
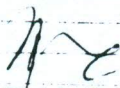
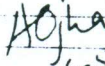


FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR



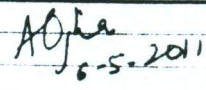
SCHEDULE - 18 (OTHER INCOME)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
1)	Profit on Sale/Disposal of Assets:		
	a) Owned Assets	0	0
	b) Assets Acquired out of Grants, or received free of cost	0	0
2)	Export Incentives Realised	0	0
3)	Fees for Miscellaneous Services	0	0
4)	Miscellaneous Income		
	a) Sale of Tenders	110,000	56,000
	b) Bus Service Income	142,500	23,010
	c) Project Overhead Income	18,429	331,818
	d) Fee From Admission Forms	99,117	61,325
	e) Other Miscellaneous Incomes	508,881	219,081
	TOTAL	878,927	691,234
	 (RamPhal Dwivedi) Dy. Registrar (Fin. & Accounts)	 Col. (Retd.) P.S. Sandhu Registrar	 (Aparajita Ojha) Director

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

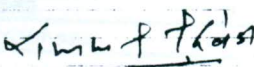
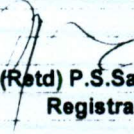
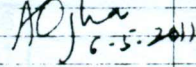
SCHEDULE - 19 (INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS & WORK-IN-PROGRESS

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
a)	Closing Stock	NIL	NIL
	- Finished Goods		
	- Work-in-Progress		
b)	Less: Opening Stock	NIL	NIL
	- Finished Goods		
	- Work-in-Progress		
	NET INCREASE/(DECREASE) (a-b)	0	0
	 (RamPhal Dwivedi) Dy. Registrar (Fin. & Accounts)	 Col.(Retd.) P.S.Sandhu Registrar	 (Aparajita Ojha) Director

FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE - 20 (ESTABLISHMENT EXPENSES)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
a)	Salaries & Wages	47,514,475	35,910,012
b)	Leave Salary Contribution (Other Institutes' Employees)	28,243	24,254
d)	Medical Aid & Staff Welfare Expenses	822,515	511,889
e)	LTC Expenses	552,538	0
	TOTAL	48,917,771	36,446,155
	 (RamPhal Dwivedi) Dy. Registrar (Fin. & Accounts)	 Col. (Retd) P.S. Sandhu Registrar	 (Aparajita Ojha) Director

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR



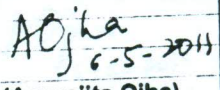
SCHEDULE - 21(OTHER ADMINISTRATIVE EXPENSES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
a)	Advertisement & Publicity	3,861,356	6,058,164
b)	Bank Charges	37,472	13,555
c)	Consumables	1,199,502	1,046,673
d)	Electricity & Power	7,996,642	2,869,854
e)	Honorarium	2,108,146	1,617,700
f)	Hospitality Expenses	738,656	768,421
g)	House Keeping Expenses	4,795,381	4,722,532
h)	Insurance	68,394	60,114
i)	Newspaper & Periodicals	29,863	24,060
j)	Other Misc. Expenses	1,090,691	1,436,086
k)	Postage, Telephone & Communication Charges	3,987,030	2,041,697
l)	Printing & Stationary	1,387,046	759,594
m)	Professional Charges	845,825	574,539
n)	Rent, Rates & Taxes	1,090,217	1,808,396
o)	Repair & Maintenance	614,810	2,046,721
p)	Travelling and Conveyance	3,123,020	3,562,611
q)	Transportation	1,546,846	2,797,170
r)	Student Health Facility	383,452	82,664
s)	Vehicle Running & Maintenance	1,192,569	443,670
	Total(A)	36,096,918	32,734,221
	PERTAINING TO ACADEMIC		
a)	Professional Development fund/Book Grant	1,946,194	28,354
b)	Computer Consumables	530,842	598,078
c)	Online Journals	5,346,629	5,503,613
d)	Scholarship/Asst. ship/Pocket Allowance (SC/ST Students)	6,723,431	5,841,464
e)	Workshop/Seminar Expenses	197,175	174,524
f)	Departmental Expenses	1,592,403	403,775
g)	Student Support Services	783,590	848,999
h)	Convocation Exps.	454,327	0
	TOTAL(B)	17,574,591	13,398,807
	TOTAL(A+B)	53,671,509	46,133,028
	<i>Ram Phal Dwivedi</i> (Ram Phal Dwivedi) Dy. Registrar (Fin. & Accounts)	<i>P.S. Sandhu</i> Col. (Retd) P.S. Sandhu Registrar	<i>Aparajita Ojha</i> (Aparajita Ojha) Director

