

PDPM

**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

Second Meeting of the Board of Governors 2009

[To be Held at the Conference Hall of Shastri Bhawan, C Wing New Delhi]

Date and Time: July 20, 2009 during 4.30-6.30 pm

AGENDA

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BOG/2009: 02.02	Overview Report of the Director	1
BOG/2009: 02.03	Confirmation of the Minutes of the Meeting held on 23 rd March 2009	3
BOG/2009: 02.04	To consider and approve the recommendations of the Finance Committee Meeting to be held on July 20, 2009 <ul style="list-style-type: none"> • Recommendations of the Building and Works Committee • Budget estimates for the financial year 2009-10 • Purchase manual • Medical expenditure and treatment policy of the Institute • Implementation of Sixth Pay Commission's perks and fringe benefits for academic staff of the Institute • Annual Account of the Institute for the financial year 2008-09 	3
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BOG/2009: 02.01 Opening remarks by the Chairman

Will be presented in the meeting itself.

BOG/2009: 02.02 Overview Report of the Director

- **Deemed University conferment to the Institute on June 24, 2009 by MHRD on the recommendation of the UGC.** The Central Gov. has declared the Institute as a 'Deemed-to-be-University' under the de Novo category provisionally for a period of five years, with effect from academic year 2005-06 subject to the following conditions:
 - (i) The declaration as made above shall cover the academic courses already started by PDPM-IIITDM since July, 2005 and also the students who had been admitted to those courses from the academic year 2005-2006 onwards;
 - (ii) PDPM-IIITDM shall complete the phases of development of its own campus at the land allotted by the Government of Madhya Pradesh in Jabalpur at the earliest. It shall provide and maintain adequate infrastructure and other basic facilities and amenities at its new campus as per the norms prescribed under the guidelines of the UGC pertaining to Deemed-to-be-Universities;
 - (iii) The functioning of the PDPM-IIITDM as well as its performance shall be reviewed annually by the UGC through an Expert Committee for five years. The declaration of PDPM-IIITDM as an Institute 'Deemed-to-be-University' shall be confirmed after five years on the basis of the reports of the Expert Review Committee of the UGC and the recommendations of the Commission thereon;
 - (iv) PDPM-IIITDM shall revise and amend its Memorandum of Association (MoA) and Rules as per the 'model' constitution of MoA/Rules prescribed by the UGC in consultation with the UGC and in concurrence with this Ministry. For this purpose, it shall also incorporate the specific suggestions/recommendation made by the Expert Committee of the UGC in its respective Inspection Report for Inclusion of provisions for a Registrar and a Finance Officer. The appointment, powers and functions of the Registrar, and a Finance Officer and Deans shall also be specifically defined under the MoA/Rules. The MoA/Rules shall also reflect the exact nomenclature of the Institution, viz., Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing;
 - (v) PDPM-IIITDM shall not offer/ award any degree that is not specified by the UGC. It shall for this purpose, ensure that the nomenclatures of the degrees, etc. to be awarded by it are specified by the UGC under Section 22 of the UGC Act, 1956. PDPM-IIITDM shall also, accordingly, take immediate steps in consultation with the UGC for inclusion of its M. Design (Master of Design) course under Section 22 of the UGC Act, 1956;
 - (vi) PDPM-IIITDM shall implement all the suggestion / recommendations made by the Expert Committee of the UGC in its respective Inspection Report submitted to the UGC in regard to the aspects pertaining to the academic courses/programmes, reduction in the number of core courses and prescription of more electives, course content, curriculum of the Institute and its revision, so that the deficiencies/shortcomings observed by the Committee are rectified immediately to bring about the recommended improvements.

- (vii) PDPM-IIITDM shall ensure that standards of education maintained at the Institute are higher than the minimum prescribed by the All India Council for Technical Education (AICTE).

The declaration made by the Govt. of India is also subject to further conditions listed in **Annexure I**.

- **Faculty Selections.** The Institute held faculty selection interviews in the disciplines – Computer Science and Engineering, Electronics and Communication Engineering and Mechanical Engineering, Physics and Mathematics. Offers have been given to 15 persons. Those who were about to submit their Ph. D. or had already submitted their Ph. D. but defence/Viva-voce examination was due, have been offered the posts of lecturer against the posts of assistant professors. Further one associate professor and one assistant professor have been promoted to the post of professor and associate professor respectively. Ten persons have also accepted our offer and two have joined the Institute. Rest of them will be joining either in the current semester or the next semester. Details appear as **Annexure II**.
- **First batch passed out in 2009.** First batch of undergraduate students admitted in July-August 2005 has passed out in the month of May, 2009.
- **IIIT Japan collaboration.**
 - OKUMA Company had offered to gift two CNC machines to the Institute. However they had also requested that the payment of transportation cost and custom duty expenses be taken care of by Indian side. The HRD has accepted their offer and have stated in the letter that the expenses would be borne by the Institute.
 - Seven students' internships offered by companies in Japan - Hitachi, Toshiba and Amada, have been successfully completed/are in progress.
 - Five more students visited Japan under JENESYS programme in the summer vacation. They had an exposure to various industrial labs and universities of Japan. Their performances in the presentations were appreciated by the Japanese.
 - Prof. Aparajita Ojha and Prof. Puneet Tandon have been invited by the Japan Govt. during July 25-31, 2009 to hold discussions on academic matters of the collaboration and to participate in the consortium meeting.
- **Establishment of a Placement Cell.** The Institute has initiated the process of establishing a full-fledged placement cell this year. An advertisement has been floated for appointment of a placement officer on contract basis for a period of two years initially. The formalities of appointment will be completed by July 22, 2009. Further negotiations are on for hiring a placement agency also.
- **Shifting to the New Campus.** Institute is presently running from the premise of Jabalpur Engineering College. Since the Core Lab Complex (CLC) has been constructed and two wings of one hostel are nearing completion, the Institute has planned to shift to its own campus by July 15, 2009. As an ad-hoc arrangement false partitions have been created in CLC for faculty offices and class room/lecture halls.
- **Campus Construction Work:** Hall of Residence –II has been started from March 2009 and the progress is satisfactory. However, the construction work of the first hostel - Hall of Residence I, which was to be completed in January 2008, has been extremely slow and presently the contractor is able to finish and handover only two wings out of six. This has led

to a chaotic situation and the Institute has decided to continue with the present arrangement of accommodating students in four other hostels outside the campus, in addition to utilizing the two wings of the Hall of Residence –I. For transport, buses will be operated on hired basis. Further, progress of electric substation will be completed only by the end of July, 2009.

- **IIIT DM became admission centre for CCB.** From the current academic session, the Institute started playing the role of academic centre for CCB. Dr. Tanuja Sheorey, Associate Professor was the Admission Centre In-Charge.
- **Students' achievements.** From the first batch of undergraduate students, nine students have been selected for PG. programmes of US, Europe and Japanese Universities with scholarships, two have been admitted to IIM Shillong and BIM, Trichy through CAT, four got admissions in IITs for PG programmes and eleven students got job offers with highest pay package of Rs. 5.00 lakhs per annum. Six more students have been screened for interview round for PG programme with scholarships in Japanese universities.

