R.35/23/2003 resolved to follow the reservation policy and grouping of the employees for the purpose of reservation,

In terms of this,

- a) For direct recruitment for non-faculty Gr – A posts, the percentage of reservation is SC = 15%, ST = 7.5% and OBC = 27% (which are as per GOI rule for direct recruitment on all India basis).
- b) For direct recruitment for non-faculty Gr –B, C& D posts, the percentage of reservation is SC = 6%, ST= 11% and OBC = 27% (which are as per GOI rules for the state of Assam).
- c) The reservation for Ex-serviceman and Physically Handicapped persons. For PH persons it is 3% (Visual, Orthopedic& hearing, 1% each).
- d) Grouping of the non-faculty staff for the purpose of reservation is:-
 - Gr - A = All Group 'A' Officers
 - Gr - B = i) Technical
 - ii) Administrative
 - Gr - C = i) Technical
 - ii) Administrative
 - Gr - D = All Group D staff

Still further, the Board, in its 71st meeting held on 19.11.2012, resolved to approve the proposal not to have reservation in promotion in this Institute as per the directives of the Honb'le Supreme Court of India.

The Institute is following the above guidelines and the Rosters were in force. However, the basis of classification of the posts was different after 6th Central Pay Commission which is done on the basis of Pay Band and Grade pay, as below:

Gr A = PB-3 and PB-4 & GP = Rs. 5400/- and above

Gr B = PB-2, GP = from Rs. 4200/- and uptoRs. 5400/-

Gr C = PB-1, GP = from Rs. 1900/- and uptoRs. 2800/-

Gr D = PB-1, GP = from Rs. 1800/- and below

Note: PB = 1 = Rs 5200 – 20,200/-

PB = 2 = Rs 9300 – 34,800/-

PB = 3 = Rs 15,600 – 39,100/-

PB = 4 = Rs 37,400 – 67,000/-

Item No. 17

Minutes of the Hundred Fourteenth, Hundred Fifteenth and Hundred Sixteenth meeting of the Senate of the Institute held on 25.02.2015, 20.05.2015 and 15.07.2015 respectively:

The Board **CONSIDERED** the Minutes of the Hundred Fourteenth, Hundred Fifteenth and Hundred Sixteenth meeting of the Senate of the Institute held on 25.02.2015, 20.05.2015 and 15.07.2015 respectively.

The Board discussed and deliberated in details on the Minute of the Hundred Sixteenth meeting of the Senate of the Institute held on 15.07.2015. The Board accepted that a mistake was made **without any disregard to the Senate** in adopting a resolution to institute “Dr. R. P. Singh Gold Medal” without having discussion in the Senate. The medal was to be awarded to the female student with highest CPI among all the graduating female students of B.Tech and B.Des programme of the Institute. **The Board sincerely offered its due apology for the mistake and henceforth the medal is withdrawn.** However, since the award was declared and awarded, withdrawing the same may adversely affect a brilliant award winning female student that too for no fault of her. It may also lead to students’ unrest and legal complicacy. Further the award was given in the presence of the Hon’ble Minister of Human Resource of the country. In view of this the Board resolved as below:

Resolution No.: R_82 BOG/17/2015:

RESOLVED that the Minutes of the Hundred Fourteenth, Hundred Fifteenth and Hundred Sixteenth meeting of the Senate of the Institute held on 25.02.2015, 20.05.2015 and 15.07.2015 respectively be **NOTED**.

RESOLVED further that the Senate be offered an apology for the mistake in instituting the “Dr. R. P. Singh Gold Medal”. Henceforth the medal was withdrawn.

RESOLVED further that Senate be requested to retain the award for one year only and be withdrawn with effect from the next year.

Item No. 18

Minutes of the Seventy Sixth Meeting of the Building and Works Committee of the Institute held on 28/11/2014:

The Board **CONSIDERED** the Minutes of the Seventy Sixth Meeting of the Building and Works Committee of the Institute held on 28.11.2014 and **RESOLVED** as below:

Resolution No.: R_82 BOG/18/2015:

The Board **RESOLVED** that the Minutes of the Seventy Sixth Meeting of the Building and Works Committee of the Institute held on 28.11.2014 be **NOTED**.

The following additional items were taken up by the Board with the permission of the Chair:

Item No. 19

Proposal from the Department of Design to participate in Undergraduate Common Entrance Examination for Design (UCEED), for admitting B. Design students from 2016-17 academic year :

Since 2008, the Department of Design of the Institute was planning to withdraw from Joint Entrance Examination (JEE) and participate in a separate entrance examination like Undergraduate Common Entrance Examination for Design (UCEED), for admitting B. Design students. It was submitted that the process of JEE [now JEE(Advanced)] was not appropriate for selecting candidates for B. Design programme, since it required candidates with inclination towards aesthetics and design and also because it was more of a hands-on studio-based programme. It was therefore proposed that a specially designed test like the UCEED would be more appropriate for assessing inherent design abilities of candidates for admission to B. Design programme. The 67th Meeting of the Senate of the Institute, held on July 16, 2008, discussed the matter and resolved that more details on the subject were to be worked out by all concerned.

With this backdrop, the Department of Design submitted a proposal before the 117th Meeting of the Senate of the Institute, held on September 11 and 16, 2015, for participating in the UCEED 2016, to be conducted by Industrial Design Centre (IDC) of IIT Bombay, for admission of B. Design students for 2016-17 academic year.

After examining the proposal, the 117th Meeting of the Senate recommended that the admission to 4-year B. Design programme of the Institute shall be made through UCEED 2016, for academic year 2016-17.

The Board was requested to consider and approve.

The Board considered and resolved as below:

Resolution No.: R_82 BOG/19/2015:

RESOLVED that the recommendations of the 117th Meeting of the Senate on admission to 4 year B Design programme of the Institute through UCEED 2016, for academic year 2016-17 be **APPROVED** with the following conditions:

- i) only those candidates who pass Class XII with Physics, Chemistry and Mathematics as subjects and qualify in UCEED shall be eligible for admission to B. Design programme of the Institute;
- (ii) once admitted to the B. Design programme, such students shall not be eligible for branch change to any other undergraduate programmes offered by the Institute at any time during the entire duration of the programme;
- (iii) students so admitted shall also not be eligible for MINOR courses as per current mechanism of the Institute for allotment of minor disciplines; and
- (iv) based on discussions in the 117th Meeting of the Senate, the Department of Design shall submit details of Course Structure and Syllabi relating to the subject, for consideration of the next meeting of the Senate.

Item No. 20

Appeal from Mr. Aditya Vikram Chatterjee (Roll No. 120103006) for reducing quantum of punishment imposed by Students' Disciplinary Committee (SDC) for his involvement with another student in a fraudulent case:

The Students' Disciplinary Committee (SDC) of the Institute found Mr. Aditya Vikram Chatterjee (Roll No. 120103006) and Mr. Awashkar Raj (Roll No. 120107010) – both 2012-batch B. Tech students were involved in a fraudulent case of cancellation of railway tickets booked for the entire Inter IIT 2014 Table Tennis team of the Institute and keeping the money for themselves. The Chairman, Senate, on May 14, 2015, approved disciplinary actions on the concerned students as recommended by the Students' Disciplinary Committee(SDC) as under:

1. To suspend Mr. Awashkar Raj and Mr. Aditya Vikram Chatterjee for a period of one academic year (2015-2016)
2. To ask them to pay an amount Rs. 40,669/- (actual expenditure borne by Mr. Vishal Chaudhary for new tickets and misc) + Rs. 20,335 (be imposed as fine, to be payable to Students' Welfare Fund) = Rs. 61,004/- (1.5 times of the actual amount) with equal share.
3. They be debarred from contesting any position for Students' Gymkhana and hostels and from representing the institute in any event.
4. They be debarred from internship and participating in Institute placement.
5. They be also cautioned that repetition of similar offence in future may lead to summarily expulsion from the Institute
6. Since Mr. Awashkar did not cooperate with the Committee for a long time and also tried to mislead by providing false statements, he may be additionally punished as deemed suitable by the Chairman, Senate.
7. Their parents be informed of the acts of indiscipline of their wards and the corresponding punishment awarded.

Now, one of the student viz., Mr. Aditya Vikram Chatterjee (Roll No. 120103006), has appealed for reduction of quantum of punishment imposed upon him, copy of which has been enclosed at **Annexure-8** (Not Enclosed)

As the Board of Governors(BOG) of the Institute is the Appellate Authority, as per Clause 4.4 of the existing Ordinance on Code and Conduct of Students, for review of students' disciplinary action approved by the Chairman, Senate, it is placed for consideration of the Board of Governors of the Institute.

The Board considered , deliberated and resolved as below:

Resolution No.: R_82 BOG/20/2015:

RESOLVED that the disciplinary actions taken against Mr. Aditya Vikram Chatterjee (Roll No. 120103006) as recommended by the Students' Disciplinary Committee(SDC) shall stand with slight modification as below:

1. The suspension of Mr. Aditya Vikram Chatterjee for a period of one academic year be reduced to one Semester
2. Payment of the amount of Rs. 40,669/- (actual expenditure borne by Mr. Vishal Chaudhary for new tickets and misc) will stand but the amount of Rs. 20,335/- imposed as fine to be payable to Students' Welfare Fund be waived.

Item No. 21

Forwarding of a panel consisting of names of five eminent persons for nomination of next Chairperson of BOG at IIT Guwahati

The term of Dr. R.P Singh as Chairperson of BOG of the Institute is due to expire on 07.02.2016. The Additional Secretary (TE) and Secretary, Council of IITs vide his DO letter no .6-11/2009-TS-1 dated 21.08.2015 had requested the Director IIT Guwahati, to forward urgently a panel consisting of names of five eminent persons of national/ international stature after obtaining the recommendation/approval of the Board of Governors.

According to Section 11(a) of the Institute of Technology Act, 1961, the Chairman BOG of an IIT is to be nominated by the Visitor of the concerned Institute. The Visitor of the Institute is the Hon'ble President of India.

For the benefit of the Board, a list of such persons with their bio-data for consideration of nomination for the position of next Chairperson of BOG of IIT Guwahati is placed before the Board for consideration.

The Board considered, deliberated and decided as below.

Resolution No.: R_82 BOG/21/2015:

NOT FOR PUBLIC DOMAIN

Item No. 22

Power and Function of Board of Governors (BoG) of the Institute with reference to Senate and BWC:

Because of time constraint the Board decided to defer the item to the next meeting of the Board.

Resolution No.: R_82 BOG/22/2015:

RESOLVED that the item be **DEFERRED** to the next meeting of the Board.

Item No.23

Information to be placed before 82nd BOG to be held on 29/9/2015 related to unfortunate suicides of students in the campus:

Because of time constraint the Board decided to defer the item to the next meeting of the Board.

Resolution No.: R_82 BOG/23/2015:

RESOLVED that the item be **DEFERRED** to the next meeting of the Board.

Item No.24

Research output of faculty of the Institute vis-a-vis national and international recognition:

Because of time constraint the Board decided to defer the item to the next meeting of the Board.

Resolution No.: R_82 BOG/24/2015:

RESOLVED that the item be **DEFERRED** to the next meeting of the Board.