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

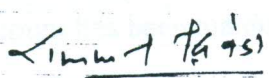

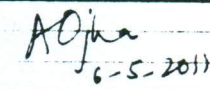
SCHEDULE - 22 (EXPENDITURE ON GRANTS, SUBSIDIES, ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
		NIL	NIL
a)	Out of Grants Given to Institute (NBHM)	NIL	NIL
b)	Out of Subsidies Given to Institute	NIL	NIL
	TOTAL	0	0
	 (RamPhal Dwivedi) Dy. Registrar (Fin. & Accounts)	 Col. (Retd) P.S. Sandhu Registrar	 (Aparajita Ojha) Director

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 23 (INTEREST PAID/PAYABLE)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
		NIL	NIL
	TOTAL	0	0
	 (RamPhal Dwivedi) Dy. Registrar (Fin. & Accounts)	 Col. (Retd) P. S. Sandhu Registrar	 (Aparajita Ojha) Director

**Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED
31ST MARCH 2011.

SCHEDULE - 24 SIGNIFICANT ACCOUNTING POLICIES

A] ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting as per the Common Format of Accounting prescribed by Ministry of Human Resource Development (MHRD) for all Central Autonomous Bodies.

The account has been maintained on accrual system.

B] INVENTORY VALUATION

Expenditure on purchase of Stationery, Chemicals, Glassware, publications, building materials and other stores is accounted as revenue expenditure. The closing stocks of these at the end of the financial year are ascertained and inventory accounts set up by credit to the respective expenditure heads.

C] INVESTMENTS

There are no investments other than Bank Fixed Deposits, which are valued at cost only. No brokerage or other expenses have been incurred in making such investments.

D] FIXED ASSETS AND DEPRECIATION

1. Fixed assets are stated at cost of acquisition including inward freight, duties and taxes and incidental and direct expenses related to acquisition, installation and commissioning.
2. Electronic Journals (E-Journals) are separated from Library Books in view of the limited benefit that could be derived from the on-line access provided.
3. Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets, the rate of obsolescence in respect of these is very high. Depreciation is provided in respect of software at a higher rate of 40% as against depreciation of 20% provided in respect of Computers and Peripherals.

FOREIGN CURRENCY TRANSACTIONS

Transactions denominated in foreign currency are accounted at the rate prevailing at the date of the transaction.

4. Fixed assets are valued at cost less accumulated depreciation. Depreciation on fixed assets is provided on Straight line method, at the following rates:-

a) Buildings	2%
b) Tubewells & Water Supply	2%
c) Electrical Installation and Equipment	5%
d) Plant and Machinery	5%
e) Office Equipment	7.5%
f) Computers & Peripherals	20%
g) Furniture, Fixtures & Fittings	7.5%
h) Vehicles	10%
i) Library Books & Scientific Journals	10%
j) Computer Software	40%

E] MISCELLANEOUS EXPENDITURE

There is no deferred revenue expenditure during 2010-11

F] REVENUE RECOGNITION

1. Fees from Students (except Tuition Fees), Sales of Admission Forms and Interest on Saving Bank Account are accounted on cash basis. Tuition Fees collected separately for each semester is accounted on accrual basis.
2. Income from Land, Buildings and Other Property and Interest on Investments are accounted on accrual basis.

G] GOVERNMENT GRANTS/ SUBSIDIES

1. Government grants/ subsidy are accounted on realization basis.
2. Government Grants are accounted on realization basis. However, where a sanction for release of grant pertaining to the financial year is received before 31st March and the grant is actually received through cheques dated 31st March in the next financial year, the grant is accounted on accrual basis and an equal amount is shown as recoverable from the Grantor.
3. To the extent utilized towards capital expenditure, (on accrual basis) Government grants are transferred to the Capital Fund.
4. Government grants for meeting Revenue Expenditure (on accrued basis) are treated, to the extent utilized, as income of the year in which they are realized.

H] FOREIGN CURRENCY TRANASCTIONS

Transactions denominated in foreign currency are accounted at the exchange rate prevailing at the date of the transaction.

I] **Investment of Earmarked Funds and Interest Income Accrued on such Investment**

To the extent not immediately required for expenditure, the amounts available against such funds are invested in approved Securities & Bonds or deposited for fixed term with Banks, leaving the balance in Saving Bank Accounts.

Interest received, interest accrued and due and interest accrued but not due on such investments are added to the respective funds and treated as Income of the Institute.