BOG/2009: 02.03 – Confirmation of the Minutes of the BOG/2009: 1st Meeting held on March 23, 2009

Minutes of the First Meeting of the Board of Governors held on 23rd March 2009 have been circulated to the members subsequent to the meeting under approval from the Chairman. Minutes are also included herewith as **Annexure III**. If there are no further comments from the members, Board is requested to confirm the minutes.

BOG/2009: 02.04 Recommendations of the Finance Committee Meeting to be held on July 20, 2009

Recommendations of the Finance Committee shall be placed before the Board in the meeting itself. (Please see **Annexure IV** for Agenda of the Finance Committee). Following are the agenda items of the Finance Committee.

- a) **Recommendations of the Building and Works Committee (B&WC).**
A meeting of B&WC is scheduled to be held on July 18, 2009, in which following items are going to be considered –
 - I. Preliminary estimate (PE) for the work of Construction of Mess & Dining Hall (TSH 1& 2).
 - II. Outcome of the tenders for the work of Lecture Hall & Tutorial Complex.
- b) **Budget estimates for the financial year 2009-10: Rs. 43.86 crores.** Copy of the budget estimate is enclosed as agenda for Finance Committee Meeting.
- c) **Purchase manual: Annexure V**
- d) **Medical attendance and treatment policy of the Institute: Annexure VI**
- e) **Implementation of Sixth Pay Commission's perks and fringe benefits for academic staff of the Institute.**
- f) **Annual account of the Institute for the financial year 2008-09: Annexure VII**

BOG/2009: 02.05 Recommendations of the Senate

Minutes of the meeting of Senate held on March 12, 2009 are enclosed herewith as **Annexure VIII**. Following recommendations have been made by the Senate in the above meeting.

- a) **Naming the Core Lab Complex as Sanjeev Bhargava Core Lab Complex-** As a tribute to Prof. Sanjeev Bhargava or his dedication and outstanding contribution for the development of the Institute, the Senate has recommended that the first coming up building –Core Lab Complex be named after him.
- b) **Expansion of Senate-** In most of the developmental works of the Institute involving teaching programme, research activities and lab development the contribution of younger faculty has always been very significant. Keeping this in view, the Senate has recommended larger participation of younger faculty by making following amendment in the Senate Composition.
 - I. Five Associate professors of the Institute in place of three associate professors nominated by rotation.
 - II. Five Assistant professors of the Institute in place of three assistant professors nominated by rotation

Another meeting is scheduled on July 10, 2009. Recommendations of the meeting to be held on July 10, 2009 will be placed before the Board. Following agenda items will be discussed in the next Senate meeting.

- c) Kanagawa Institute of Technology, Japan's proposal for an MOU with IIITDM Jabalpur for academic collaboration.
- d) Approval of manuals of guidelines and procedures of (i) Students Advisory Committee of Senate (SACS), (ii) Students Prizes and Awards Committee of Senate (SPACS) and (iii) Library.
- e) Curriculum restructuring and approval of course contents.
- f) PG programme with Specialization: To discuss and identify the Institute's thrust areas for M. Tech. specializations.
- g) Issues related to the mercy appeals from the candidates who are on probation, termination or under disciplinary action.
- h) Reformulation of Senate: New Senate members to be included.
- i) Names of experts as senate nominees.
- j) Distinguished lecture series- Inviting suggestions for names of distinguished people to be called for distinguished lecture series.

BOG/2009: 02.06 Confirmation of services of Professor Aparajita Ojha

Professor Aparajita Ojha had joined the Institute on December 7, 2005 on the post of Professor on probation for a period of one year. Before joining the Institute she was working as a Professor in the Rani Durgawati University, Jabalpur and therefore she applied to the Institute for absorption of her services in PDPM IIITDM. However, since she did not receive any communication from PDPM IIITDM about absorption of her services, she applied for voluntary retirement from Rani Durgawati University and her application for voluntary retirement was accepted by the R.D. University with effect from December, 2007. The post of Professor Ojha is not yet confirmed. All the formalities have been completed for confirmation. Nothing adverse has been reported. Therefore the matter is placed before the Board for consideration.

**BOG/2009: 02.07 Extension of term of appointment of Professor (Mrs)
Madhumalati Adhikari at the Institute**

In the undergraduate curriculum of PDPM IIITDM Jabalpur there are two compulsory courses - "Effective Communication with Language Lab" and "Culture and Human Values" for its first year undergraduate students. Professor (Mrs.) Madhumalati Adhikari, a retired professor of English from R. D. University, Jabalpur was appointed as an Emeritus Fellow for teaching of these two courses in July 2006 for a period of two years and later her term was extended for another year. Apart from teaching the above two courses, she is also involved in students counseling services. Her term of appointment is ending on June 30, 2009. Since she is in charge of summer semester course "Effective Communication and Language Lab" which will run till July, 2009, as an interim arrangement, the Chairman, BOG extended her term of appointment for six months from July 01, 2009.

Keeping in view the need of the Institute, the students' feedback report about Prof. (Mrs.) Adhikari and her academic record, it is proposed to extend the term of appointment of Professor Madhumalati Adhikari as an emeritus fellow upto December 2011 (till she attains 70 years of her age) on the same terms and conditions as approved earlier by the Board. Chairman's decision on extension of her term for another six months may also be ratified.

**BOG/2009: 02.08 Ratification of the approval accorded by the Chairman on
recommendations of the Selection Committee for the Faculty
positions**

Enclosed as Annexure II

**BOG/2009: 02.09 Ratification of the approval accorded by the Chairman on the
Annual Report of the Institute for the period 2007-08**

Enclosed as Annexure IX

BOG/2009: 02.10 Any other item with the approval of the Chair

ANNEXURE – I

NOTIFICATION
FROM GOVERNMENT OF INDIA

No. F. 9-5/2006-23/A
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

Shastri Bhawan, New Delhi
Dated the 24 June, 2009.

NOTIFICATION

Whereas the Central Government is empowered under Section 3 of the University Grants Commission (UGC) Act, 1956 to declare, on the advice of the UGC, an Institution of Higher Learning as an Institution 'deemed-to-be-university'.