Item No.25

NOT For Public Domain

Item No.26

Regarding the Gold Medal of “Dr. R. P. Singh Gold Medal” to be awarded to Ms. Soumya Tiwari (Roll No.11020535):

The Board was informed that Ms. Soumya Tiwari (Roll No.11020535) recipient of the “Dr. R. P. Singh Gold Medal” had been enquiring through emails with the Dean Academic Affairs when she will receive the Gold Medal she was supposed to be given in the name of the above mentioned award. She had already received the Certificate thereof.

The Board was requested to consider and decide.

The Board observed that the item is directly related to the item no. 17.

Accordingly the Board decided to resolved as under:

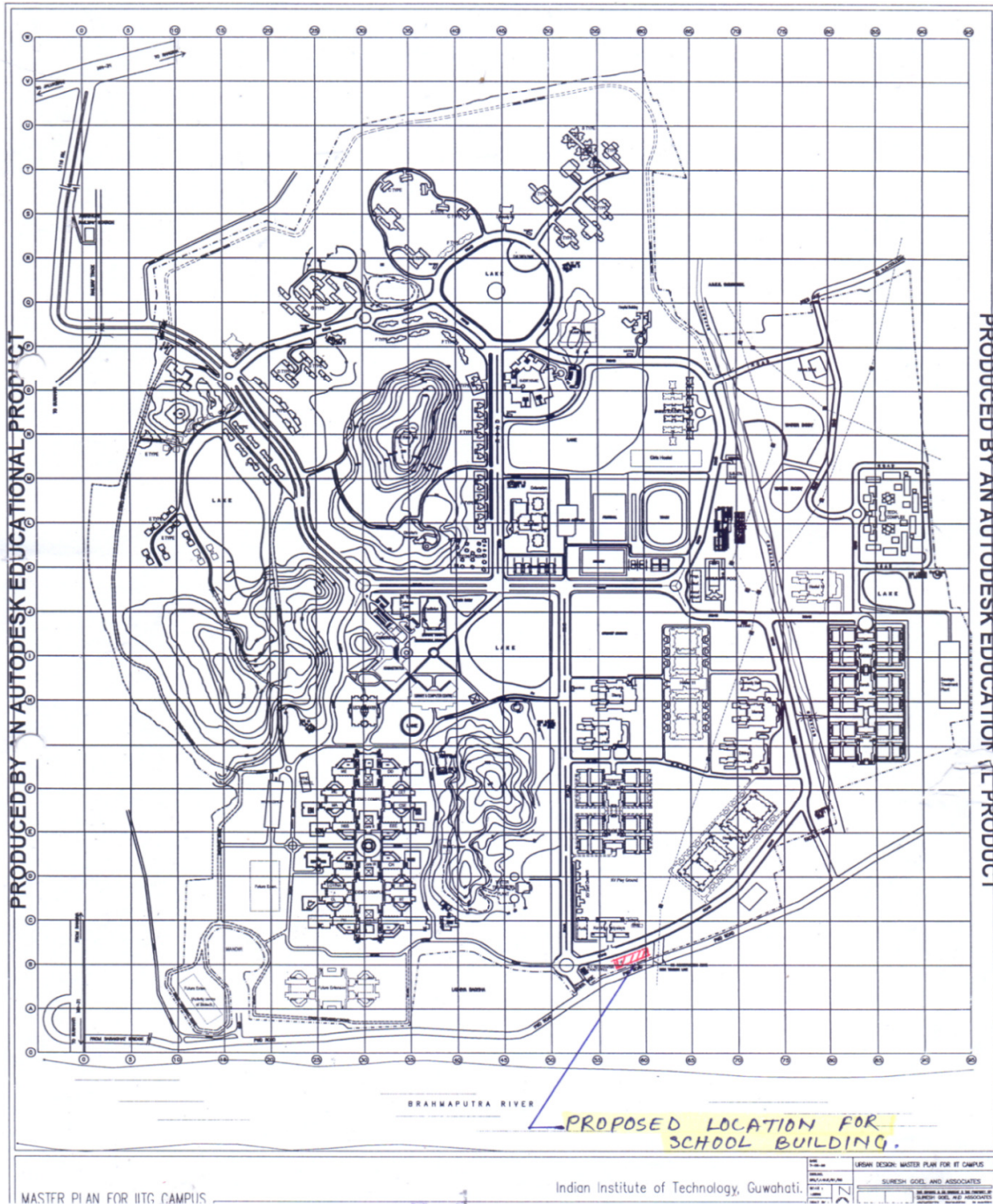
Resolution No.: R_82 BOG/26/2015:

RESOLVED to note that Resolution No.: R_82 BOG/17/2015 comprehensively covers this issue.

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

(U. C. Das)
Registrar & Secretary
Board of Governors,
IIT Guwahati

PROPOSED LOCATION OF SCHOOL BUILDING



REGISTRAR
IIT Guwahati

Dated: December 20,2015

**Subject: Comments and Feedbacks received against the draft disciplinary proceedings-reg.
Your letter AD/101/BOG/98/15/3546 dated 03.12.2015**

Dear Sir,

I have gone through the comments and feedbacks received from Faculty Forum and Institute employees which are very valuable. In the light of these comments and feedbacks, the draft of Disciplinary Procedures has been modified as per details given below:

1. Clauses 4(2) and 4(3) have been deleted.
2. The mechanism of sending the complaints of offence/misconduct against an employee to the Director has been made more explicit in Clause 1i(a),(b),(c).
3. The Clause 1 iii(b),(c) concerning members of Preliminary Inquiry Committee has been redefined as below:
 - 1 iii (b) The grade pay of the Inquiry Officer/Members of the Preliminary Inquiry Committee shall invariably have to be higher than that of the defendant; or at least be equal to that of the charged employee.**
 - (c) At least one member in the Preliminary Inquiry Committee shall be of the same gender, as that of the defendant employee.**
4. The Clause 8(3)(b),(c) concerning members of Inquiry Committee has been redefined as below:
 - 8(3) (b) The member/members of the Inquiry Committee shall invariably be higher in rank and Grade Pay than that of the employee against whom the inquiry is being held; or at least be equal to that of the charged employee.**
 - (c) At least one member in the Inquiry Committee shall be of the same gender as that of the defendant employee.**
5. The mechanisms of appointing a Presenting Officer on behalf of the Disciplinary Authority as well as on behalf of the defendant employee have been made clear in Clause 8(6) and 8(7) respectively.
6. The role of the Presenting Officers in the Inquiry Proceedings has been made clear in the draft.
7. Clause 10 provides : "A formal memo in the form as in the *Annexure-VI* is to be issued to the Institute employee concerned forwarding a copy of the Inquiry Report and

communicating him/her the orders of the Disciplinary Authority on the proposed penalty. The employee should be given an opportunity to explain his/her position in writing and also an opportunity of personal hearing". Accordingly the *Annexure VI* has been suitably modified.

Yours Sincerely

D B Goel
Member BoG

Encl: Revised draft of Disciplinary Procedures together with revised Annexures

DISCIPLINARY PROCEDURES

The guidelines of disciplinary proceedings for the employees of Indian Institute of Technology Guwahati is to be read with relevant provisions as laid down in the Statute of the Institute.

1. Preliminary Inquiry:

- i. (a)** Wherever an offence/ misconduct by employee (s) is identified, an intimation about the commission is to be sent to the Director by the concerned Head of the Department, Head of the Section and/or Head of the Centre.
(b) When a member of staff or a student feels aggrieved due to misconduct/ harassment by an employee, the concerned staff or student may send a written complaint of the same to the Director invariably through concerned Head of the Department, Head of the Section and/or Head of the Centre. In special circumstances, such complaints may be sent directly to the Director of the Institute.
(c) Even in the absence of written complaints, for reasons to be recorded, the Director himself may initiate preliminary inquiry against an employee (s).
- ii.** On receipt of such intimation, the Director may order to conduct a Preliminary Inquiry.
- iii. (a)** Preliminary Inquiry may be conducted by an Inquiry Officer/Inquiry Committee. The Preliminary Inquiry is in the nature of "Fact –finding Inquiry" and may be conducted ex-parte for it is merely for the satisfaction of the concerned authority.
(b) The Grade Pay of the Inquiry Office/ members of the Preliminary Inquiry Committee shall invariably have to be higher than that of the defendant; or at least be equal to that of the charged employee.
(c)At least one member in the Preliminary Inquiry Committee shall be of the same gender, as that of the defendant employee.
- iv.** At the Inquiry, available evidences and relevant documents should be collected and in important cases, evidences of witness be reduced in writing and got signed by them.
- v.** During the course of such an Inquiry for the sake of fairness, the employee should be given an opportunity to say about the allegations against him/ her.

- vi. The Investigation Report along with the preliminary evidence collected is to be examined by the Director to come to a decision whether a prima- facie case exists for initiation of a formal Disciplinary proceeding.
- vii. **SPEAKING ORDERS** to be then issued to that effect.

2. Initiation of Disciplinary proceedings:

In consideration of the Report of the concerned Head of the Department, Head of the Section and/or Head of the Centre; or a complaint received directly from a member of staff or student (s); and the Preliminary Report of the Committee the Director shall decide whether formal Disciplinary Proceedings should be instituted against the employee as provided under Clause 15(9) of the Statute for imposing major or minor penalty. It has to be borne in mind that the nature of disciplinary action and the quantum of punishment are to commensurate with the gravity of the offence alleged to have been committed.

At this stage, the seriousness of the misconduct and the character of the charged employee shall come into consideration.

3. Suspension :

It is at this stage the Director has to decide whether, pending disciplinary proceedings, the employee is to be placed under suspension and issue orders accordingly as empowered under Clause 15(9) of the Statute of the Institute. The prescribed format for communicating the order of suspension is at *Annexure-I*.

4. Penalties:

The following are the penalties as provided in the Statute under Clause 15(9):

- i. Censure,
- ii. Withholding of increments or promotions,
- iii. Recovery for the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders,
- iv. Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale,
- v. Compulsory Retirement,

- vi. Removal from service which shall not be a disqualification for future employment under the Institute,
- vii. Dismissal from service which shall be ordinarily be a disqualification for future employment under the Institute.

5. Disciplinary Authorities:

No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority sub-ordinate to that by which he/she was appointed and except after an Inquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority sub-ordinate to by which he/she was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

6. Procedure for imposing penalties under (i) to (iii) of Clause 15 (9) of the Statute:

- i. After the Disciplinary Authority decides for imposing penalties, the employee is to be informed in writing about the proposal to take action against him. Form-II as given in ***Annexure –II*** is to be accompanied by a statement of misconduct for which action is proposed to be taken.
- ii. Reasonable time to be given to the charged employee for making representation.
- iii. The delinquent employee should be given the facility of inspecting records for preparing his/her written statement.
- iv. On receipt of the representation, the Disciplinary Authority may pass appropriate orders, recording its findings after taking such representations into account or may hold an Inquiry, if Disciplinary Authority so decides that such an inquiry is necessary. In such circumstances, the procedure of Inquiry as provided for imposing penalties under (iv) to (vii) of Clause 15 (9) of the Statute be followed.

- v. On receipt of Inquiry Report, Disciplinary Authority will give a personal hearing to the employee, record its findings and make a final order.
- vi. If the charges levied on the employee have not been proved, he/she is to be exonerated and Speaking Orders to the effect must be issued in the prescribed form- III of ***Annexure-III***.
- vii. If the Disciplinary Authority is of the opinion that any of the penalties under (i) to (iii) of Clause 15 (9) of the Statute is to be imposed, it may pass an order to the effect and should be communicated to the employee in the form- III as in ***Annexure-III***.