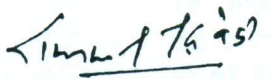
J] **Sponsored Projects**

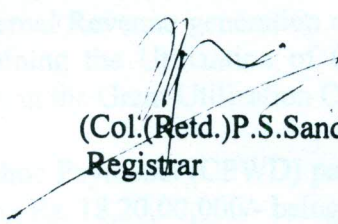
In respect of ongoing Sponsored Projects, the amounts received from sponsors are credited to the head "Current Liabilities and Provisions- Current Liabilities – Other Liabilities – Receipts against ongoing sponsored projects." As and when expenditure is incurred / advances are paid against such projects, or the concerned project account is debited with allocated overhead charges / Institutional charges the liability account is debited. Overhead charges / Institutional charges recovered from projects are credited to the Corpus Fund in accordance with decision of the Executive Council of the Institute. Interest earned on short term investments of Sponsored Project funds is also credited to the Corpus Fund. Debit balances, if any, against individual projects, are shown under Current Assets, Loans & Advances and not set off against Credit balances in other projects.

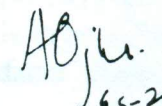
The Institute itself also awards Fellowships and Scholarships, which are accounted as Academic expenses of the Institute.

K] **RETIREMENT BENEFITS**

1. The Institute is covered under NPS (New Pension Scheme) rules as framed by Govt. of India.
2. As the institute is newly setup the liability towards retirement benefits like gratuity and leave encashment does not arise. However, in future years the proper provisioning will be done on the actuarial valuation for retirement benefits as per Accounting Standard – 15.


(RamPhal Dwivedi)
Dy. Registrar (F&A)


(Col. (Retd.) P.S. Sandhu)
Registrar


(Aparajita Ojha)
(Director)

**Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED
31ST MARCH'2011.

SCHEDULE - 25 CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

CONTINGENT LIABILITIES: Nil

NOTES ON ACCOUNTS:

A] STUDENTS FEES ACCOUNT

Fees received during December'2010 for the Semester January – June'2011 is accounted for on accrual basis. Hence, Rs 40,35,292/- being fees for 2011-12 is shown under Schedule 7 of Current Liabilities of Balance Sheet.

B] LAB EQUIPMENT IN TRANSIT

1. Lab Equipment in Transit of Rs. 3,77,57,385/- have been transferred to Fixed Assets on there clearance from warehouse after payment of all taxes and duties.
2. Capital goods in transit in Fixed Asset of Rs 10,68,142/- lying at Airport for Custom Clearance. All the relevant documents as asked for by Customs have been despatched and instrument is likely to receive soon.

C] GRANT RECEIVED/RECEIVABLE.

1. Grant received during the year of Rs 45.00 crore is shown in the Statement of Receipts & Payments and the Grant Utilized during the year has been credited to Capital/Corpus Fund in the Balance Sheet and not taken as an Income in the Income & Expenditure Account being for Plan Expenditure.
2. As per the directions of MHRD (Tech. Section) vide No. F.No.27-7/2010-TS.I dated 18th May,2010, the Internal Revenue generation during 2010-11 is to be included for the purpose of ascertaining the Utilization of Grant. In accordance therewith Rs. 45,68,86,846/- is shown in the Grant Utilization Certificate.
3. Secured Advances/ Adhoc Payments (CPWD) paid during the financial year towards capital work aggregating Rs. 18,20,00,000/- being shown as utilized for the purpose of grant utilization.

4. Under the Central Sector Scholarship Scheme of Top Class education for SC Student for 2009-10 - during the year 2010-11 amount of Rs.754500/- has been received from the Govt. of India and amount of Rs.6,68,388/- has been paid for the respective students. The balance of previous year totaling Rs.10,57,812/- is receivable from Central Govt. and shown under the head of Current Assets in the statement.

D] FOREIGN CURRENCY TRANSACTIONS

Value of Imports Calculated on C.I.F. Basis

Capital Goods (Lab Equipments) Rs. Nil

Expenditure in foreign expenditure

Online Journals Purchased Rs. Nil

Earnings

Rs. Nil


E] INCOME TAX


Being an Educational Institute (constituted by MHRD of Govt. of India) no income tax is payable. Thus, no provision has been recognized for the same.

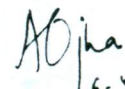
F] MISCELLANEOUS

The figures of corresponding previous year have been re-grouped /re-arranged wherever necessary to make them comparable.

Schedules 1 to 25 are annexed to and form an integral part of the Balance Sheet as on 31-3-2011 and Income and Expenditure Account for the year ended on that date.