2. And whereas an application was received in February, 2006 from Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing, Jabalpur, Madhya Pradesh, an autonomous body of the Ministry of Human Resource Development, Government of India, seeking declaration as an Institution 'deemed-to-be-university' (under De Novo Category) under Section 3 of the UGC Act, 1956;

3. And whereas the University Grants Commission has examined the said proposal and vide its communication bearing No.6-2/2006(CPP-I) dated the 20th April, 2009, recommended to the Central Government to declare Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing, Jabalpur, as an Institution 'deemed-to-be-university', under de novo category, provisionally with effect from 2005-2006, subject to annual review for five years;

4. Now, therefore, in exercise of the powers conferred by Section 3 of the UGC Act, 1956, the Central Government, on the advice of the University Grants Commission (UGC), hereby declare that Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (PDPM-IITDM), which is presently functioning from its temporary campus at the current location in IT Bhawan of the Government Engineering College, Jabalpur, Madhya Pradesh, shall be an Institution 'Deemed-to-be-University', under the de novo category, for the purposes of the aforesaid Act, provisionally for a period of five years, with effect from the academic year 2005-2006, subject to the following conditions:

- (i) The declaration as made above shall cover the academic courses already started by PDPM-IITDM since July, 2005 and also the students who had been admitted to those courses from the academic year 2005-2006 onwards;
- (ii) PDPM-IITDM shall complete the phases of development of its own campus at the land allotted to the Government of Madhya Pradesh in Jabalpur at the earliest. It shall provide and maintain adequate infrastructure and other basic facilities & amenities at its new

campus as per the norms prescribed under the guidelines of the UGC pertaining to Deemed-to-be-Universities;

- (iii) The functioning of the PDPM-IITDM as well as its performance shall be reviewed annually by the UGC through an Expert Committee for five years. The declaration of PDPM-IITDM as an Institution 'Deemed-to-be-University' shall be confirmed after five years on the basis of the reports of the Expert Review Committee of the UGC and the recommendations of the Commission thereon;
- (iv) PDPM-IITDM shall revise & amend its Memorandum of Association (MoA) and Rules as per the 'model' constitution of MoA/Rules prescribed by the UGC in consultation with the UGC and in concurrence with this Ministry. For this purpose, it shall also incorporate the specific suggestions/recommendations made by the Expert Committee of the UGC in its respective Inspection Report for inclusion of provisions for a Registrar and a Finance Officer. The appointment, powers and functions of the Registrar, Finance Officer and Deans shall also be specifically defined under the MoA/Rules. The MoA/Rules shall also reflect the exact nomenclature of the Institution, viz., Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing.
- (v) PDPM-IITDM shall not offer / award any degree that is not specified by the UGC. It shall, for this purpose, ensure that the nomenclatures of the degrees, etc., to be awarded by it are specified by the UGC under Section 22 of the UGC Act, 1956. PDPM-IITDM shall also, accordingly, take immediate steps in consultation with the UGC for inclusion of its M.Design (Master of Design) course under Section 22 of the UGC Act, 1956.
- (vi) PDPM-IITDM shall implement all the suggestions / recommendations made by the Expert Committee of the UGC in its respective Inspection Report submitted to the UGC in regard to the aspects pertaining to the academic courses/programmes, reduction in the number of core courses and prescription of more electives, course content, curriculum of the Institute & its revision, so that the deficiencies/shortcomings observed by the Committee are rectified immediately to bring about the recommended improvements.
- (vii) PDPM-IITDM shall ensure that standards of education maintained at the Institute are higher than the minimum prescribed by the All India Council for Technical Education (AICTE).

5. The declaration as made in Para 4 above is subject to fulfillment / compliance of further conditions mentioned at Sr. No.4 of the endorsement to this Notification.


Joint Secretary to the Government of India

The Manager,
Government of India Press,
Faridabad - 121 001,
Haryana.

The Secretary, University Grants Commission, Bahadur Marg, New Delhi - 110016 shall take appropriate action to conduct the annual reviews of Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (PDPM-IIITDM) with the help of Expert Review Committees in accordance with the procedure prescribed by it for the purpose of such 'reviews' and make necessary recommendations to this Ministry in this behalf at the end of the fifth year of the currency of the status.

2. The Member Secretary, All India Council for Technical Education, 7th Floor, Chandernagore Building, ~~Connaught Place~~, New Delhi - 110001.
3. Director, ~~Distance~~ Education Council (DEC), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068.
4. The Director ~~Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (PDPM-IIITDM)~~, IT Bhawan, Jabalpur Engineering College Campus, Gokalpur, ~~Jabalpur~~ - 482 011, Madhya Pradesh. The declaration as made in Para 4 of this Notification shall be further subject to fulfillment/compliance of the following conditions:-

- (i) ~~The management~~ as well as all the movable and immovable assets/properties should ~~vest with~~ PDPM-IIITDM Society and be registered as such in the interest of future of ~~students~~, members of faculty, employees and for maintaining the standards of higher ~~education~~.
- (ii) ~~The objectives~~ of PDPM-IIITDM Society shall confine to educational and related ~~social and~~ charitable activities. The Society shall not undertake or engage in any ~~activities~~ that are of commercial and profit-making in nature.
- (iii) PDPM-IIITDM shall maintain separate and distinct financial accounts in respect of its ~~functioning~~ as an 'Institution Deemed-to-be-University'.
- (iv) The accounts of PDPM-IIITDM shall be open to inspection/audit by the Comptroller ~~and Auditor~~ General of India. There shall also be no diversion of assets or funds of ~~the Institute~~ without prior permission of the Government of India / UGC.
- (v) ~~As and when~~ necessary, the Society shall update or revise or modify its MoA / Rules ~~with the~~ approval of the UGC/Ministry of Human Resource Development. Further, ~~specific~~ changes/amendments, if any, suggested by the Government of India or UGC ~~shall also~~ be carried out in the MoA/Rules with the approval of the UGC/Government ~~of India~~.
- (vi) ~~It is not~~ permissible for PDPM-IIITDM to affiliate any teaching Institution / college..
- (vii) PDPM-IIITDM shall adhere to the instructions of the UGC as contained in its circular ~~no. F. 1.7/2006(CPP-I)~~, dated 19th May, 2008 with respect to opening and running

of off-campus / off-shore campuses and establishment of new departments / starting of new courses, etc. by the Deemed-to-be-Universities. It shall adhere to comply with all such guidelines/instructions as are issued by the UGC or DEC or Government of India, from time to time, on this subject matter.

- (viii) The academic courses/programmes being offered / to be offered at PDPM-IIITDM shall conform to the norms and standards prescribed by the relevant Statutory Councils such as the AICTE, etc.
- (ix) New academic courses / programmes shall be started by the Institute only as per the norms prescribed by the concerned Statutory Bodies such as the UGC, etc.
- (x) PDPM-IIITDM shall take all the required steps to get all its eligible academic courses/programmes rated for valid accreditation by the National Board of Accreditation (NBA) or National Assessment and Accreditation Council (NAAC), etc., as the case may be, in terms of instructions issued by the UGC vide its order No.F.6-1(7)/2006(CPP-I) dated the 12th March, 2007.
- (xi) PDPM-IIITDM shall start / augment its research activities in the thrust areas and in the emerging fields.
- (xii) PDPM-IIITDM shall not start and run any study centre / extension centre / off-campus centre / off-shore campus without obtaining the requisite prior approval of the UGC / DEC / Government of India, as the case may be.
- (xiii) No distance education programme shall be started by PDPM-IIITDM without the specific prior approval of the Joint Committee of the UGC, AICTE and DEC. All relevant guidelines issued by both the DEC and the UGC from time to time in the matter of imparting education through distance mode shall be adhered to by the 'Institution Deemed-to-be-University' and its approved constituent units.
- (xiv) All the prescribed norms and procedures of the Statutory Councils, such as the AICTE, UGC, etc. in the matter of admission of students, intake capacity of students, revision of intake capacity of students, starting of new courses/ programmes, renewal of approval to the courses, etc. shall continue to be in force, and shall be adhered to by PDPM-IIITDM.
- (xv) PDPM-IIITDM shall also comply with the observations/suggestions made by the UGC's Expert Committee regarding the issues other than those mentioned in para 4 of this notification. It shall also take necessary steps to rectify the deficiency observed by the Expert Team of the AICTE with respect to absence of terminal examination system at the institute.
- (xvi) PDPM-IIITDM shall follow and abide by all the undertakings that it has already submitted to the UGC in connection with and for the purpose of obtaining status under Section 3 of the UGC Act, 1956.