7. Procedure for imposing penalties under clause (iv) to (vii) of 15(9) of the Statute:

- (1) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of offence/misconduct or misbehavior against an institute employee, it will appoint an authority to inquire the truth thereof.
- (2) The delinquent employee of the institute should be served with a charge sheet, as in form-IV in ***Annexure-IV*** duly accompanied by:
 - (i) The substance of the imputations of offence/misconduct or misbehavior into definite and distinct articles of charge,
 - (ii) A statement of the imputations of offence/misconduct or misbehavior in support of each article of charge, which shall contain-
 - a) A statement of all relevant facts including any admission or confession made by the employee.
 - b) A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
 - (iii) Reasonable time not exceeding 10 working days be given to the employee for submitting the statement of defense.
 - (iv) Even if the employee admits of commission of such misconduct the issue of charge sheet is obligatory before a penalty can be imposed.

8. Inquiry:

- (1) On receipt of the written statement of defense, the Disciplinary Authority shall appoint an Inquiry Officer/ Committee to inquire into the truth of the charges not admitted.

The Appointment of Inquiry Officer/ Inquiry Committee shall be communicated in the form as enclosed in *Annexure-V*.

- (2) The Disciplinary Authority shall forward to the Inquiry Officer/ Committee:
- i. Copies of the articles of charge and the statement of the imputation of offence/ misconduct or misbehavior.
 - ii. A copy of Written statement of defense if any submitted by the employee.
 - iii. A copy of the list of witnesses to be produced by the Institute.
 - iv. Evidence proving the delivery copies of the documents to the employee.
 - v. A copy of the list of witnesses if any furnished by the employee.
 - vi. A copy of the order appointing the Inquiry Officer and Presenting Officer.

- (3) (a) The Inquiry Officer/ Inquiry Committee, on receipt of the documents, shall proceed with the Inquiry by sending a notice to the delinquent officer to appear in person before the Inquiry Officer/ Inquiry Committee on such day and at such time within 10 working days.

(b) The member/members of the Inquiry Committee shall invariably be higher in rank and Grade Pay than that of the employee against whom the inquiry is being held; or at least be equal to that of the charged employee.

(c) At least one member in the Inquiry Committee shall be of the same gender as that of the defendant employee.

- (4) If the employee who has not admitted any of the articles of charge in his/her written statement of defense appears before the Inquiring Authority, such authority shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

- (5) The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

- (6) A Presenting Officer on behalf of the Disciplinary Authority shall be appointed by orders of the director to present the case of the Department before the Inquiring officer.

- (7) The Inquiry Officer shall send a written communication to the delinquent employee asking whether he/she wishes to appoint a Presenting Officer to assist him/her during the course of investigation. If the charged employee wishes to appoint a Presenting Officer, the name, designation and complete contact details together with a consent letter from such Presenting Officer shall be provided by the delinquent employee to the Inquiry Officer. It shall be made clear to the delinquent employee that;
- (i) No TA/DA shall be paid to the Presenting Officer by the Institute for attending the proceedings of the inquiry.
 - (ii) The delinquent employee shall directly be responsible for the conduct and behavior of the Presenting Officer during the inquiry proceedings.
- (8) The inquiry authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer of the Disciplinary Authority to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his/her defense-
- i. Inspect documents referred to in the annexure to the charge sheet.
 - ii. The employee may for the purpose of defense submit with a written statement of his/her defense a list of witnesses to be examined on his/her behalf.
- (9) The Inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.
- Provided that the Inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.
- (10) On the date (s) fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by the Disciplinary authority or by the Presenting Officer on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Office of the defendant employee shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on any new matter, without

the permission of the Inquiring authority. The Inquiring authority may also put such question to the witnesses as it thinks fit.

- (11) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the Inquiring Authority may, in its discretion, allow the Presenting Officer of the Disciplinary Authority to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he/she demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for 3 days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The Inquiring Authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The Inquiring Authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary, in the interest of justice.
- (12) When the case for the disciplinary authority is closed, the employee shall be required to state his/her defense, orally or in writing, as he/she may prefer. If the defense is made orally, it shall be recorded, and the employee shall be required to sign on the record. In either case, a copy of the statement of defense shall be given to the Presenting Officer, if any, appointed.
- (13) The evidence on behalf of the employee shall then be produced. The employee may examine himself/herself on his/her own behalf if he/she so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring Authority according to the provisions applicable to the witnesses for the Disciplinary Authority.
- (14) The Inquiring Authority may, after the employee closes his/her case and shall, if the employee has not examined himself/herself, generally question him/her on the circumstances appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- (15) The Inquiring authority may after the completion of the production of the evidence, hear the Presenting Officer of the delinquent employee, if any, appointed and the employee, or permit them to file written briefs of their respective case, if they so desire.

(16) If the employee to whom a copy of the article of charge has been delivered, does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with the provisions of this rule, the Inquiring Authority shall proceed with the inquiry ex-parte.

9. Report of the Inquiry Officer/Inquiry Committee:

The report of the Inquiry Officer/ Committee should contain:

- 1) An introduction, indicating appointment of Inquiry Officer/Committee, appointment of the Presenting Officer (s) and the dates of hearing.
- 2) Charges that were framed.
- 3) Charges that were admitted or dropped or not pressed.
- 4) Charges actually inquired into.
- 5) Brief statement of the case of Disciplinary Authority in respect of the charges enquired into.
- 6) Brief statement of facts and documents admitted.
- 7) Points for determination or issues to be decided.
- 8) Brief statement of the case of the Institute employee.
- 9) Assessment of evidence in respect of each point.
- 10) Findings on each charge.

Along with the report, the Inquiry Officer should send a file containing the following:

- a) List of exhibits produced by the Presenting Officer.
- b) List of exhibits produced by the delinquent employee.
- c) List of prosecution witnesses.
- d) List of defense witnesses.
- e) A file containing deposition of witnesses in the order in which they were examined.
- f) A file containing orders.
- g) A file containing written statement of defense.
- h) Written briefs of both sides.
- i) Applications, if any filed during the course of inquiry, and orders passed thereon, as also orders passed on oral request made during the Inquiry.

10. Findings of the Disciplinary Authority.

On receipt of the Inquiry Report, the Disciplinary Authority shall consider the Inquiry Report and pass suitable orders.

If the Disciplinary Authority is of the opinion that any of the penalties under (iv) to (vii) under Clause 15 (9) of the Statute are to be imposed, it shall pass **SPEAKING ORDERS** accordingly.

A formal memo in the form as in the **Annexure-VI** is to be issued to the Institute employee concerned forwarding a copy of the Inquiry Report and communicating him/her the orders of the Disciplinary Authority on the proposed penalty. The employee should be given an opportunity to explain his/her position in writing and also an opportunity of personal hearing.

The Disciplinary Authority will pass final orders, after considering the written reply of the Institute employee and after giving personal hearing to the employee concerned.

The orders of the Disciplinary Authority may be communicated by itself or by an officer so authorized under the Statutes, rules and the decision of the Board of Governors-**Annexure-VII**.

11. Appeals:

Under Clause 15 (10) of the Statute of the Institute, a member of the staff aggrieved by any order imposing penalty passed by the Director against him/her shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal on the decision of the Board and a member of the staff aggrieved by any order passed by the Board against him/her inflicting a penalty on him/her shall be entitled to prefer an appeal to the Visitor against the order.

No appeal under this sub-statute shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not

submitting the appeal in time.

The authority to whom an appeal against an order imposing penalty lies under the said sub-statute (10) may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit as if the member of the staff concerned had preferred an appeal against such order.

Provided that no action under this sub-statute shall be initiated more than six months after the date of the order to be reviewed.

Notwithstanding anything contained in this Statute, the Visitor may, on his own motion or otherwise after calling for the records of the case, review any order which is made under this Statute or is appealable thereunder, and—

- (a) confirm, modify or set aside the order,
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or pass such other orders as he deems fit;

Provided that - an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he/she may wish to make against such enhanced penalty;

if the Visitor proposes to impose any of the penalties specified in clause (iv) to (vii) of Sub-statute (9) in a case where proper enquiry has not been held and thereafter on consideration of the proceedings of such enquiry and after giving the member of the staff concerned an opportunity of making any representation which he/she may wish to make against such penalty, the Visitor pass such orders as he may deem fit.

Institute of Technology Guwahati
Guwahati

Ref
No.....

Date:.....

ORDER

*Whereas a disciplinary proceeding against Mr./Ms..... (Name and Designation of the institute Employee) is contemplated/pending.

*Whereas a case against Mr./Ms..... (Name and Designation of the institute Employee) in criminal offence is under investigation or trial.

Whereas the said Mr./Ms..... was detained in custody on..... for a period exceeding forty eight hours, in connection with a criminal offence or under the law for the time being in force providing for preventive detention.

Now, therefore, the director in accordance with Statutory Provisions hereby places the said Mr./Ms.....under suspension with effect from the date of detention/with immediate effect.

It is further ordered that during the period that this order shall remain in force the Headquarters of Mr./Ms.....should be.....(name of the place) and the said Mr./Ms..... shall not leave the headquarter without obtaining the previous permission of the undersigned.

Subsistence allowance, as per rules, shall be paid to Mr./Ms..... during the period of suspension.

By order of the Director.

(Registrar)

To,

.....
.....

(Through Head of the Dept./Centre./Section)

Copy for information and necessary action to:

- i. HOD/HOC/HOS- concerned.
- ii. Deputy Registrar (F&A)

* As may be applicable

Model Chargesheet for Penalties
Under (i) to (iii) of Statute 15(9)

ANNEXURE- II

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
GUWAHATI

MEMORANDUM

1. Mr./Ms.....(Designation).....
.....attached tois hereby informed that it is proposed to take
action against him/her under Statutory Provision. A Statement of the imputations of misconduct or
misbehavior on which action is proposed to be taken as mentioned above is enclosed in the ANNEXURE.

2. Mr./Ms.....is hereby given an
opportunity to make such representation as he/she may wish to make against the proposal.

3. If Mr./Ms.fails to submit
his/her representation within 10 days of the receipt of this Memorandum, it will be presumed that he/she
has no representation to make and orders will be liable to be passed against
Mr./Ms..... exparte.

4. The receipt of this Memorandum should be acknowledged by
Mr./Ms.....

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

.....
.....

(Through Head of the Dept./Centre/ Section)

Model Annexure for imposing Penalties
Under (i) to (iii) of Statute 15(9)

Annexure-III

Indian Institute of Technology Guwahati
Guwahati

Ref.No.....
Dated.....

MEMO

The undersigned is directed to say that in consideration of the report of the Enquiry Committee appointed to enquire into charges as communicated under Office Order vide no.....dated.....against Mr./Ms....., Director/ BOG after personally hearing Mr./Ms..... has passed the following orders:-

Mr./Ms..... is directed to take note of the above orders.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To,
.....
.....
(Through Head of the Dept./Centre/Section)

**Model of Charge-sheet for Penalties
Under (iv) to (vii) of Statute 15 (9)**

ANNEXURE-IV

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
GUWAHATI**

MEMORANDUM

1. The undersigned proposes to hold an inquiry against Mr./Ms. in terms of the Statutory Provisions. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexure-III & IV).
2. Mr./Ms. is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defense and also to state whether he/she desires to be heard in person.
3. He/she is informed that an inquiry will be held only in respect of these articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.
4. Mr./Ms. is further informed that if he/she does not submit his/her written statement of defense on or before the date specified in para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the orders/directions issued in pursuance of the rule, the inquiring authority may hold the inquiry against him/her ex-parte.
5. The receipt of the Memorandum may be acknowledged.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

.....
.....