(Ram Phal Dwivedi)
Dy. Registrar (F&A)


(Col.(Retd.)P.S.Sandhu)
Registrar


(Aparajita Ojha)
(Director)

FORM OF FINANCIAL STATEMENTS
NAME OF THE ENTITY: PL DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2011

SL. NO.	RECEIPTS	[Amount - Rs.]		PREVIOUS YEAR (As on 31/03/2010)	SL. NO.	PAYMENTS	[Amount - Rs.]		PREVIOUS YEAR (As on 31/03/2010)
		CURRENT YEAR (As on 31/03/2011)	[Amount - Rs.]				CURRENT YEAR (As on 31/03/2011)	[Amount - Rs.]	
I OPENING BALANCES									
a)	Bank Balances								
i)	Canara Bank Grant Account, Jabalpur	686,839		3,407,811	a)	Establishment	48,917,771		33,991,650
ii)	SBI Grant Account, GEC Campus, Jabalpur	9,313,803		1,567,528	b)	Administrative Expenses	53,368,649		45,603,582
iii)	SBI Student Fee A/c, Jabalpur	6,311,030		15,616,343	c)	CEED	0	102,286,420	0
iv)	SBI Project Account	531,718		667,703	II PAYMENTS MADE AGAINST FUNDS FOR VARIOUS PROJECTS				
v)	Allahabad Bank Current A/c, Jabalpur	16,578,318	33,421,708	0	a)	IGNOU Distance Education Programme			
II GRANTS RECEIVED									
a)	From Govt. of India (MHRD) (PLAN)	450,000,000		410,000,000	b)	Central Sector Scholarship (Receivable)	688,388		1,229,988
b)	From Other Sources				c)	Projects (Other Misc. Expenses)	1,459,616		2,123,388
	Central Sector Scholarship (Receivable)				d)	Financial Assistance for Design workshop	125,000		2,253,004
	Projects	754,500			III INVESTMENTS AND DEPOSITS MADE				
	Financial Assistance for Design workshop	4,360,548		0	a)	Out of Earmarked/Endowment Funds	0		0
	From MTA (Students)	125,000		1,383,420	b)	Out of Other Funds (Investment - Others)	259,000,000		
					c)	Out of Other Funds (Investment - Against LC)	2,989,798		20,000,000
			455,240,048		IV EXPENDITURE ON FIXED ASSETS & CAPITAL WORK-IN-PROGRESS				
IV INVESTMENTS AND DEPOSITS MATURED									
a)	Fixed Deposit Agnst L/c	6,226,269		31,126,926	a)	Purchase of Fixed Assets	48,151,261		46,132,683
b)	Fixed Deposit Others	264,000,000		54,500,000	b)	Expenditure on Capital Work-in-Progress	134,687,090		149,606,848
c)	Earmarked/Endow. Funds	0	270,226,269	0	c)	Equipments in Transit (CWC WARE HOUSE)	1,068,142		183,906,493
IV INTEREST RECEIVED									
a)	On Bank Deposits				V REFUND OF SURPLUS MONEY/LOANS				
i)	On Savings Bank A/c				a)	NBHM - Visiting Professorship/ Fellowship			0
	From Canara Bank	965,969		279,028	VI OTHER PAYMENT				
	From SBI	1,140,741		386,161	a)	Paid to Sundry Creditors			
ii)	On Project A/c	51,593		35,851	i)	For Purchase of Equipments/ Goods	0		9,322,228
iii)	On Fixed Deposits	1,713,416		1,401,136	ii)	For Construction (Capital work in progress)	0		2,272,755
iv)	On Contractors	38,356		626,140	iii)	For Expenses (Last year Provision paid)	714,203		767,736
b)	Income from Penity	308,835	4,218,910		b)	Security Deposit Refunded	7,615,768		418,000
V OTHER INCOMES									
a)	Income from Student Fees				c)	Pre-Paid Expenses	0		1,275
	-Regular Income (2010-11)	13,372,771		9,601,288	d)	Student Payments			
	-Summer Course	127,290		89,910	e)	CCB Counsellor's Fee	0		0
b)	Sale of News Paper/Periodicals				f)	External Scholarship	0		73,105
c)	Sale of Tenders	110,000		620	g)	Security Deposit (Receivable) (MPPKVVCL)	0		414,000
d)	Recruitment Form Fees				h)	Payment for Hall Management	2,823,500		4,078,500
e)	Degree/ Convocation Fees				i)	Student Benefit Account	1,264,950		1,954,650
f)	Medical Aid Payable	69,777		24,800	j)	Excess Fee Refund	3,248,634		30,100
g)	Guest House Income				k)	Student fee refund	0		2,304,732
h)	Project Overhead Income	13,488		19,775	l)	Medical Aid Payable	69,777		1,020,000
				331,818	m)	Tuition Fee Waiver	0		6,000
					n)	Mess Advance	171,000		