ANNEXURE – II

MINUTES OF FACULTY
SELECTION COMMITTEE

**Indian Institute of Information technology
Design & Manufacturing Jabalpur**

**MINUTES OF THE SELECTION COMMITTEE MEETING
IN
COMPUTER SCIENCE AND ENGINEERING**

Date & Place: June 12, 2009(Friday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 12, 2009 (Friday) at 12:00 noon to select suitable candidates to fill up the faculty positions in the cadres of Professor, Associate Professor and Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|---|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Prabin K. Bora
Professor,
Electronics and Communication Engineering
IIT Guwhati. | Member |
| 4. Prof Devi Chadha
Professor
Electrical Engineering
IIT Delhi | Member |
| 5. Prof. G. Sivakumar
Professor
Computer Science & Engineering
IIT Bombay | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1.	Pritee Khanna	Associate Professor	16400-450-20000	16400/-	
2.	Manish Shrivastava	Lecturer*	10000-325-15200	10000/-	
					*(against an Assistant Professor position for a period of three years from the date of his joining the position.)
3.	Atul Gupta	Assistant Professor	12000-420-18300	Protecting his pay (may be fixed as per rules)	

Sd/-

(Prof. N. S. Gajbhiye)

Sd/-

(Prof. G. Sivakumar)

Sd/-

(Prof. Devi Chadha)

Sd/-
(Prof. P. K. Bora)

Sd/-
(Prof. Aparajita Ojha)

Approved

Sd/-

(A. K. Singh)
Chairman, BOG

**MINUTES OF THE SELECTION COMMITTEE MEETING
IN
ELECTRONICS AND COMMUNICATION ENGINEERING**

Date & Place: June 12, 2009(Friday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 12, 2009 (Friday) at 04:00 pm to select suitable candidates to fill up the faculty positions in the cadres of Associate Professor and Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|--|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Prabin K. Bora
Professor,
Electronics and Communication Engineering
IIT Guwahati. | Member |
| 4. Prof Devi Chadha
Professor
Electrical Engineering
IIT Delhi | Member |
| 5. Prof. G. Sivakumar
Professor
Computer Science & Engineering
IIT Bombay | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1.	Anil Kumar	Lecturer*	10000-325-15200	10000/-	*
2.	Dinesh Kumar Vishwakarma	Assistant Professor	12000-420-18300	12000/- + Three increments	
3.	Sanjeet Dwivedi	Assistant Professor	12000-420-18300	Protecting his pay as per rules + two increments	**
4.	Asutosh Srivastava	Assistant Professor	12000-420-18300	Protecting his pay as per rules	**
5.	Rajib Kumar Jha	Lecturer*	10000-325-15200	10000/- + five increments	*

*(For a period of two years from the date of his joining the position.)

** (Provided he produces a no-objection certificate from his present employer)

Sd/-
(Prof. N. S. Gajbhiye)

Sd/-
(Prof. G. Sivakumar)

Sd/-
(Prof. Devi Chaudha)

Sd/-
(Prof. P. K. Bora)

Sd/-
(Prof. Aparajita Ojha)

Approved

Sd/-
(A. K. Singh)
Chairman, BOG

PDPM

**Indian Institute of Information technology
Design & Manufacturing Jabalpur**

**MINUTES OF THE SELECTION COMMITTEE MEETING
IN
DESIGN**

Date & Place: June 13, 2009(Saturday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 13, 2009 (Saturday) at 12:00 noon to select suitable candidates to fill up the faculty positions in the cadres of Professor and Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|--|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Vinayak Eswaran
Professor,
Mechanical Engineering
IIT Kanpur.
Kanpur | Member |
| 4. Prof S. S. Pande
Professor
Mechanical Engineering
IIT Bombay
Bombay | Member |
| 5. Prof. P. K. Jhinge
Principal
Jabalpur Engineering College
Jabalpur | Member |
| 6. Prof. Amitabha De
Professor & Coordinator
National Institute of Industrial Engineering
Mumbai | Member |
| 7. Prof Amit Ray
Emeritus Faculty
PDPM-IIITDM, Jabalpur
Jabalpur | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1	Puneet Tandon	Professor	18,400-500-22400	18,400/- + as per rules	

Sd/-

(Prof. N. S. Gajbhiye)

Sd/-

(Prof. S. S. Pande)

Sd/-

(Prof. P. K. Jhinge)

Sd/-

(Prof. Amit Ray)

Sd/-

(Prof. Amitabha De)

Sd/-

(Prof. Aparajita Ojha)

Sd/-

(Prof. V. Eswaran)

Approved

Sd/-

(A. K. Singh)
Chairman, BOG

**MINUTES OF THE SELECTION COMMITTEE MEETING
IN
MECHANICAL ENGINEERING**

Date & Place: June 13, 2009(Saturday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 13, 2009 (Saturday) at 09:30 am to select suitable candidates to fill up the faculty positions in the cadres of Professor, Associate Professor and Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|--|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Vinayak Eswaran
Professor,
Mechanical Engineering
IIT Kanpur.
Kanpur | Member |
| 4. Prof S. S. Pande
Professor
Mechanical Engineering
IIT Bombay
Bombay | Member |
| 5. Prof. P. K. Jhinge
Principal
Jabalpur Engineering College
Jabalpur | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1	Puneet Tandon	Professor	18,400-500-22400	18,400/- + may be fixed as per rules.	
2	Gautan Dutta	Assistant Professor	12000-420-18300	12000/-	
3	Ritunesh Kumar	Assistant Professor	12000-420-18300	12000/-	
4	Chelladurai H.	Assistant Professor	12000-420-18300	12000/-	

Sd/-

(Prof. N. S. Gajbhiye)

Sd/-

(Prof. S. S. Pande)

Sd/-

(Prof. P. K. Jhinge)

Sd/-

(Prof. Aparajita Ojha)

Sd/-

(Prof. V. Eswaran)

Approved

Sd/-

(A. K. Singh)
Chairman, BOG

MINUTES OF THE SELECTION COMMITTEE MEETING
IN
MATHEMATICS

Date & Place: June 20, 2009(Saturday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 20, 2009 (Saturday) at 01:00 pm to select suitable candidates to fill up the faculty positions in the cadres of Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|---|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Raju K. George
Professor & Head, Department of Mathematics
Indian Institute of Space Science and Technology
Thiruvananthapuram | Member |
| 4. Prof B. Chandra
Professor
Mathematics
Indian Institute of Technology Delhi
Delhi | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1.	Rajesh Kumar Pandey	Lecturer*	10000-325-15200	10000/- + Two increments	
2.	Lokendra Kumar	Lecturer*	10000-325-15200	10000/- + Two increments	

* Against the position of assistant professor for a period of three years from the date of joining.