Model form for appointment of Enquiry Officer /Committee

ANNEXURE – V

**Indian Institute of Technology Guwahati
Guwahati**

Ref.No.....
Dated.....

ORDER

Whereas an inquiry under rule 15(9) of the IIT Guwahati Statues is being held against Mr./Ms.

And whereas the BOG/Director considers that an Enquiry Officer /Committee should be appointed to enquire into charges framed against Mr./Ms.

Now, therefore, the BOG/Director in exercise of the power conferred by Sub-rule (15) of 9 of the Statue hereby appoints as Enquiry Officer / an Enquiry Committee consisting of :

1.
2.
3.,

to enquire into the charges framed against Mr. / Ms.

All relevant papers are forwarded herewith for perusal.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

1. Enquiry Officer/ Name of the member of the Enquiry Committee
2. Mr./Ms.

Model form of 2nd show-cause for imposition of penalties under (iv) to (vii) of statues 15(9)
ANNEXURE – VI

Indian Institute of Technology Guwahati
Guwahati

Ref.No.....
Dated.....

MEMO

1. The undersigned is directed to enclose a copy of the Enquiry Report submitted by the Enquiry officer/committee appointed to enquire into the charges against Mr./Ms.
designation attached to
2. On a careful consideration of the Enquiry Report aforesaid, the BOG/Director agrees with the findings of the Enquiry officer/committee in so far articles of charge on which Enquiry officer/committee had held proved. The BOG/Director has therefore, provisionally come to the conclusion that Mr./Ms. is not a fit person to be retained in Service / and so the BOG/Director proposes to impose on him/her the penalty of
.....(as set out under (iv) to (vii) of Statues 15(9))
3. Mr. / Ms. is hereby given an opportunity of making representation on the penalty proposed. Any representation which he/she may wish to make on the penalty proposed will be considered by the BOG / Director. Such representation, if any, should be made in writing within ----- days from the date of issue of this memo failing which action will be taken ex-parte as per rules.
4. The receipt of this memo should be acknowledged.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:
Mr./Ms.
.....
(Through Head of the Dept./Centre/Section)

Format of Final Order for Imposition of Penalties (iv) to (vii) of the Statute 15 (9)

ANNEXURE – VII

**Indian Institute of Technology Guwahati
Guwahati**

Ref.No.....

Dated.....

MEMO

Whereas Mr./Ms..... (Name and Designation), attached to
..... (Dept./Section/Centre) was issued a second show-cause vide Memo of
even no.....dated.....

AND WHEREAS on careful consideration of the reply dated from
Mr./Ms..... to the above memo and after giving a personal hearing to him/her, the
competent authority has imposed the following penalty under Statute 15 (9) passed the following orders:

.....
.....
.....
.....
.....
.....
.....
.....

The receipt of this Memorandum should be acknowledged.
By order of the BOG/ Director.

(Registrar & Secretary to the BOG)

To:
Mr./Ms.
Designation
Dept./Centre/Section
IIT Guwahati
(Through Head of the Dept./Centre/Section)

Copy to:
i. HOD/HOC/HOS- concerned.
ii. Deputy Registrar (F&A)

Norms and guidelines for providing financial support to Akshara Pre-Primary School, IITG Campus, Guwahati-39

1. No. of Students intake : =180

2. No. of Teachers :

a.	Headmaster/Headmistress	=	1
b.	Teachers	=	8
	(Teachers including Headmaster/Headmistress to students ratio = 1:20)		

3. No. of staff :

a.	Office Assistant	=	1
b.	Attendant cum Cleaner	=	1
c.	Helpers	=	9
	(Helper to students ration of 1:20) (Helpers will perform 4 hours of duty per day)		

4. Fee structure :

a.	Fees for children of employees of IITG and of non-employees of IITG (creamy)	=	Rs. 1400/- p.m
b.	Fees for children of non-employees of IITG (non-creamy)	=	Rs. 700/- p.m

5. Salary (Consolidated) for Teachers per month:

a.	Headmaster/Headmistress	=	Rs.16000/- p.m	
b.	Teachers	With experience above 10 years	=	Rs.15000/- p.m
		With experience between 5 to 10 years	=	Rs.14000/- p.m
		With experience between 2 to 5 years	=	Rs. 11000/- p.m
		With experience between 0 to 2 years	=	Rs. 10000/- p.m
c.	Addl. Allowance for Headmaster/Headmistress	=	Rs. 2000/- p.m	

6. Salary (Consolidated) for staff per month :

a.	Office Assistant	=	Rs. 10000/- p.m
b.	Attendant cum Cleaner	=	Rs. 9000/- p.m
b.	Helper (4 hours duty per day)	=	Rs. 5000/- p.m.

7. Extra Curricular activities = Rs. 83,000/- per year

8. Class room expenditure = Rs. 2,00,000/- per year

(which will include Furniture, Office Equipments, Green Boards, Interactive Boards, CCTV etc)

9. Contingency & Consumables = Rs. 2,20,000/- per year
10. Workshop and Training = Rs. 30,000/- per year
11. Important Terms and Conditions : For grant of the financial support by the Indian Institute of Technology, Guwahati (to be referred to as “Institute” henceforth), the Akshara Pre-Primary School (to be referred to as “School” henceforth) must fulfil the following terms and conditions:
- a. Management Committee The School must have a Management Committee to supervise all its activities including appointment of teachers and staff. The Committee should have approval of the Director of the In Institute.
 - b. Institute’s representative There must be at least three representatives (at least two faculty members and one officer/staff) in the Management Committee as Institute’s representatives to be nominated by the Director of the Institute.
 - c. Enhancement of salary and fees Enhancement of salary of the teachers and the staff and fees of the students may be possible every year. However, for continued grant the financial support, no such enhancement can be made without the approval of the institute authority.
 - d. Audit of the School income and expenditures The School income and expenditures are liable for audit every year by the Institute authority. The School authority will be required to submit the income and expenditure statement every financial year to the Institute authority for auditing.
 - e. Rules and regulations The School authority should obey all such rules and regulations as may be required by the concerned Directorate of Elementary Education of the State Govt. of Assam.
 - f. Status of the teachers and the staff The teachers and the staff, as aforesaid, are the employees of the School only and they donot have any claim, directly or indirectly, to be the employee of the Institute.
 - g. Nature of the financial support The financial support provided by the Institute is temporary in nature and the Institute may withdraw the same at any time and the School will not have a claim for the same.
 - h. Any other terms and conditions Any other terms and conditions may be incorporated by the Institute in consultation with the School Management Committee

**Revised list of experts as Board's Nominee for Selection Committee
for the Department of BSBE for Faculty positions**

NOT FOR PUBLIC DOMAIN

Proposed list of experts as Board's Nominee for Selection Committee
for Faculty Positions in Department of Mathematics, IIT Guwahati

NOT FOR PUBLIC DOMAIN

*



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

DELEGATION OF POWERS OF THE BOARD AND OF THE DIRECTOR TO DIFFERENT FUNCTIONARIES OF THE INSTITUTE

A. GENERAL ADMINISTRATION

1. LEAVE

1.1 Casual Leave

Category	Sanctioning Authority
Dy. Director, Deans, Registrar, Head Library, Chairman JEE, GATE, JAM	Director (DIR)
Heads of Depts., Centres	Dean Faculty Affairs (DOFA)
Faculty and Staff in Departments / Centres	Head of Department (HOD)/Centre (HOC)
Staff in Hostels	Wardens of concerned Hostel
Staff in Gymkhana	Chairman, Sports Board
Staff in Administration Section	Registrar (REG)*
Staff in Finance & Accounts Section	REG*
Staff in R&D Section	Dean R&D(DORD)*
Staff in Academic Section	Dean Academic Affairs (DOAA)*
Staff in Student Affairs Section	Dean, Students Affairs (DOSA)*
Staff in Stores and Purchase Section	Dy. Director (DD)*
Staff in Establishment Section	DD*
Head Medical, Sr. Security Officer	DD*
Staff in Library	Librarian
Staff in PRO Section	REG*
Staff in JEE Cell	Chairman JEE
Staff in GATE Cell	Chairman GATE
Staff in JAM Cell	Chairman JAM
Staff in Engineering Section	Dean IPM (DIPM)
Staff in Maintenance Section	Assoc. Dean, IPM (ADIPM)
Staff in RTI & EO office	REG*
Staff in Audit Section	REG*
Staff in Director's Office	DIR
Staff in Dy. Director's Office	DD
Staff in Medical Section	Head Medical
Staff in Security Section	Sr. Security Officer/DD
Staff in Faculty Affairs Section	DOFA*
Staff in Alumni & External Relations Office	Dean AER (DAER)*
Director	DIR
All other cases	REG*
*on recommendation of Head of the concerned Section	

1.2 Special Casual Leave

Category	Sanctioning Authority
Faculty Members to Conferences, seminars, selection committees, invited talks	DOFA (upto 30 days per year)
Faculty Members to project related work	DORD (upto 30 days per year)
All other cases	DIR

1.3 Earned Leave/ Vacation Leave / Half Pay Leave / Commuted Leave / Maternity, Paternity Leave

Category	Recommending Authority	Sanctioning Authority
Dy. Director, Deans, Registrar, Head Library, Chairman JEE, GATE, JAM	-	DIR
Heads of Depts. & Centres	-	DOFA
Faculty Members (Professor)	Head of the concerned Department/Centre	DOFA
Faculty Members (Asst. Prof. & Assoc. Prof)	Head of the concerned Department/Centre	Assoc .DOFA/DOFA
Head of the Section	Dy. Director /concerned Deans/Controlling officer as applicable	REG
Staff in Departments /Centres/Sections/Hostels etc	Head of the Department/ Centres/Section/Controlling officer as applicable	REG
NB: Recommendation as applicable is mandatory. For Commuted Leave, Maternity and Paternity Leave, Certificate from CMO is required in all cases.		

1.4 All Other Leave (including Special Leave on Academic grounds, Sabbatical Leave, Extra-Ordinary Leave, Child Care Leave etc)

Director, on recommendations of the recommending and sanctioning authorities for leaves under 1.3.

1.5 Station Leave Permission (in the country)

With Leave: by the sanctioning authority for the concerned leave

Without Leave: by the sanctioning authority for Casual leave

Director: self, with intimation to the Chairman Board.

1.6 Director's Leave

Upto 5 days: Self, as per availability, with intimation to the Chairman Board.

Beyond 5 days: Chairman Board's approval

2. FINANCIAL MATTERS

2.1. Delegation of Sanctioning Powers under various budget Heads of the Non- Plan Budget

As per Annexure - 1

2.2 Delegation of Sanctioning Powers under various budget heads of the Plan Budget (other than Works)

Item	Delegation
Purchase indents and sanctions upto Rs. 50,000/- within the allocated budget of the Dept./Section	Head of the Department / Section
Purchase indents and sanctions uptoRs. 50,000/- within the allocated budget of Hostel Equipment	Chairman Hostel Affairs Board
Purchase indents and sanctions uptoRs.5,00,000/- within the allocated budget of Students' Gymkhana and Hostel Equipment	Dean Students Affairs
Purchase indents and sanctions including those with Advance Payments uptoRs.5,00,000/- within the allocated budget	Dy. Director
Purchase Sanctions for Library Books uptoRs. 50,000/- within the allocated budget	Head of Library
Purchase Sanctions for Library Books uptoRs. 3,00,000/- within the allocated budget	Chairman Library Committee
Purchase indents and orders for all furniture and office equipment uptoRs. 50,000/- within the allocated budget	Dy. Director
All other cases not covered by the above	Director

2.3. Delegation of Sanctioning Powers for Works under the Plan Budget

As per Annexure - 2

2.4. Payment of Bills

All Bills will be finally endorsed by the DDO for payment. The Registrar is the DDO of the Institute.

a. Bills for personal Claims (TA, PDA, LTC, LTC Leave encashment, Telephone re-imbusement etc.)