Signature

-3-
RECEIPT & PAYMENT ACCOUNT FOR THE FINANCIAL YEAR ENDING 31ST MARCH, 2011

SL. NO.	RECEIPTS	RECEIPTS		SL. NO.	PAYMENTS		CURRENT YEAR (As on 31/03/2011)	PREVIOUS YEAR (As on 31/03/2010)
		(Amount - Rs.)	(Amount - Rs.)		(Amount - Rs.)	(Amount - Rs.)		
	IX LOANS & ADVANCES							
	a) Secured Advances CWIP	70,660,120	77,696,594					
	b) Adhoc Payment	0	32,700,000					
	c) Mobilization Advances CWIP	0	6,727,280					
	d) Advance for Expenses							
	From Staff	8,431,703	5,161,484					
	From Student	192,457	9,054					
	Other Advance	3,480,447	82,764,727					
	TOTAL	896,969,933	686,219,260	TOTAL	896,969,933	686,219,260		

Ramphal Dwivedi
(Ramphal Dwivedi)
Dy. Registrar (Fin. & Accounts)

Col. (Retd.) P.S. Sandhu
Registrar

AD. No. 6-5-2011
(Aparajita Ojha)
Director

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR****(An Institute Established by MHRD Govt. of India)****Dumna Airport Road, P.O. Khamaria, Jabalpur - 482 005 India****GFR-19A****[See Rule 212(1), GFR-2005]****UTILISATION CERTIFICATE
(PROVISIONAL)**

Sl. No.	MHRD, GOI Sanction Letter No. & Date	Amount
1.	F.No. 27-7/2010-TS.I Dated 20 th May 2010	7,50,00,000.00
2.	F. No. 27-7/2010-TS.I Dated 4 th Nov., 2010	19,83,00,000.00
3.	F. No. 27-7/2010-TS.I Dated 13 th Dec., 2010	2,67,00,000.00
4.	F. No. 27-7/2010-TS.I Dated 28 th March, 2011	15,00,00,000.00
	Total	45,00,00,000.00

Certified that out of Rs. 45,00,00,000/- (Rupees Forty Five Crores) of Grant-in-aid sanctioned during the year 2010-11 in favour of PDPM-Indian Institute of Information Technology, Design & Manufacturing, Jabalpur, Madhya Pradesh under Ministry of Human Resource Development Letter Nos. given in the margin and Rs. 2,72,49,923/- (Rs. 1,12,93,278/- Grant in Aid and Rs.1,59,56,645/- Internal Revenue last year) as remaining balance and on account of unspent balance of the previous year and 2,14,06,084/- being Internal Revenue generation of the year, a sum of Rs. 45,68,86,846/- has been utilized for the purpose of Plan expenditure for which it was sanctioned. It includes Rs. 18,20,00,000/- towards Advances given to CPWD during the year and that the balance of Rs. 44,06,432/- remaining unutilized for Grant-in-aid and Rs.3,73,62,729/- for Internal Revenue, totaling to Rs. 4,17,69,161/- at the end for the year; will be adjusted towards the grants-in-aid payable during the next F.Y. 2011-2012.

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

(a) Internal Audit.

Dated: 05 May 2011

[Col.(Retd.) P.S. Sandhu]
Registrar

BOG/2011:02:07

To consider the proposal for delegation of financial powers to various officers of the Institute.

The Board had deliberated on the proposal for delegation of financial powers to various officers of the Institute in its meeting held on **BOG/2010:03:09** and constituted a committee consisting of Prof. H.P. Dikshit, SGGPA, Bhopal, Prof. Aparajita Ojha, Director of the Institute, Mr. Navin Soi, Director (F), MHRD and Ms. Pratima Dikshit, Director(T), MHRD. The aforesaid committee has examined the proposal and its recommendations are enclosed as **BOG/2011/2/ANNEXURE-IV (Page 115 No. to 118)**. Board is requested to approve the recommendation of the committee.

A committee constituted by the Board of Governors of PDPM IIIT DM Jabalpur to give its recommendation on delegation of financial powers to various officers of the Institute met in the office of the Director (T), MHRD, Shastri Bhawan, New Delhi on

Following were present –

1. Prof. H.P. Dikshit, Director General, School of Good Governance and Policy Analysis, Bhopal, member.
2. Mrs. Pratima Dikshit, Director (T), MHRD, New Delhi, member.
3. Shri Naveen Soi, Director (F), MHRD, New Delhi, member.

Enclosed please find the recommendations of the committee.