Sd/-

(Prof. N. S. Gajbhiye)

Sd/-

(Prof. B. Chandra)

Sd/-

(Prof. Raju K George)

Sd/-

(Prof. Aparajita Ojha)

Approved

Sd/-

(A. K. Singh)
Chairman, BOG

MINUTES OF THE SELECTION COMMITTEE MEETING
IN
PHYSICS

Date & Place: June 21, 2009(Sunday), Guest House of PDPM-IIITDM Jabalpur

The Selection Committee duly constituted from the list of experts approved as (a) One nominee of the Central Government (b) The Senate and (c) Board of Governors of PDPM-IIITDM Jabalpur met on June 21, 2009 (Sunday) at 09:30 am to select suitable candidates to fill up the faculty positions in the cadres of Associate Professor and Assistant Professor as per the advertisement no. DF-1/2009 (Advertisement Enclosed). The credentials of all the applicants were examined by the selection committee.

Following persons attended the Selection Committee:

- | | |
|--|--|
| 1. Prof Aparajita Ojha
Director
PDPM-IIITDM
Jabalpur | Chairperson |
| 2. Prof N. S. Gajbhiye
Vice Chancellor
Sagar University, Sagar | Member
(Central Government Nominee) |
| 3. Prof. Iswar Singh Tyagi
Professor
Department of Physics
Indian Institute of Technology Roorkee
Roorkee | Member |
| 4. Prof. S. R. Barman
Scientist
UGC-DAE CSR, Indore | Member |
| 5. Prof. P. K. Sen
Director
Shri Govindram Seksaria Institute of Technology
and Science, Indore | Member |

Recommendations:

The Selection Committee unanimously recommends the following candidates to be appointed on the post with basic pay noted against their names:

S. No.	Name	Post	Pay Scale	Basic Pay	Remarks
1.	Asish K. Kundu	Assistant Professor	12000-420-18300	12000/-	

Sd/-

(Prof. N. S. Gajbhiye)

Sd/-

(Prof. Iswar Singh Tyagi)

Sd/-

(Prof. S. R. Barman)

Sd/-

(Prof. P. K. Sen)

Sd/-

(Prof. Aparajita Ojha)

Approved

Sd/-

(A. K. Singh)
Chairman, BOG

ANNEXURE – III

CONFIRMATION OF MINUTES OF
THE BOG/2009: 1ST MEETING
HELD ON MARCH 23, 2009

Minutes of the
First Meeting of the Board of Governors 2009
held on March 23, 2009 in the office of the Additional Secretary,
MHRD, Room No. 120, Shastri Bhawan, New Delhi

Members Present:

- | | |
|--|-----------------------------------|
| 1. Shri A.K. Singh
Chairman, Board of Governors | Chairman |
| 2. Professor Aparajita Ojha
Director, PDPM-IIITDM
Jabalpur | Member |
| 3. Professor S.G. Dhande
Director
IIT Kanpur | Member |
| 4. Professor H.P. Dixit
Director General
SGG&PA, Bhopal | Member |
| 5. Mrs. Pratima Dixit
Director (T)
MHRD, New Delhi | Member
(representing AS, MHRD) |
| 6. Dr. Akhil Saccena
Director
NID, Ahmedabad | Member |
| 7. Shri Yatendra Kumar
Under Secretary to the Govt. of India
MHRD, New Delhi | Special Invitee |
| 8. Shri Anurag Jain
Secretary, Technical Education
Govt. of M.P., Bhopal | Member |
| 9. Professor Amit Ray
PDPM-IIITDM Jabalpur | Special Invitee |
| 10. Shri R. Bhattacharya
DR, PDPM-IIITDM Jabalpur | Actg. Secretary |

BOG/2009:01.01 Opening Remarks by the Chairman

Chairman welcomed the members present.

Board of Governors paid condolences on the sad demise of Shri Sudeep Banerjee, former Chairman of the Board of Governors. His contribution right from the vision of the Institute to its inception and its further development was remembered by the members. The Board also paid condolences to Professor Sanjeev Bhargava, former Director of the Institute on his untimely demise. The Committee paid tribute to him for his dedication and efforts for the development of the Institute. Prof. Dhande suggested instituting some special remembrance for these two pioneers for their dedication and tremendous efforts. The Director informed the Board that the Senate has recommended that the first coming up building of the Institute in the campus, namely Core Lab Complex be dedicated to the memory of Prof. Sanjeev Bhargava, by naming it after him. The Senate minutes would be placed before the Board for approval.

BOG/2009:01.02 Overview and Action Taken Report by the Director

A. Status of Deemed University Proposal of the Institute - The UGC Expert Committee chaired by Prof. Dhande, Director, IIT Kanpur visited the Institute during December 1-2, 2009 to assess the Institute for conferment of Deemed University status under de-novo category. The AICTE team of the Committee has recommended the conferment subject to the compliance of (i) fulfillment of cadre ratio (ii) student faculty ratio (iii) approval of UG/PG manual (iv) Equipping the Lab and library as per the approved curriculum following AICTE norms. The Institute has responded to the communication received from UGC and it is expected that the Institute's proposal of Deemed University status will be accepted by UGC soon.

B. Progress on IIITJ* Japan Collaboration –

- (i) **Consortium Partners:** A Japanese Consortium with twelve partners having six universities and six industries in Japan has been formed.
- (ii) **Undergraduate curriculum** has been framed jointly by curriculum development committee of the Institute and Japanese professors, to suit the academic philosophy of the Institute for development of expertise in IT enabled design and manufacturing.
- (iii) **Japanese Coordinators:** Three experts from Japan have been made the coordinators for cooperation towards development of IIITJ. They are - Prof. Yoshimi Ito (Design Engineering and Manufacturing), Prof. Nanya (Electronics and Computer Science and Engineering) from University of Tokyo and Mr. Suzuki from GE Energy.

* Here onwards, IIITJ shall mean Pt. Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing Jabalpur

- (iv) **Cooperation in Teaching Programme:** The Japanese experts are now contributing in the Institute's teaching programme in one of the following ways (i) Teaching of full course (ii) Teaching of short term capsule course called Elective in Modular Form (EMF) (iii) Teaching approximately 1/3 to 2/3 of the course and rest taken care by internal faculty. The course will be gradually developed by IIITJ faculty for teaching in later years. Both sides will keep identifying a few areas in each year, where Japanese expertise will be more effective initially. About **Fifteen experts** have visited the Institute to deliver lectures in the current academic session.
- (v) Prof. Ito has also proposed the idea of having **Japanese professor/expert as mentors** for post graduate students in their research programme leading to thesis work. Through this concept, the students will get opportunities to visit and work in state of the art research labs of Japan. This will also serve as the first step towards collaboration in research.
- (vi) **Visits of Institute's faculty to Japanese Institutes and Industries** helped in making contacts and bringing eminent people for short term courses on emerging areas of design and manufacturing.