Heads of Depts., Centres, Deans, Registrar, Head Library	Director
Faculty Members (TA)	DOFA
Faculty Members [LTC,LTC Leave encashment, PDA (excluding TA) Telephone re-imbusement]	Assoc. DOFA / DOFA
All other Staff	Registrar

b. Advances

All advances will be sanctioned by the authority delegated with power to sanction from the concerned head of account, as per Annexure -1. However, all sanctions by the Department and Centre Heads for equipment and consumables and contingencies will have to be routed through the S&P section for noting. Payment orders of advances will be passed by the Head of the Finance &Accounts Section.

c.

Advances from CPF/GPF/NPS as per eligibility	Registrar
Advances and Loans as per eligibility up to Rs. 1,00,000	Registrar
All other cases	Director

d. Reimbursement and settlement of Advances

Will be approved by the authority sanctioning the advance. Payments orders will be passed by the Head of the Finance &Accounts Section and forward to Registrar.

e. Permanent Imprests

All re-imbusement claims will be approved by the Sanctioning Authority of the Account Head under which the imprest is being operated (see **Annexure-1**). In case the Sanctioning Authority is the imprest holder, the next higher authority as described in **Annexure-1** (or the Director, if not defined) will be the Approving Authority. Payment will be passed by Head of the Finance & Accounts Section and forwarded to Registrar.

New imprests will be sanctioned by the Director.

f. Works Bills

i) All bills for expenditure sanctioned by the Building & Works Committee or by the Director	Dean IPM
ii) All bills for expenditure sanctioned by the Dean IPM	Registrar
iii) All Earnest Money Deposit refunds, all payments to Govt. Bodies	Registrar
iv) All refund of Security Deposits	Registrar
v) All Advance Payments and all other cases	Director

All bills will be sent by the Dean IPM to the Registrar/Head, Finance &Accounts Section. The Registrar/Head, Finance &Accounts Section will send the bill for pre-auditing to the Internal Audit Section, if the bills are for works of value above rupees five (5) lakhs. The Internal Audit Section will send the pre-audit report to the Registrar.

g. All other bills

Will be recommended for payment by the Head of Section handling the payment. All bills will be passed for payment by the Head of the Finance &Accounts Section and forward to the Registrar.

h. Works Related

The following Officers will have expenditure sanctioning power through the operation of Imprest Accounts from the above accounts as per need:

No.	Officer	Imprest Amount (Rs.)
1	<i>Superintending Engineers, Executive Engineers</i>	5000.00
2	<i>Assistant Executive Engineer</i>	5000.00

i. Formation of Works Tender Evaluation Committees

All works tenders of value up to Rs. 25 lakhs	Dean IPM
All other works tenders	Director
All works tenders under non-plan heads up to Rs. 1,00,000	Dean IPM
All other works tenders under non-plan head	Director
All works tenders under Account Heads 71.2, 71.3, 71.6, 71.7, 71.14, 71.15 and 76 (new) up to 1 lakh	Assoc. Dean IPM

In all cases requiring the Director's approval, the Dean IPM will recommend a Committee and all works under Accounts Heads 71.2, 71.3, 71.6, 71.7, 71.14, 71.15 and 76 (new), the Assoc. Dean IPM will recommend a Committee. It may be noted that as per Circular dated 12.10.2015, HOS (F&A) shall be a member in the tender Committee.

Every works tender of value greater than Rs. 10 lakhs and every work tender under non-plan of value greater than Rs. 1 lakh must have at least one faculty and HOS (F&A) or his representative as members.

3. ADMINISTRATIVE MATTERS

3.1	Appointment of Faculty members on temporary basis up to a period of two years	Director, with approval from Chairman Board
3.2	Regularisation and Confirmation of all staff members	Director
3.3	Approval of upgradation orders for Staff (other than faculty) as per approved Assessment Rules	Director
3.4	Acceptance of resignations and all types of retirements	Director
3.5	Permission for Foreign Travel for Faculty	Dean of Faculty Affairs
	Permission for Foreign Travel for others	Director
3.6	Permission for Foreign Travel (Director)	Chairman Board
3.7	Issue of Appointment Letters	
	i) All Faculty Members and Group "A" Staff	Director
	iii) All Group "B", "C" & "D" Staff	Registrar
3.8	Sanction of Employment of Daily-wage Workmen	Director
3.9	Forwarding of Applications for outsidess employment as per rules	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.10	Issue of No Objection Certificates for Passport, etc.	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.11	Issue of Service Certificates	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.12	Issue of Grade cards and Transcripts to students	Head of Academic Section with approval of Dean Academic
3.13	Issue of Provisional Degree Completion Certificates	Head of Academic Section with approval of Dean Academic
3.14	Issue of studentship certificates and other certificates to students	Head of Students' Affairs Section with approval of Dean, Students' Affairs
3.15	Signing of Contract for Contractual Appointments, Bonds, applications for travel grants to outside agencies.	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.16	Signing of applications for Conference Grants from External Agencies	Dy. Director
3.17	Signing of applications for grants for student programmes (Alcheringa, Techniche, etc.)	Dean Students Affairs
3.18	Signing of other Contracts	

	i) Mortgage against House - building Advance	Registrar
	ii) Motor Vehicle and other Advances	Head of Administrative Section
	iii) Allotment of Institute premises for commercial use	Dy. Director
	iv) Leasing of buildings / flats etc.	Registrar
	v) Contracts for Services: Security, Medical	Dy. Director
	vi) Contracts for Services: Transport, Garbage Disposal, Guest House	Dean IPM
	vii) Contracts for Services: Horticulture	Dean IPM
	viii) Contracts for Services: Maintenance (Civil, Electrical, Plumbing), Water Supply, Sewerage treatment	Assoc. Dean IPM
3.19	MOUs with external institutions	MOUs to be signed by the Dean AER /Dean R&D/ /Registrar/Director as per requirements
3.20	Waiver of Late Registration Fine and Readmission fee	Dean Academic
3.21	Waiver of Library Fine	Head of Library
3.22	Issue of Purchase Orders where multiple quotations are required	Head of Stores & Purchase Section
3.23	Representing the Institute, swearing in affidavit and furnishing of any documents of the Institute before the Competent Court (except personal Vakaltnama)	Registrar
3.24	Management of internal matters of various Chair positions – monitored by Faculty Affairs Section	Assoc. DOFA
3.25	Matters related to Students	
	i) Budget matters of students related activities	Dean of Students Affairs (DOSA)
	ii) Hostels and allied constructions	
	iii) All activities related to Cultural Board, Technical Board, Sports Board and Hostel Affairs Board (except those delegated directly to Assoc. DOSAs)	
	iv) All purchase related matters of SA (except those delegated directly to Assoc. DOSAs)	
	v) All matters related to Artists-in-Residence, SPIC MACAY, Alcheringa, Techniche, Ombudsmen, Students' Disciplinary Committee, SAC and Gymkhana (except those delegated directly to Assoc. DOSAs)	
	vi) All policy matters, future planning and follow up with Director, BOG, MHRD etc.	
	vii) External liasioning of SA office with District Administration and others	
	viii) Inter IIT and other institutional coordination regarding Students	

matter	
ix) New SAC maintenance and management and Students' Food Court related activities pertaining to all relevant aspects.	Assoc. DOSA-1 (ADOSA-1)
x) Leave related matter of SA staff	
xi) Settlement of all advances w.r.t. SA Section	
xii) Scholarship and awards, McM& external scholarships	
xiii) Guest House Booking	
xiv) Students Well Being Group, Students' Welfare Board	
xv) Institute Substance Abuse prevention and Remediation Committee(SAPRC)	
xvi) All SA courses except Performing Arts Courses(including NSO/NCC/CoS Courses)	
xvii)NCC activities	
xviii) All sundry applications from students seeking various certificates and services.	
xix) All issues related to Subansiri, Dhansiri and Married Scholars Hostels in coordination with Chairman HAB	Assoc. DOSA-2 (ADOSA-2)
xx) SGC related issues including purchase.	
xxi) Investigation and redressal of any confidential issues pertaining to girl students including IPDF or any regular or temporary	
xxii)Aesthetic and housekeep issues pertaining to area under SA section.	
xxiii) Students' Affair webpage	
xxiv) Monitoring of Mess facilities of Subansiri and Dhansiri	
xxv) All issued related to differently abled student(s)	
xxvi) All events entrusted to SA Section for organization of any event	
xxvii) NSS activities	
xxviii) RTI and legal issues related to SA.	

B. SPONSORED PROJECT MANAGEMENT

I. FINANCIAL MATTERS

1. Sanctioning Powers Delegated to the Dean R&D (DORD) for Payments out of Project Funds

- i) Overtime and Honorarium Payments
- ii) Disbursement of Consultancy and Testing Fees
- iii) Travel within India including special cases
- iv) Travel Advances for all types of travel
- v) Encashment of Leave salary for project employees
- vi) Refund of Caution Money to project employees
- vii) Refund of unused funds to sponsoring agencies
- viii) Fellowship advance against sanctioned projects
- ix) Permanent Imprest upto Rs. 5000/- (including recoupment and adjustment)
- x) Advances upto Rs. 50,000/- (including adjustment)
- xi) Purchase Indents
- xii) Expenditure Sanction of consumable and supplies upto Rs. 1,50,000/-
- xiii) Expenditure Sanction of non-consumable items upto Rs. 5,00,000/-.

The Head of Section of Research and Development (R&D) Section is authorized to issue purchase orders for all consumable and non-consumable items pertaining to funds administered by the R&D Section.”

2. Payment of Bills

All bills will be recommended and passed for payment by the Head of the R&D Section and forward to the Registrar.