Sd/-

(Prof. H.P. Dikshit)

Sd/-

(Mrs. Pratima Dikshit)

Sd/-

(Shri Naveen Soi)

Sd/-

(Aparajita Ojha)

**PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**

RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED BY THE BOG

DELEGATION OF FINANCIAL POWERS (TO OFFICERS OF THE INSTITUTE)

	Nature and particulars of Powers	Sanctioning limits	Sanctioning Authority
	Civil Works		
1.	To sanction expenditure on construction of new building(s), road, electrical installation(s), water supply and sanitary facilities and other civil developments in the campus	Above Rs. 100 lakhs Upto Rs. 100 lakhs for each specific proposal	BOG Director
2.	To sanction expenditure on renovation, repair, addition/alteration etc. of civil works	Above Rs. 100 lakhs Upto Rs. 100 lakhs for each specific proposal Upto Rs. 5 lakhs	BOG Director Supdt Engineer
	Purchase of Equipment, Furniture, Books, journals etc.		
3.	To sanction expenditure on purchase of Plant, Machinery & Equipments, Furniture & Fixtures, Computer/Communication systems, Books & Journals	All cases Upto Rs. 10 lakhs for projects only	Director Dean P & D
4.	To sanction expenditure on purchase of administrative office equipments, office furniture & fixtures, Computer/Communication systems for administrative office purposes only	All cases Upto Rs. 3.00 lakhs	Director Registrar
5.	Repair and Maintenance of furniture & fittings, electrical appliances/installations office equipment/machinery, sanitary and water supply system/ computer communications systems etc.	All cases Upto Rs. 1 lakhs	Director Registrar
6.	Health Centre Maintenance expenses including cost of medicines, consumables etc as per rules of the Institute	All cases Upto Rs. 1 lakhs	Director Registrar
	Administrative Expenses		
7.	To pass the bills of monthly salary, scholarship, teaching assistantship for bonafide people	All cases	Registrar
8.	To pass monthly telephone bills, data	All cases	Registrar

	card bills and electricity bills for which the competent authority has accorded administrative approval		
9.	To sanction LTC, LTC advance	For Deans, Registrar, HODs All academic staff All other Group A staff All others	Director Dean Faculty Affairs Registrar Deputy Registrar (admin)
10.	To sanction final retirement benefits to employees including PF, Gratuity commutation of pension and leave salary as applicable	All cases For passing the bills of sanctioned cases	Director Registrar
11.	To sanction travel and advance for travel within India	Deans, HODs and Registrar, faculty, guest faculty (including honoraria), experts of selection committees For travel of experts for viva voce examination for Ph.D./Master's thesis (including honoraria) and for all other academic staff Other cases and for passing the bills for above sanctioned cases	Director Dean, Academic Affairs Registrar
12.	To sanction travel and advance for travel outside India	All cases	Director
13.	To sanction membership fee, contribution to Professional bodies, fee for consultants, initiation grant	All cases	Director
14.	To sanction expenditure in respect of (i) welfare of staff (including festival advance, bonus, uniform etc.) (ii) hiring of vehicles for which the competent authority has accorded administrative approval (iii) hiring of services – manpower, housekeeping, security for which the competent authority has accorded administrative approval	All cases	Registrar

15.	To approve tour programme to attend training, workshop, seminar etc which would contribute in the skill of employees and directly/indirectly beneficial to the institute.	For faculty and Group A officers For academic staff other than Group A For all other staff	Director Dean, Academic Affairs Registrar
16.	To approve fund investments	All cases For funds generated through consultancy and R&D projects upto Rs. 50 lakhs	Director Dean P&D
17.	To approve Write off losses and irrecoverable advances/loans/revenue but not due to theft/negligence of employees.	Above Rs. 5 lakhs Upto Rs. 5 lakhs	BOG Director

Note:

1. Financial Powers may be re-delegated by Director/Registrar to Deputy / Registrar/Asstt Registrar/Asstt Librarian/any other Officer in charge in their respective functional areas with the approval of the competent authority.
2. An approval by FC/BOG regarding delegation of financial powers would supersede all other previous decisions of the Board / notifications in this regard.

Sd/-

(Prof. H.P. Dikshit)

Sd/-

(Mrs. Pratima Dikshit)

Sd/-

(Shri Naveen Soi)

Sd/-

(Aparajita Ojha)

Code of conduct for employees of the Institute.

The following agenda item was circulated to all the members of the BOG under "Resolution by circulation" on May 16, 2011.

Agenda- Adoption of code of conduct for civil services and employees of the Government of India i.e. CCS rules GOI for the employees of PDPM IIITDM Jabalpur.