(vii) Students visits, Internships and job opportunities

Ten students visited various Institutes and Industries in Japan in June and December 2008. This exposure visit of students helped them understand the education and training system of Japan. The industry people also explained the students the process of getting summer internships in some of the leading industrial labs. They also got an exposure to opportunities of higher education in Japan.

Six summer internships have been offered by companies in Japan to students of IIITJ in addition to **five short term exposure visits of students** in June 2009 (Now the internships are seven).

Very recently, Japan Embassy has also given some positive signals for possible placements of our students in Japanese companies.

- C. **Dr. P.K. Padhy Awarded BOYSCAST Fellowship** – Dr. P.K. Padhy, Assistant Professor, has been awarded BOYSCAST fellowship to work in Prof. Hori's lab in University of Tokyo, Japan. He will proceed to Japan in the month of May, 2009 to work there for a period of eight months.
- D. **Workshop on Compiler Construction: From Practice to Theory** – A workshop on 'Compiler Construction: From Practice to Theory' was organized by the Institute for university and college teachers of Madhya Pradesh in the month of December, 2008. Apart from 17 college teachers, students of IIITJ also attended the workshop and scored well in the test conducted after the workshop. The resource persons were Prof. Amitabha Sanyal and Dr. Uday Khedkar of IIT Bombay and two of their PG students. **Based on the performance of our students, three students have been offered research fellowships and summer internships at IIT Bombay.**

E. **Research Projects:** Work on the following research projects is on.

- (i) **Dr. Puneet Tandon**, PI, "Geometric Modeling, Analysis and Design for Generic Definitions of Custom-Engineered Cutting Tools" Period 2008-11, **funded by DST.**
- (ii) **Dr Prabin Kumar Padhy** PI " Improved Controller Design for AQM Routers Supporting TCP Flows" **funded by DST.**

F. **Construction Activities** – Core Lab Complex is nearing completion and will be handed over to the Institute in the month of April, 2009. **Construction of hostels is very slow** and it may take atleast three months to complete only two wings of the hostel. The Institute is looking for other alternatives to cater to the need of next batch of students.

G. **Students Festivals** – Students organized cultural festivals Tarang 2009, technical festival 2008 and sports festival Gusto 2008,. Tarang 2009 was well attended by students of other colleges also.

H. **Action Taken on the minutes of Special Meeting of the Board held on January 5, 2009**

- (i) Regarding IITJ Japan collaboration a detailed report has been presented and is given in **Annexure 2.**
- (ii) Minutes of the meeting of the Director with three architects could not be finalized since one of the three architects has not signed the minutes. The Institut has asked him to send his comments on the minutes. However, till date no comments have been received.

BOG/2009:01.03 **Confirmation of the Minutes of the Meeting held on 5th January 2009**

Minutes of the Special Meeting of the Board of Governors held on 5th January 2009 were circulated to the members. If there are no comments/ suggestions, Board is requested to confirm the minutes. (Please see **Annexure 1**).

At this juncture, with the permission of the Chair, Board member Prof. Dhande raised two important issues (i) students placement for the 2005 batch (ii) UGC's resolution on the Deemed University status of the Institute

Director reported to the Board that the placement scenario for the students of IITJ has been very poor and no companies have visited the Institute. Only two students could get job. Board expressed its concern over the matter and it was suggested that (i) a good placement agency be hired for the purpose (ii) A placement officer be appointed who would be dedicated to look after the matters related to the placement of students of IITJ.

Regarding Deemed university status, the Director informed the Board that the AICTE subcommittee of UGC expert committee (which visited the Institute on December 1-2, 2008) had made some observations regarding (i) student/teach ratio (ii) UG, PG and Ph. D. ordinance approval by competent authority (iii) Library and lab infrastructure. UGC had

asked the Institute to send a compliance report, which was sent by the Institute on 14-3-2009. In view of the UGC meeting scheduled to be held on March 24, 2009 (the next day) and looking into the urgency of the matter the Chairman adjourned the meeting and suggested the Director to follow up in UGC. Therefore none of the remaining items could be discussed except that (i) the recommendations of the Finance Committee meeting held on the same day (March 23, 2009 at 11.00 am) were approved by the Board (Agenda item **BOG/2009:01.05**) (ii) The approvals given by the Chairman were ratified by the Board (Agenda item **BOG/2009:01.06**)

The meeting was adjourned with a vote of thanks to the Chair.

Sd/-
Raghunath Bhattacharya
Acting Secretary

Sd/-
Aparajita Ojha
Director

Approved

Sd/-
(Shri A.K. Singh, Chairman)

ANNEXURE – IV

AGENDA OF THE FINANCE COMMITTEE

PDPM

**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

**Second Meeting of the Finance Committee 2009
[To be Held on July 20 , 2009 at 2.30 pm]**

Venure-Conference Hall, Shastri Bhawan, New Delhi

AGENDA

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FC/2009: 02.01	Opening Remarks by the Chairman	1
FC/2009: 02.02	Overview Report of the Director	1
FC/2009: 02.03	Confirmation of the Minutes of the Meeting held on 23 rd March 2009	1
FC/2009: 02.04	Recommendations of the Building Works Committee Meeting to be held on July 18, 2009	1
FC/2009: 02.05	Budget Estimates for the financial year 2009-2010	1
FC/2009: 02.06	Purchase manual of the Institute	1
FC/2009: 02.07	Medical attendance and treatment policy of the Institute	1
FC/2009: 02.08	Implementation of Sixth Pay Commission's perks and fringe benefits for academic staff of the Institute	1
FC/2009: 02.09	Annual Account of the Institute for the Financial year 2008-09	2
FC/2009: 02.10	Any other item with the approval of the Chair	2

FC/2009: 02.01 Opening remarks by the Chairman

FC/2009: 02.02 Overview Report of the Director

FC/2009: 02.03 – Confirmation of the Minutes of the FC/2009: 1st Meeting held on March 23, 2009

Minutes of the First Meeting of the Finance Committee held on 23rd March 2009 were circulated to the members subsequent to the meeting under approval from the Chairman. No comments have been received yet. Minutes are again included herewith as **Annexure I**. If there are no further comments from the members, Finance Committee is requested to confirm the minutes.

FC/2009: 02.04 Recommendations of the Building Works Committee Meeting held on July 10, 2009

Recommendations of the Building Works Committee shall be placed before the Finance Committee in the meeting itself.

Agenda enclosed as Annexure II

FC/2009: 02.05 Budget Estimates 2009-2010

Enclosed as Annexure III

FC/2009: 02.06 Purchase Manual of the Institute

Enclosed as Annexure IV

FC/2009: 02.07 To consider and recommend the Medical Attendance and Treatment Policy of the Institute

Enclosed as Annexure V

FC/2009: 02.08 Implementation of 6th Pay Commission's perks and fringe benefits for academic staff of the Institute

The Sixth Pay Commission's pay scales of the academic staff have not been declared from the MHRD. However for other non-academic staff these benefits are now available. In order to minimize the disparity among people working in the same cadre in the Institute

it is proposed that the perks and fringe benefits applicable to the Central Government Employees of same status may kindly be allowed to be implemented to the academic staff of the Institute until the Sixth Pay Commission's recommendations are declared for the academic staff.