II. ADMINISTRATIVE MATTERS

1. Appointment of Project Employees

- Approval : Director
- Issue of Appointment Letter : DORD

2. Sanction of Leave to Project Employees

- a) Casual Leave : Project Co-ordinator
- b) All other Leave : ADORD

3. Administrative Powers and Authorities delegated to the Dean of R&D for Project Employees

- a) Disciplinary actions leading to minor penalties
- b) Issue of Service Certificates

4. Administrative Powers and Authorities delegated to the Assoc. Dean of R&D (ADORD) for Project Employees

- a) Coordination of Start-up-Grant Selection Committee
- b) Travel Advances against approval of TA/DA
- c) Approving settlement of Advances within Rs. 30,000/-
- d) Issue of Contingent bill for Project funds
- e) Approval of service Tax payment

- f) Approval of Entry Tax payment
- g) Forwarding of applications as per rules
- h) Indent and Sanction for consumable supplies up to Rs. 50,000/- (including rate contract items)
- i) Indent and Sanction for non-consumable/equipment items up to Rs. 2,00,000/-
- j) Approval of Ad-hoc appointment
- k) Signing of Joining Report and Contractual Agreement out of Project fund of Project Staff
- l) Forwarding of applications as per rules
- m) Issue of No Objection Certificate of Project Staff
- n) All purchase related to Rate Contract
- o) TA/DA settlements
- p) Extension of tenure of Project staff
- q) Transport and Guest House Indents
- r) Newspaper Advertisements and advertisement bills
- s) Acceptance of Resignations of Project Staff
- t) Committee Affairs of IPR, SUG, IRC, IBSC, IHEC, IAEC

III. OTHER MATTERS

- 1. Issue of Statements of Accounts and utilization Certificates for projects : DORD
- 2. Issue of Contingent Bill for Project funds : ADORD
- 3. Signing of MOUs, patent applications, etc. : DORD

Annexure 1

NON PLAN ACCOUNTS FINANCIAL DELEGATIONS

Old Code	New Code	ACCOUNTS HEAD	DELEGATION OF FINANCIAL POWERS
1		ESTABLISHMENT EXPENDITURE	
19	10	Salary and Wages & Honorarium of Teaching Staff	-
20	10.1	<i>Director (Salary)</i>	REG
21	10.2	<i>Faculty (Salary)</i>	REG
25	10.3	<i>Honorarium</i>	DIR
24	10.4	<i>Remuneration to Part time / Visiting Faculty</i>	DIR
	11	Salary and Wages & Honorarium of non-Teaching Staff	-
23	11.1	<i>Officer & Staff (Salary)</i>	REG
22	11.2	<i>Non-Teaching Staff (Salary)</i>	REG
26	11.3	<i>Wages to Daily Wage Staff</i>	REG
2	11.4	<i>Allowances and Bonus</i>	REG
5	15	Employees' Retirement and Terminal Benefits:	-
8	15.1	<i>Pension</i>	DIR
7	15.2	<i>Leave Salary Pension Contribution (LSPC)</i>	DIR
9	15.3	<i>Gratuity</i>	DIR
	15.4	<i>Leave Encashment (Retirement)</i>	DIR
3	15.5	<i>Contribution to Provident Fund (CPF)</i>	REG
4	15.6	<i>Contribution to Other Fund (CPS)</i>	REG
	16	Employees' Other Benefits:	-
27	16.1	<i>Book Grant</i>	HODs/HOCs/HACs as applicable
28	16.2	<i>Telephone (re-imburement)Faculty/Staff</i>	For Faculty DOFA For Staff/Registrar
29	16.3	<i>Children Education Allowance (re-imburement)</i>	DIR
12	20	Leave Travel Concession (LTC)	-
	20.1	<i>Leave Travel Concession (LTC)(Faculty)</i>	DOFA
	20.2	<i>Leave Travel Concession (LTC)(Others)</i>	REG
6	20.3	<i>Leave Encashment (LTC)</i>	DIR
30	22	Professional Development Accounts (PDA)	-
	22.1	<i>Professional Development Allowance- Faculty</i>	DOFA
56	24	Travelling Expenses :Official	-
	24.1	<i>Travelling Expenses :Official Meeting</i>	DIR
	24.2	<i>Travelling Expenses :Other Meeting</i>	DIR

60	25	Departments/Centres Travel	-
61	25.1	<i>Bio-Science & Bio-Engineering</i>	HOD
62	25.2	<i>Chemical Engineering</i>	HOD
63	25.3	<i>Chemistry</i>	HOD
64	25.4	<i>Civil Engineering</i>	HOD
65	25.5	<i>Computer Science and Engineering</i>	HOD
66	25.6	<i>Design</i>	HOD
67	25.7	<i>Electronics and Electrical Engineering</i>	HOD
68	25.8	<i>Humanities and Social Science</i>	HOD
69	25.9	<i>Mathematics</i>	HOD
70	25.10	<i>Mechanical Engineering</i>	HOD
71	25.11	<i>Physics</i>	HOD
72	25.12	<i>Computer and Communication Centre</i>	HOC
73	25.13	<i>Central Instrumentation Facility</i>	HOC
74	25.14	<i>Centre for Education Technology</i>	HOC
75	25.15	<i>Centre for Energy</i>	HAC
76	25.16	<i>Centre for Environment</i>	HAC
78	25.17	<i>Centre for Nanotechnology</i>	HAC
79	25.18	<i>Work Shop</i>	HOD, ME
80	25.19	<i>Outreach Education Programme</i>	DOEP
81	25.20	<i>Peer Review</i>	Faci/c
82	25.21	<i>Center for Linguistic Science & Technology</i>	HAC
83	25.22	<i>Green Office</i>	Faci/c
	25.23	<i>Center for Rural Technology</i>	HOC
77	25.24	<i>Centre for Career Development</i>	HOC
	25.25	<i>Ishan Vikash</i>	Fac Co-ordinator
	25.26	<i>Unnat Bharat Abhijan</i>	Fac Co-ordinator
	25.27	<i>Swachh Bharat Abhijan</i>	Fac Co-ordinator
	25.28	<i>Other National Programmes</i>	Concerned Fac Co-ordinator
	25.29	<i>Centre for Creativity</i>	HOC
	25.50	<i>Miscellaneous (Travel)</i>	DD
174	28	Medical Expenditure	-
175	28.1	<i>Medical Re-imbusement</i>	DD (100000)/DIR
175.1	28.2	<i>Medical Insurance</i>	DD (100000)/DIR
176	28.3	<i>Hospital Expenses</i>	DD (100000)/DIR
91		OTHERS ADMINISTRATIVE EXPENSES ETC.	-
92	57	Academic Activities:	-
93	57.1	<i>Honorarium to Examiner</i>	DOAA (50000) /DIR
94	57.2	<i>Travelling Expenses (Examination Related)</i>	DOAA (80000) /DIR

95	57.3	Career Development of Students and Staff	HOC, CCD(20,000) /DIR
96	57.4	Convocation Expenses	DOAA (100000) /DIR
97	57.5	Contingency (Academic)	DOAA (20000) /DIR
98	57.6	Other Expenses (Academic)	DOAA (20000) /DIR
101	58	Advertisement and Publicity	-
102	58.1	Advertisement (Academic)	DIR
103	58.2	Advertisement (S&P & etc.)	DD
104	58.3	Advertisement (Recruitments)	DOFA
105	58.4	Advertisement (Others - Dept.)	DD
108	59	Auditors Remuneration	REG
110	60	Day Care Centre	DD
111	61	Departments/Centres Operating Cost (Consumables)	-
112	61.1	Bio-Science & Bio-Engineering (consumable)	HOD(50000)/DD(100000)/DIR
113	61.2	Chemical Engineering (consumable)	HOD(50000)/DD(100000)/DIR
114	61.3	Chemistry (consumable)	HOD(50000)/DD(100000)/DIR
115	61.4	Civil Engineering (consumable)	HOD(50000)/DD(100000)/DIR
116	61.5	Computer Science and Engineering (consumable)	HOD(50000)/DD(100000)/DIR
117	61.6	Design (consumable)	HOD(50000)/DD(100000)/DIR
118	61.7	Electronics and Electrical Engineering (consumable)	HOD(50000)/DD(100000)/DIR
119	61.8	Humanities and Social Science (consumable)	HOD(50000)/DD(100000)/DIR
120	61.9	Mathematics (consumable)	HOD(50000)/DD(100000)/DIR
121	61.10	Mechanical Engineering (consumable)	HOD(50000)/DD(100000)/DIR
122	61.11	Physics (consumable)	HOD(50000)/DD(100000)/DIR
123	61.12	Computer and Communication Centre (consumable)	HOC(30000)/DD(100000)/DIR
124	61.13	Central Instrumentation Facility (consumable)	HOC(30000)/DD(100000)/DIR
125	61.14	Centre for Education Technology (consumable)	HOC(30000)/DD(100000)/DIR
126	61.15	Centre for Energy (consumable)	HAC(30000)/DD(100000)/DIR
127	61.16	Centre for Environment (consumable)	HAC(30000)/DD(100000)/DIR
129	61.17	Centre for Nanotechnology (consumable)	HAC(30000)/DD(100000)/DIR
130	61.18	Work Shop (consumable)	HOD ME(50000)/DD(100000)/DIR
	61.19	Outreach Education Programme (consumable)	DOEP(30000)/DD(100000)/DIR
	61.20	Peer Review (consumable)	Faci/c(30000)/DD(100000)/DIR
132	61.21	Center for Linguistic Science & Technology (Consumable)	HAC(30000)/DD(100000)/DIR
	61.22	Green Office (consumable)	Faci/c(30000)/DD(100000)/DIR
	61.23	Center for Rural Technology (Consumable)	HOC(30000)/DD(100000)/DIR
	61.24	Centre for Career Development (consumable)	HOC(30000)/DD(100000)/DIR
	61.25	Ishan Vikash (consumable)	Fac Co-ordintr(30000)/DD(100000)/DIR
	61.26	Unnat Bharat Abhijan (consumable)	Fac Co-ordintr(30000)/DD(100000)/DIR

	61.27	Swachch Bharat Abhijan (consumable)	Fac Co-ordintr(30000)/DD(100000)/DIR
	61.28	Other National Programmes (consumable)	Concerned Fac Co-ordintr(30000) /DD (100000)/DIR
	61.29	Centre for Creativity	HOC(30000)/DD(100000)/DIR
131	61.50	Miscellaneous (consumable)	DD(100000)/DIR
136	62	Department/Centre Maintenance	-
137	62.1	Bio-Science & Bio-Engineering (contingency)	HOD(50000)/DD(300000)/DIR
	62.1.1	Aushadhi- Drug Discovery (Contingency)	DORD(50000)/DD(300000)/DIR
138	62.2	Chemical Engineering (contingency)	HOD(50000)DD(300000)/DIR
139	62.3	Chemistry (contingency)	HOD(50000)DD(300000)/DIR
140	62.4	Civil Engineering (contingency)	HOD(50000)DD(300000)/DIR
141	62.5	Computer Science and Engineering (contingency)	HOD(50000)DD(300000)/DIR
142	62.6	Design (contingency)	HOD(50000)DD(300000)/DIR
143	62.7	Electronics and Electrical Engineering (contingency)	HOD(50000)DD(300000)/DIR
144	62.8	Humanities and Social Science (contingency)	HOD(50000)DD(300000)/DIR
145	62.9	Mathematics (contingency)	HOD(50000)DD(300000)/DIR
146	62.10	Mechanical Engineering (contingency)	HOD(50000)DD(300000)/DIR
147	62.11	Physics (contingency)	HOD(50000)DD(300000)/DIR
148	62.12	Computer and Communication Centre (contingency)	HOC(30000)DD(300000)/DIR
149	62.13	Central Instrumentation Facility (contingency)	HOC(30000)DD(300000)/DIR
150	62.14	Centre for Education Technology (contingency)	HOC(30000)DD(300000)/DIR
151	62.15	Centre for Energy (contingency)	HAC(30000)DD(300000)/DIR
152	62.16	Centre for Environment (contingency)	HAC(30000)DD(300000)/DIR
154	62.17	Centre for Nanotechnology (contingency)	HAC(30000)DD(300000)/DIR
155	62.18	Work Shop (contingency)	HOD, ME(50000)DD(300000)/DIR
	62.19	Outreach Education Programme (contingency)	DOEP(30000)/DD(100000)/DIR
	62.20	Peer Review (contingency)	Faci/c(30000)/DD(100000)/DIR
	62.21	Center for Linguistic Science & Technology (contingency)	HAC(30000)/DD(100000)/DIR
	62.22	Green Office (contingency)	Faci/c(30000)/DD(100000)/DIR
	62.23	Center for Rural Technology (contingency)	HOC(30000)/DD(100000)/DIR
153	62.24	Centre for Career Development (contingency)	HOC(30000)/DD(100000)/DIR
	62.25	Ishan Vikash (contingency)	Fac Co-ordintr(30000)/DD(100000)/DIR
	62.26	Unnat Bharat Abhijan (contingency)	Fac Co-ordintr(30000)/DD(100000)/DIR
	62.27	Swachch Bharat Abhijan (contingency)	Fac Co-ordintr(30000)/DD(100000)/DIR
	62.28	Other National Programmes (contingency)	Concerned Fac Co-ordintr(30000)/DD (100000)/DIR
	62.29	Centre for Creativity	HOC(30000)/DD(100000)/DIR
	62.50	Miscellaneous (contingency)	DD(100000)/DIR
163	63	Electricity and Power	REG
164	64	Guest House Management	DIPM