"Since the inception of PDPM IIITDM Jabalpur the conduct rules for the employees have not been drafted and approved by the BOG and do not exist as on date. In the absence of these rules it is proposed to adopt the CCS rules of the civil services for the employees of the Institute till the new rules are drafted and approved by the BOG and MHRD Government of India. The BOG members are requested to give their consent/suggestion/opinion on the agenda item within 15 days of the receipt of the agenda."

Comments from some members have been received as follows.

Shri Amit Khare	Consented for the resolution.
Prof. Puneet Tandon	Consent received and suggested to frame Institute rules as early as possible.
Prof. Shyamasunder	Consented for the resolution.
Prof. G. K.Sharma	Consented for the resolution and suggested that conduct rules as given in Swamy's Handbook 2010, section 26 (pp 325-338) may be modified as per Institute's requirement and nature of duties/jobs and then circulated for consideration of the members
Mr. Anurag Jain	Consented for the resolution and suggested rules of the institute should be drafted within a reasonable time frame, say, two months and put up in the next BOG.
Prof. U.B. Desai	Suggested to follow the rules of IITK.
Prof. Ashok Juhjhwala	Consent received (He wrote)- I am ok with CCS rules; except that I do not

know CCS rules and do not know if there are any financial implications. Can we not temporarily adopt rules of one of the IITs -- say IIT Bombay

As suggested by the members the conduct rules of IIT Kharagpur, Bombay, Kanpur and Roorkee were downloaded from their websites. Based on the inputs from all three, the draft of conduct rules **BOG/2011/2/ANNEXURE-V (Page No.121 to 130)** has been prepared and forwarded again to the members for adoption by circulation. Comments if any will be placed on the table for adoption.



**Pandit Dwarka Prasad Mishra
Indian Institute of Information Technology
Design & Manufacturing, Jabalpur**

CONDUCT RULES

In accordance with the Memorandum of Association, the Board of Governors, is requested to enact the following Conduct Rules for the employees of the PDPM Indian Institute of Information Technology Design and Manufacturing, Jabalpur; hereinafter referred to as the Institute:

**Commencement
& Application**

- 1.(a) These rules shall come into force from such date as the Board may appoint there for; or approve.
- (b) These rules shall apply to all the employees of the Institute.

Definitions

2. In the Rules, unless the context otherwise requires:
 - (a) "Competent Authority" means
 - (i) "The Board of Governors", hereinafter referred to as Board, in the case of the Director.
 - (ii) "The Director" in the case of all the other employees.
 - (b) "Members of the family" in relation to an employee includes,
 - (i) the spouse, child or step-child of such employee residing with and dependant on him/her.
 - (ii) any other persons related, whether by blood or by marriage, to the employee or to such employee spouse and wholly dependant on such employee, but does not include spouse legally separated from the employee or child or step-child who is no longer in any way dependant upon him/her, or whose custody the employee has been deprived of by law.
 - (iii) "Service" means service under the Institute.

General

- 3.(a) Every employee shall, at all times, maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official and administrative dealings.
- (b) An employee should at all times be courteous in his/her

dealing with other employees, students and members of the public.

- (c) No employee shall indulge in verbal quarrel and/or physical fisticuffs or violent activities with any other employee or a student or a group of students/ employees or any other person. No employee shall use abusive /offensive language in letters/e-mails or in documents which may hurt the religious sentiments or otherwise of individuals. Similarly no employee shall indulge in creating or inflaming passion in individuals on the lines of gender, caste, ethnicity, creed, language, religion and culture. Indulgence in any such activity will invite disciplinary action against such employee irrespective of civil/criminal proceedings under Indian Civil/Penal Code.
- (d) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- (e) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on holidays, Saturdays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the Institute, or of which he/she is a member by virtue of his/her position.
- (f) Except for valid reasons and/or unforeseen contingencies /circumstances, no employee shall be absent from duty without prior permission of the competent authority.
- (g) No employee shall leave station, except with the previous permission of the competent authority, even during holidays, Saturdays, Sundays, leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the competent authority, i.e. Director or any other officer/authority under direct control of whom the employee is working, the contact address including where he would be available during the period of his absence from station, and his/her telephone number, etc., as may be specified by the Institute from time to time.

Unfair means &
Plagiarism

4. (a) Every employee shall conduct himself/herself with honesty and integrity and shall not indulge in any activity, and shall not adopt any unfair means in his/her academic / research activities, publication of research papers in journals, reports/ monographs, project reports, etc., and shall not indulge in any activity which may be considered to be even remotely connected with unfair means or plagiarism. Every employee is expected to uphold the sanctity and integrity of academic/research/administrative system and the credibility of the Institute. Any report/information in regard to unfair means and plagiarism shall be considered as a violation of Code of Conduct and disciplinary action shall be initiated against the employee concerned as per rules.
- (b) Any such report/ information on unfair means and/or plagiarism shall be promptly taken cognizance of by the Institute and such matters shall be dealt with appropriately in such manner as to uphold the highest traditions of the academic and research integrity and the credibility of the Institute.