FC/2009: 02.09 Annual account of the Institute for the period 2008-09

Enclosed as Annexure VI

FC/2009: 02.10 Any other item with the approval of the Chair

ANNEXURE – V

PURCHASE MANUAL

PDPM

Indian Institute of Information Technology,
Design and Manufacturing Jabalpur

PURCHASE MANUAL

(Draft for approval)

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**Indian Institute of Information Technology,
Design and Manufacturing Jabalpur**

PURCHASE MANUAL

(Draft for approval)

1. Introduction

This manual outlines the procedures to be adopted for the purchase of various kinds of equipment and items, both from Institute's main account as well as from the projects funds, but excludes the purchases to be made by the Central Library and the Institute Works Department.

2. Abbreviations and Definitions

2.1 Abbreviations

- AS-Account Section ✓
- BG – Bank Guarantee ✓
- BOG-Board of Governors ✓
- CA-Competent Authority ✓
- CS-Consumable Stock ✓
- CFA-Competent Financial Authority ✓
- CPC- Central Purchase Committee ✓
- DD – Deputy Director ✓
- DORD – Dean of Research and Development ✓
- DR – Dy. Registrar ✓
- FC – Finance Committee ✓
- GFR-General Financial Rules ✓
- HOD – Head of Department ✓
- IA-Internal Audit ✓
- IR – Inspection Report ✓
- LTAS-Limited Time Asset Stock ✓
- NCS-Non Consumable Stock ✓

PI-Project Investigator ✓

PO- Purchase Order ✓

PPF – Purchase Proposal Form ✓

R&D – Research and Development ✓

RC – Rate Contract ✓

SPS – Stores and Purchase Section ✓

SPO – Stores and Purchase Office ✓

2.2 Definitions

Approved format: At different places in this document reference is made to approved formats. All such formats shall be approved by the Director from time to time.

Department: In what follows, Department shall mean a Discipline Group/Center/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

Head of Department: Head of Department shall mean the convener of a discipline/Centre/Central Facility/Head of a section or any entity in the Institute which has a separately allocated budget.

Project: In what follows, Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the R&D office of the Institute.

Project Investigator: A regular employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the R&D office.

Purchaser: The individual who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

Seller: A seller refers to the company/vendor/dealer/agent/individual party from whom the institute may potentially buy goods or services.

Temporary Contingent Advance: It is an advance which can be taken to meet contingent expenses on NCS/LTAS/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

Rate Contract: A Rate Contract (commonly known as RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

3. Classification of Items:

All items to be procured shall be classified into three categories viz, Non Consumable Stock (NCS), Limited Time Asset Stock and Consumable Stock (CS).

3.1 Non-Consumable Stock (NCS): Items satisfying any one of the following conditions shall be classified as non-consumable stock:

- (a) Items which are intended to be used over prolonged periods before becoming unusable, or obsolete,
- (b) Items having a significant disposal value,
- (c) Items which are subsystems, or parts of an equipment, which can be potentially repaired and reused, and
- (d) Items which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stock.

All non-consumable stock has to be entered into the Asset Register of the Institute and the NCS Stock register of the appropriate Department.

Examples: [examples are indicative and not exhaustive) plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture and books etc.

3.2 Limited Time Asset Stock (LTAS): Items satisfying any one of the following conditions shall be classified as LTAS.

- (a) Items which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
- (b) Items which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stock Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software, printers, monitors, telephones, mobile etc.

3.3 Consumable Stock (CS): Item satisfying any one of the following conditions shall be classified as CS:

- (a) Items which exhaust with lapse of time,
- (b) Items which are rendered unusable due to normal wear and tear,
- (c) Items which do not have significant disposal value, and
- (d) Spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock register of the appropriate department. For projects, the CS shall be entered in the CS Stock register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, toolbits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non Consumable items. However, if a spare is purchased for replacing any spare of an equipment, such spare be treated as CS, provided such spare does not have any replacement value.

In case of a dispute regarding the classification of an item, the decision of Director shall be final.

4. Financial and Sanctioning Powers:

The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project. Such a person shall be referred to as the Competent Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

Sr. No	Competent Authority	Financial	Non-Consumable (NCS)	Limited Time Asset Stock (LTAS)	Consumable Stock (CS)	Temporary Contingent Advance
1	Director		All cases	All cases	All cases	All cases
2	DD/DORD (for project purchase only)		10,00,000/-	5,00,000/-	2,00,000/-	1,00,000/-
3	Registrar/ HOD/ Project Investigators (for project purchase only)		2,00,000/-	1,00,000/-	50,000/-	5,000/-

Notes:

1. The above limits apply to indigenous purchase as well as import. For the purposes of imports the Indian Rupee equivalent of the foreign currency on the date of sanction should be considered.
2. All temporary contingent advances shall be adjusted as per the guidelines approved by the BOG from time to time.
3. The financial and sanctioning powers as given above are approved by BOG and can be revised by the BOG from time to time.
4. For the purposes of this manual, Acting HOD and Acting DORD shall exercise the same financial powers as the incumbent unless decided otherwise by the Director.

5.0 Category of Firms, Registration & Blacklisting:

There shall be the following categories of firms for inviting quotations for purchase of materials/ services/equipments/instruments etc.

5.1. Local Registered Firms:

Local (within municipal area of Jabalpur) general suppliers, authorized agents/distributors of the manufactures/service providers and firms undertaking job works can be registered with the Institute as per the procedure mentioned in **Annexure -I**.

For obtaining such registration the firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax Payer Identification No (TIN) and PAN allotted to them. The firm must maintain an office/shop/show room registered in its own name, in the market/industrial area or another suitable place and should have a bank account wherein the payments may be sent directly in the bank. The firm needs to provide all the bank details in the prescribed format for e-payment of the bills. The bank statement with proper transaction/reference number for such online bill payment shall be considered as acknowledgement for institute's record. (The firm has to give an undertaking in this regard that institute shall not be responsible for any delay/problem in credit of e-payment).

5.2 Outside Registered Firms:

The firms hailing from outside (beyond the municipal limits of Jabalpur) must be manufacturing or authorized dealers/agents/stockiest/suppliers/service provider of manufacturer. Purchase can be made only from those reputed sellers who have sales tax registration/CST registration, MPST registration, Shop Act registration, PAN (Income Tax), Tax Payer Identification No (TIN) and relevant excise registration, wherever applicable. Such firms shall be required to provide a valid authority in this regard.

5.3 General Rules for Registered Firms:

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the Institute.

The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.

Registered firms shall ordinarily be exempted from furnishing bid security along with Limited Tender bid. But they will not be exempted from the performance security.

The firm will be registered for a fixed period, normally up to 3 years, depending on the nature of the supplies to be made by them. At the end of the period, the registered firms willing to continue with registration should be required to apply afresh for renewal of registration as per procedure given in **Annexure-II**. New firm may also be considered for registration at any time, provided they fulfill all the required conditions.