165	65	Horticulture Services Expenses	DIPM(100000)/DIR
169	66	Legal Expenses	REG
179	67	Postage, Telephone and Communication Charges	-
180	67.1	<i>Network Expenses</i>	DIR
181	67.2	<i>Postage & Telegraph</i>	REG
182	67.3	<i>Telephone Expenses</i>	HOC(CCC) (30000)/DIR
185	68	Printing and Stationery	-
186	68.1	<i>Printing and Stationery (Academic)</i>	DOAA
	68.2	<i>Printing (Promotional)</i>	DAER
	68.3	<i>Printing (R&D)</i>	DORD
187	68.4	<i>Printing (Others)</i>	DD
189	69	Recurring Office Contingency	-
190	69.1	<i>Academic Section (office contingency)</i>	HOS(3000)/DOAA
191	69.2	<i>Administration Section (office contingency)</i>	HOS(3000)/REG
192	69.3	<i>Audit Section (office contingency)</i>	HOS(3000)/REG
193	69.4	<i>Central Library (office contingency)</i>	HOS(3000)/DIR
194	69.5	<i>Director's Office (office contingency)</i>	HOS(3000)/DIR
195	69.6	<i>Dy. Director's Office (office contingency)</i>	HOS(3000)/DD
196	69.7	<i>Engineering Section (office contingency)</i>	HOS(3000)/DIPM
197	69.8	<i>Establishment Section (office contingency)</i>	HOS(3000)/DIPM
198	69.9	<i>Finance & Accounts Section (office contingency)</i>	HOS(3000)/REG
199	69.10	<i>Faculty Affairs' Section (office contingency)</i>	HOS(3000)/DOFA
200	69.11	<i>Medical Section (office contingency)</i>	HOS(3000)/DD
201	69.12	<i>Centre for Carrier Development (office contingency)</i>	HOC(3000)/DD
202	69.13	<i>Public Relation Office (office contingency)</i>	HOS(3000)/REG
203	69.14	<i>Registrar's Office (office contingency)</i>	REG(30000)/DD
204	69.15	<i>Research and Development Section</i>	HOS(3000)/DORD
205	69.16	<i>Stores & Purchase Section (office contingency)</i>	HOS(3000)/DD
206	69.17	<i>Student Affairs Section (office contingency)</i>	HOS(3000)/DOSA
	69.18	<i>RTI & EOSRC(office contingency)</i>	HOS(3000)/REG
	69.19	<i>Hindi Cell (office contingency)</i>	HOS(3000)/REG
	69.20	<i>Maintenance Section (office contingency)</i>	HOS(3000)/ADIPM
208	69.21	<i>Alumni & External Relations Section (office contingency)</i>	HOS(3000)/DAER
207	69.50	<i>Miscellaneous Office Expenses (office contingency)</i>	REG (30000)/DD(50000)/DIR

209	70	Recruitment Expenses	-
209.1	70.1	<i>Faculty(Other than Honorarium & Travelling)</i>	DOFA
209.2	70.2	<i>Non- Faculty(Other than Honorarium & Travelling)</i>	DD
210	70.3	<i>Honorarium to Experts (Recruitment) (Fac)</i>	DOFA
210	70.4	<i>Honorarium to Experts (Recruitment) (Non Fac)</i>	REG
211	70.5	<i>Travelling - Candidates (Recruitment) (Fac)</i>	DOFA
211	70.6	<i>Travelling - Candidates (Recruitment) (Non Fac)</i>	REG
212	70.7	<i>Travelling - Experts (Recruitment) (Fac)</i>	DOFA
212	70.8	<i>Travelling - Experts (Recruitment) (Non Fac)</i>	REG
218	71	Repairs and Maintenance	-
219	71.1	<i>Annual Maintenance Contracts for Establishment</i>	DIPM(100000)/DIR
220	71.2	<i>Annual Maintenance Contracts for Works Equipment</i>	ADIPM(100000)/DIR
221	71.3	<i>Electrical Maintenance-Building</i>	ADIPM(100000)/DIR
221	71.4	<i>Electrical Maintenance-Sub station& DG</i>	DIPM (100000)/DIR
221	71.5	<i>AMC- Passengers' Lift</i>	DIPM (100000)/DIR
222	71.6	<i>Works & Building Maintenance</i>	ADIPM (100000)/DIR
223	71.7	<i>Repairs and Maintenance (Water Supply)</i>	ADIPM (100000)/DIR
158	71.8	<i>AMC barge pumping station</i>	DIPM(100000)/DIR
159.1	71.9	<i>AMC HVAC plant (1800TR+1200TR)</i>	DIPM(100000)/DIR
159.2	71.10	<i>AMC low side AC works AHU & FCU in Acad. bldg</i>	DIPM(100000)/DIR
159.3	71.11	<i>AMC of duc. pack. AC system in Admin Bldg</i>	DIPM(100000)/DIR
159.4	71.12	<i>AMC of split & window AC in Institute bldg</i>	DIPM(100000)/DIR
	71.13	<i>AMC at New SAC Building</i>	DIPM(100000)/DIR
156	71.14	<i>Dev & Maintenance of Sport Field</i>	ADIPM(100000)/DIR
157	71.15	<i>Swimming pool maintenance</i>	ADIPM(100000)/DIR
227	72	Research Journals	-
228	72.1	<i>Bio-Science & Bio-Engineering (Journals)</i>	Chm Libcom (50000) / DIR
229	72.2	<i>Chemical Engineering (Journals)</i>	Chm Libcom (50000) / DIR
230	72.3	<i>Chemistry (Journals)</i>	Chm Libcom (50000) / DIR
231	72.4	<i>Civil Engineering (Journals)</i>	Chm Libcom (50000) / DIR
232	72.5	<i>Computer Science and Engineering (Journals)</i>	Chm Libcom (50000) / DIR
233	72.6	<i>Design (Journals)</i>	Chm Libcom (50000) / DIR
234	72.7	<i>Electronics and Electrical Engineering (Journals)</i>	Chm Libcom (50000) / DIR
235	72.8	<i>Humanities and Social Science (Journals)</i>	Chm Libcom (50000) / DIR
236	72.9	<i>Mathematics (Journals)</i>	Chm Libcom (50000) / DIR
237	72.10	<i>Mechanical Engineering (Journals)</i>	Chm Libcom (50000) / DIR
238	72.11	<i>Physics (Journals)</i>	Chm Libcom (50000) / DIR
239	72.12	<i>General / Miscellaneous (Journals)</i>	Chm Libcom (50000) / DIR

243	73	Security Services Expenses	DD
244	74	Cleaning Services Expenses	DIPM
245	75	Seminar / Workshop Organization	DOAER
247	76	Sewerage	ADIPM
250	77	Students Affairs (Gymkhana):	-
251	77.1	Sports Board (Gymkhana)	Chmn. Sports (50000)/DOSA (100000)/DIR
252	77.2	Cultural Board (Gymkhana)	Chmn. Cult (50000)/DOSA(100000)/ DIR
253	77.3	Technical Board (Gymkhana)	Chmn. Tech (50000)/DOSA (100000) /DIR
254	77.4	Counseling Cell (Gymkhana)	DOSA (100000)/DIR
255	77.5	Other Recurring Expenses (Gymkhana)	DOSA (100000)/DIR
156	77.6	Gymkhana- Travel	DOSA
258	78	Student Scholarship	DOSA
262	79	Transport Hiring Charges	DIPM
265	80	Travel and Conveyance Expenses	DIPM (10000)/DIR
267	81	Vehicles Running and Maintenance	DIPM
171	82	Loans & Advances	REG (100000)/DIR
161	83	Entertainment Expenses	REG
167	84	Insurance	REG
271	85	Expenditure on Grants, Subsidies etc.	-
272	85.1	Grants given to Institutions / Organizations	DIR
273	85.2	Subsidies given to Institutions / Organization	DIR
276	86	Interest	-
277	86.1	Interest in Fixed Loan	DIR
278	86.2	Other Loan Interest (including Bank Charges)	DIR
279	86.3	Other Interest	DIR
281	87	Depreciation (All)	DIR

DELEGATION OF POWERS IN RESPECT OF WORKS EXPENDITURE TO THE BUILDING AND WORKS COMMITTEE AND OFFICIALS OF THE INSTITUTE

Sl. No.	Nature of Power	Designation of the Officer/Authority	Extent of Power	Condition
1.	Accord of administrative approval to original/ capital works (including addition & alteration)	Director	Rs. 25,00,000/-	Any tender award or actual expenditure beyond 15% of the sanctioned administrative approval will require a revised administrative approval
		BWC	Rs. 1,00,00,000/-	
2.	Technical sanction to estimates	Director	Rs. 25,00,000/-	
		BWC	Full Powers	
3.	Award of Contract	Dean IPM	Rs. 10,00,000/-	
		Director	Rs. 25,00,000/-	
		BWC	Full Powers	
4.	Accord of Sanction to changes in design and or drawings	Engineer in Charge	With no change in quantities or cost	
		Dean IPM	Upto 10% change in quantities of the concerned items	
		Director	Upto 10% total extra expenditure beyond tendered amount	
		BWC	Full powers subject to Revised Admin Approval, if required	
5.	Accord of Sanction to extra quantities within sanctioned amount	Dean IPM	upto 10% change in quantities of the concerned items	
		Director	Upto 10% total extra expenditure beyond tendered amount	
		BWC	Full powers subject to Revised Admin Approval if required	

	Accord of Sanction of use of items as replacements or additions which have not been quoted in the tender	DIPM / Director	Full powers within 10% total extra expenditure beyond tendered amount	DIPM: based on lowest rates of items in other ongoing works Director: based on market analysis of rates of new items
		BWC	Full powers subject to Revised Admin Approval if required	
6.	Acceptance of lowest tender	Director	Rs. 1,00,00,000/-	Director: upto 10% beyond sanctioned estimate
		BWC	Full powers subject to Revised Admin Approval if required	
7.	Acceptance of single tender	Director	Rs. 5,00,000/-	Provided: (1) Only one tender has been received in response to notice inviting tenders. (2) Amount of tender to be accepted is within the total amount upto which the officer can sanction the estimate plus the permissible excess over it. (3) Efforts are made to get the rates reduced by negotiations if the rates are found to be on the high side.
		BWC	Full powers subject to Revised Admin Approval if required	
8.	Acceptance of a tender other than the lowest	Director	Rs. 25,00,000/-	This procedure can be resorted to only in case of objection to the capability of the lowest tenderer, his financial status, his performance in the former one or other cogent reasons to be recorded in writing in detail. Efforts should be made to have quoted rates reduced as close as possible to the rates quoted by the lowest tenderer.
		BWC	Full powers subject to Revised Admin Approval if required	
9.	Award of work: (i) Without calling competitive tenders and (ii) Ab-initio after infructuous call of tenders or with a firm which has not quoted	Director	5,00,000/-	Provided: The party to whom the work is to be awarded is asked to quote his rates and he complies with other requirements of the tendering. 1. The rates are found reasonable when compared with latest rates at which similar work had been awarded in the recent past. 2. The execution of which cannot wait till formalities connected with tendering are completed. 3. There is likely to be no reasons from other contractors. 4. The work to be done is urgent.
		BWC	Full powers subject to Revised Admin Approval if required	
10.	Award of contract against split-up, sub-heads of work	Director	Rs. 10,00,000/-	
		BWC	Full powers subject to Revised Admin Approval if required	
11.	Grant of extension of time for completion of works	Dean IPM	upto 15% extra time	

		Director	Full Powers	
12.	Approval to refund of earnest money deposit and security deposit	Registrar	Full Powers	
13.	Opening of tenders	Dean IPM	Full Powers	
14.	Passing of contractor's bill for payment	Registrar	Running bills & Final bills	
15.	Purchase of Fixtures / Fittings / Consumables / Spares	Dean IPM	UptoRs. 50,000/-	
		Director	Full Powers within the approved budget provisions	
16.	Expenditure on carriage of materials in emergent cases	Director	Full Powers	
17.	Miscellaneous Minor works	ADIPM	Rs. 1,00,000/-	
		DIPM	Rs. 1,00,000/-	
		Director	Rs. 5,00,000/-	
18.	Execution of contract agreements	Dean IPM	Contracts up to Rs. 25,00,000/-	
		Director	Full Powers	

Note: "The Director shall be empowered to take action in all matters not covered in the above lists"

**List of experts for Selection Committee for selection of Group Á' officers
including Technical and Scientific Officers.**

NOT FOR PUBLIC DOMAIN

**Revised list of experts as Board's Nominee for Selection Committee
for the Department of Computer Science and Engineering for Faculty positions**

NOT FOR PUBLIC DOMAIN

PANEL OF EXPERTS (BOARD NOMINEE FOR SELECTION OF FACULTY FOR THE DEPARTMENT
OF CHEMISTRY, IIT GUWAHATI:

NOT FOR PUBLIC DOMAIN

Name of the Post : Junior Assistant (Hostel)

No	Heading	Information
1.	CLASSIFICATION	Group C
2.	SCALE OF PAY	PB1 Rs.5200 – 20200, Grade Pay : Rs. 2000
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Below 27 years
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Bachelor's Degree in Social Work with knowledge of computer office applications. Minimum three years experiences in relevant field. *
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	Direct Recruitment
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Not Applicable
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	Not Applicable
12.	RESERVATIONS	As per Rules
13.	REMARKS	None

* Desirable: Preference will be given to candidates with additional Diploma in Hotel Mangement/ Hospitality Management. Candidates with willingness to work in odd hours and ability to handle un-usual situation shall be preferred.

Sub: Guidelines for Project Proposals under Uchhatar Avishkar Yojana

With a view to promoting innovation of a higher order that directly impacts the needs of the Industry and thereby improves the competitive edge of Indian manufacturing, Hon'ble Minister HRD announced an annual investment of Rs. 250 Cr in the IIT Council meeting on 6th Oct 2015. The above programme would be subject to the following guidelines:

1. Objectives:

- a. To promote innovation in areas that are directly of relevance to the manufacturing industry
- b. To spur innovative mindset in the students and faculty in premier technological institutes
- c. To bring a coordinated action between academia and the industry
- d. To strengthen the laboratories and research facilities in the premier technological institutions.
- e. To have outcome-based research funding.

2. Applicability:

The scheme would be applicable to the projects proposed by the Indian Institutes of Technologies initially, and would be extended to all premier technological institutions funded by Central Government.

3. Project proposals:

The projects under this programme shall have the following essential features:

- a. The project shall have been initiated by an Industry.
- b. It should address a specific need of the industry and there should be clear expected outcomes from the project
- c. At least 25% of the project cost should be contributed by the Industry prior to the project being considered.
- d. The project should have been considered approved by the BoG of the institution**
- e. All projects which are received before 31st Dec each year would be considered for funding in the following financial year.

4. Project components:

The project proposal can cover the following:

- a. The cost of hiring high quality manpower (in case not available in the institution).
- b. Cost of procuring essential equipment if not available.
- c. Maintenance/consumables and all such expenditure that is needed to run the experiments.
- d. Cost of collaboration/consultations required for the project
- e. 30% institutional charges.

5. Project financing:

Whereas there would be no limit on the project size, the overall annual investment would be limited to Rs. 250 Cr. Every item listed in the project would need to be justified. The following will be the funding pattern of the projects selected:

- a. 25% by Industry
- b. 25% by DST
- c. 50% by MHRD.

6. Project approvals:

- a. All projects that are submitted by 31st Dec each year will only be considered for funding in the coming financial year.
- b. An Inter-ministerial committee consisting of MHRD, DST, DBT and CSIR would hear the project proposals between 15th Jan and 15th Feb each year.
- c. The list of selected projects would be announced in the last week of February each year.

7. Releases and monitoring:

- a. The project funding would be released in two half-yearly instalments: first in April and the next in October each year.
- b. The funding under this programme would be over and above the normal plan funding provided to the institution.
- c. There shall be a half-yearly monitoring of the progress in these projects during October and February each year. This will be done by the same inter-ministerial committee constituted for this purpose.

These guidelines would come into immediate effect and the projects for funding in 2016-17 may be sent for consideration before 31st Dec 2015.

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F.NO. 21-105/2015-TS.11/TC
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section-I

Shastri Bhawan, New Delhi
Dated the 22nd December 2015

To
All Directors of IITs
All Council members of IITs

Sub: Guidelines for Uchhatar Avishkar Yojana

Sir,

With a view to promoting innovation of a higher order that directly impacts the needs of the Industry/industries and thereby improves the competitive edge of Indian manufacturing, and as decided in the IIT Council meeting on 6th Oct 2015, the following guidelines have been issued for considering industry-sponsored, outcome-oriented research projects:

1. Objectives:

- a. To promote innovation in areas that are directly of relevance to the manufacturing and design industry
- b. To spur innovative mindset in the students and faculty in premier technological institutes
- c. To bring a coordinated action between academia and the industry
- d. To strengthen the laboratories and research facilities in the premier technological institutions.
- e. To have outcome-based research funding.

2. Applicability:

The scheme would be applicable to the projects proposed by the Indian Institutes of Technologies initially. The projects should have collaboration between the academia and industry – within or outside India.

3. Project proposals:

The projects under this programme shall have the following essential features:

- a. The project shall have been initiated by Industry/Industries or jointly by the Industry and the Institute.
- b. It should address a specific need of the industry/industries and there should be clear expected outcomes from the project.
- c. Normally it would be expected that the project would result in registering of a patent.
- d. At least 25% of the project cost should be committed by the Industry/industries prior to the project being considered.
- e. The project should have been considered and approved by the internal approval mechanism of the institution.
- f. The projects should be uploaded on the IIT Council website for which IIT Kanpur will make special arrangements.

- g. All projects which are received before 15th February each year would be considered for funding in the following financial year.
4. **Project components:**
The project proposal can cover the following:
a. The cost of hiring high quality manpower (in case not available in the institution).
b. Cost of procuring essential equipment if not available.
c. Maintenance/consumables and all such expenditure that is needed to run the experiments.
d. Cost of collaboration/consultations required for the project.
e. 30% institutional charges.
5. **Project financing:**
Whereas there would be no limit on the project size, the overall annual investment would be limited to Rs. 250 Cr each year.
Every item listed in the project would need to be justified. The following will be the funding pattern of the projects selected:
a. 25% by Industry/industries
b. 25% by participating Department/Ministry
c. 50% by MHRD.
6. **Project approvals:**
a. All projects that are submitted by 15th February each year will only be considered for funding in the coming financial year.
b. A Project Approval Committee (PAC) under the Chairmanship of Secretary (HE) with participation of the Department of Science and Technology and the participating Ministry/Department would consider the project proposals (after undertaking peer review) between 1st to 15th March each year.
c. The list of selected projects would be announced in the last week of March each year.
7. **Releases and monitoring:**
a. The project funding would be released in two half-yearly instalments: first in April and the next in October each year.
b. The funding under this programme would be over and above the normal plan funding provided to the institution.
c. There shall be a half-yearly monitoring of the progress in these projects during October and February each year. This will be done by the same inter-ministerial committee constituted for this purpose.

These guidelines would come into immediate effect and the projects for funding in 2016-17 may be sent for consideration before **15th Feb 2016**.

Yours sincerely,


R. Subrahmanyam
Additional Secretary (TE)

Copy to: Secretary DST/Secretary DBT



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Dept./ Section/Centre:
Alumni Affairs & External Relations
IIT Guwahati

File No. IITG/AA/ACC/30
Date: 21.12.2015

PROPOSAL FOR AN ALUMNI FEE OF RS 1500/- FOR THE FINAL YEAR IITG STUDENTS

Mission:

A vibrant, active and effective alumni community is a critical part of any institution like IITG which is expanding its national and global footprint. As ambassadors of the institution, the alumni forms the most enduring linkages in establishing a platform for engagement with current students, internships, research organizations and academic institutions. placements, etc. It also forms one of the most enduring relations both with faculty and the students on the campus through mentoring, fundraising, career counseling and entrepreneurship.

The present IITG Alumni strength is approximately 8400, three-fourth out of which are still in the early stages of their career. This community however needs to be made vibrant and its potential tapped to align with the vision of the institute and its national and global outreach.

Vision:

The proposed fee can be a novel way of sustaining institute alumni connect during the critical initial phase of career building for our graduates and extending support thorough activities that are proposed to be set up and sustained from the fee collected as follows:

- i) Setting up of Alumni Chapters initially in all the major cities in India
- ii) Seed funding to all Alumni Chapters to initiate alumni interaction in their respective areas
- iii) Building alumni database
- iv) Students mentoring through a dedicated alumni portal

Modalities:

The office of the AA&ER therefore proposes that to sustain the above mission and vision, an Alumni Fee of Rs. 1500/- from all final year students be charged from the year 2016 onwards, initially for a period of five years. The said amount will be channeled in the following manner:

SL.NO	AMOUNT	ACTIVITY
1.	₹750/-	This amount will be treated as Alumni Membership Fee for a period of 18 months from the year of graduation. The sum collected will be utilized for setting up Registered Alumni Chapters in different cities in India. On completion of the 18 months, the alumnus may choose to directly pay the membership fee to the chapter that he/she wishes to be associated with.
2.	₹500/-	Supporting SAIL in organizing on-campus activities such as industry interaction, alumni mentorship for continuing students, webinars series, alumni talks, printing of Year Book, alumni cards, and other memorabilia for graduating students
3.	₹250/-	Towards other administrative expenses and logistics

Dibya
(Suptd.)

AR
AR, A&ER

Ravi Mohan
Dean, A&ER