All the firms should be registered with the SPS for supplies of specific items, including direct supply.

5.4 Black listing

Blacklisting of firm can be done on the recommendations of the Purchaser/PI and with approval of Competent Authority. The SPS shall process all such cases reported by the Department. A committee specially constituted by the Director/DD shall examine the case and shall submit its recommendations to the competent authority for final action. The committee may recommend to debar/suspend the business dealings for specified period of time or may recommend blacklisting the firm. The information on such firms shall be promptly and widely disseminated by SPS to all concerned.

6. General Procedures and Rules for Purchases:

Depending upon the nature of the required goods, the quantity & value involved and the period of supply, the purchaser has to decide the appropriate mode of purchase as mentioned in the subsequent paragraphs except where stated otherwise.

6.1 Purchase of Goods without Quotation

Purchase of goods upto a value of Rs 25,000/(Rs Twenty Five Thousand only) on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him in the following format:

“I,..... am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Signature

All Purchases as in the serial number 6.1 can be made directly by the purchaser from the market/authorized dealers (after ensuring that the price is reasonable) or through CPC. Such purchases shall be done in the following three ways:

- a) Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted, for which cash memo/bill/receipt and proof of entry in the appropriate Stock and Asset (if relevant) Register must be submitted. Approved formats shall be used for drawing the advance and for adjustment. For

project purchases the form for advance shall be sent to R&D office and for Non-project purchases it shall be sent to the AS. Intimation must be sent to SPS/ R&D office in case of NCS, CS and LTAS purchases for entering the item in Asset register, otherwise bills for payment will not be passed by AS/ R&D office and shall be monitored by Internal Audit.

Accounts Section

b) By the purchaser making the purchase directly from the seller and the payment being made by the R&D office for project purchases and Accounts Section for non project purchases. Payment will be made against proper invoice/bill/tax invoice proof of challan/transfer invoice of the item by the purchaser and entry in the appropriate stock register and Asset Register (wherever relevant). Intimation must be sent to SPS/R&D office in case of NCS and LTAS purchases entering the item in Asset register, otherwise bills for payment will not be passed by AS office and shall be monitored by Internal Audit.

c) Through SPS, for which the quotation duly signed together with the PPF approved by the CFA shall be sent to SPS for placing the order and further processing.

d) All purchase of more than 15000 will be cleared by IA before payment.

6.2 Purchase of Goods by Purchase Committee

Purchase of goods costing more than Rs. 25,000/(Rs. Twenty Five Thousand only) and upto Rs.1,00,000/- (Rs One Lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members of an appropriate level as approved by the CFA. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order the members of the committee will jointly record a certificate as under:

“Certified that we..... members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

Signature of the committee members

6.3 Purchase of Goods by Obtaining Bids/ Quotations/ Tenders:

Except for the purchases mentioned above in 6.1 and 6.2, goods can be procured by obtaining the bids/quotations/tenders using the following standard methods:

- (i) Limited Tender Enquiry (LT)
- (ii) Advertised Tender Enquiry (AT)
- (iii) Single Tender Enquiry (ST)

(iv) **Emergency Purchase** — Purchase committee of at least three members approved by the appropriate CFA shall carry out the purchase process for purchases under these categories. Departments may also get a committee approved by the CFA for a maximum period of one year to make such purchases.

For bulk purchase of items required by multiple departments (e.g. medicines, stationery items, chemicals, furniture etc), SPS shall carry out complete purchase process.

SPS shall check purchase documents (approval from CFA, enquiry letter, bids, comparative statement etc) for every purchase under these categories and forward the purchase file for necessary approval from CFA before issue of PO.

6.3.1 Limited Tender Enquiry (LT)

For purchases up to a value of Rs.25,00,000/- (Rs. Twenty Five Lakhs), enquiry should be floated by registered post/courier/fax/email/speed post to atleast four firms. Enquiries may also be sent to reputed suppliers of the goods, even if they are not registered with the Institute. A copy of all enquiry letters should be displayed on the Institute website. Last date of submission of tender and date & time of tender opening should be clearly mentioned in the enquiry letter/tender notice. Sufficient time (not less than 10 days) should be allowed for submission of bids.

Quotations must be received in a sealed cover. If the required numbers of bidders are not available through this process, the procedure for paper advertisement may be resorted to. Decision for procurement may, thereafter, be taken on the basis of total bids received on both the occasions, even if it is less than the requisite number.

6.3.1 (a) Purchase through LT may be adopted even when the estimated value of the procurement is more than Rs.25 lakh, in one of the following circumstances, with prior special approval from Director:

- (i) The competent authority certifies that the demand is urgent and any additional

In the event of emergency and whenever it is not possible to go through the purchase procedure, an emergency purchase can be ordered by Director with specific approval.

expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The nature of the urgency and reasons why the procurement could not be anticipated earlier should be put on record.

- (ii) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (iii) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iv) Nature of items to be procured is such that pre-verification of competence of firm is essential, hence requires registration of firms.

6.3.2 Advertised Tender Enquiry (AT)

For purchases of any item having estimated cost above Rs.25,00,000/- (Rupees Twenty Five Lakhs), purchase will be done by inviting bids through advertisement in at least one national and one local newspaper, excluding the exceptions mentioned under paragraphs 6.3.1 (a) and 6.3.3.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Last date of submission of tender and date & time of tender opening should be clearly mentioned in the enquiry letter/tender notice.

6.3.2(a) In case, less than three bids are received, the bids may be considered for processing for purchase. However, if only one bid is received against advertised tender, re-tendering should be done. If again only one bid is received in the stipulated time, that can be processed for purchase of goods/items.

6.3.2(b) If re-tendering is not possible due to urgency, the single received bid can be processed after obtaining the approval from CFA by mentioning the reasons for urgency.

6.3.3 Single Tender Enquiry (ST) (Proprietary Article)

Procurement of goods on single quotation basis may be followed in the following circumstances.

- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods or proprietary item.
- In case of emergency, the required goods are necessarily to be purchased from a particular source and reason for such decisions is to be recorded and prior approval of the competent authority be obtained before effecting the purchase.
- For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
- The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item.
- The quotations through email can be accepted provided a hard copy duly completed in all respect is received before placing the PO.

Purchase of items of a proprietary nature (i.e. item which do not have substitutes, or are spare parts of already existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item. In such cases the purchaser must furnish a proprietary certificate (as placed at **Annexure-III**). If the total value of the item is more than Rs 1,00,000/- (Rs. One Lakh) a proprietary certificate must be obtained from the supplier stating that they are the only source of supply / manufacture.

6.4 Repeat Orders

Repeat orders are processed subject to the following conditions:

- The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
- The repeat order can be placed within 120 days time from the date of issue of PO and should not be after six months from the date of quotation of the item(s).
- After ensuring that there is no significant reduction (more than 10%) in the cost of the item(s).
- No repeat order will be placed if buyback is involved in the purchase.
- Any amended order shall not be considered for repeat order.
- The value of Repeat order shall not be more than the original order.
- The quotation through e-mail for purchase under this category can be accepted,