Taking Part in Politics
And Election

5. (a) No employee shall take part in politics or be associated with any party or organization, which takes part in political activity, nor shall subscribe in aid or assist in any manner any political party or movement or activity.
- (b) No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in election to any legislative body or local authority.

Provided that an employee of the Institute qualified to vote in any election of such bodies/authorities as given in (ii) above may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

Connection with Press
or Radio or Television

- 6.(a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part; and conduct or participate in the editing or managing any newspaper or other periodicals/publications/ magazines/ websites of general/commercial interest.

- (b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast/telecast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast/telecast or such contribution is of a purely literary, artistic or scientific character or which is aimed at eliciting responses in the formulation of a policy which may impact on the science and technological education, research and development.

NOTE: Subject to the restrictions noted below, the employees are at liberty, without any sanction as contemplated in paragraph (ii) above, to publish their original scientific/ literary works and policy documents in journals / news papers/ magazines in India and abroad, or in a monograph, book, proceedings of symposia, seminars, conferences, etc.

Such articles must be confined to purely scientific or literary or policy issues and should not touch upon such matters as may affect adversely the functioning of the Institute; and they shall be free from all political tinge. Publications of articles relating to India's boundary areas and the population based on castes, tribes, religions, etc. in such areas is prohibited.

Criticism of the
Institute

7. No employee shall, in any radio broadcast/telecast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the print or electronic media or in any public utterance, make any statement of fact or opinion,
- (a) Which has the effect of an adverse criticism of any current or recent policy or action of the Institute, or
 - (b) Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an

employee in his/her official capacity or in the due performance of the duties assigned to him or in a symposium/seminar/ conference/workshop, etc.

Evidence before
Committee or any
other authority

8. (a) Save as provided in sub-paragraph (3) below no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (b) Where any sanction has been accorded under sub-paragraph (1) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- (c) Nothing in the above paragraphs shall apply to Evidence given at any
 - (i) inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
 - (ii) judicial or quasi-judicial inquiry; r
 - (iii) departmental inquiry ordered by the Institute authorities; and
 - (iv) Court of aw

Unauthorized
Communication
of information

9. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

Gifts

- 10.(a) No employee shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift of more than a 'trifling value'. Interpretation of the term 'trifling value' shall be the same as laid down in Government Servants Conduct Rules.
- 10.(b) Gifts receive by officer of the institute in the capacity of the designated officer will be the property of the Institute.

Private Trade
or Employment

11. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment / assignment with profit making non-governmental organization outside his/her official assignments.

Provided that the above restrictions shall not apply to academic and research work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards acceptance of remuneration, etc. as may be laid down by the Board.

Investments, lending
and borrowing

- 12.(a) No employee shall speculate in any business nor shall he make or permit his/her spouse or any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- (b) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

Insolvency, habitual
indebtedness and
criminal Proceedings

- 13.(a) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceeding for insolvency, shall forthwith report full facts in writing to the Registrar.
- (b) An employee who gets involved in some criminal proceedings shall immediately inform the Registrar irrespective of the fact whether he/she has been released on bail or not.

An employee, who is detained in police custody, whether on criminal charge or otherwise, for a period longer than 48 hours, shall be deemed to have been placed under

suspension with effect from the date of his/her detention by an order of the Director, Such employee shall not join his/her duties in the Institute after his discharge from police custody unless he/she has obtained written permission to that effect from the Director. Any joining contrary to the above shall be deemed to be infructuous and to have no legal validity.

Moveable, Immoveable
and Valuable Property

14. Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit a return in such form as the Institute may decide in this behalf of all immoveable property owned, laired or inherited by him/her or held by him/her on lease or either in his/ her own name or in the name of any member of his/ her family or in the name of any other person.

Vindication of acts
and character of
employee:

15. No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.

If an employee of the Institute lodges any First Information Report (F.I.R.) with the Police, he/ she should bring it to the notice of the Registrar in writing at the earliest opportunity.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/ her private character or any act done by him in his/ her private capacity.

Marriage etc.

16. (a) An employee intending to marry a person who holds citizenship of another foreign country shall seek prior permission of the competent authority.
- (b) No employee who has a spouse living, shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her and violation of this rule

will lead to immediate dismissal of the employee from the Institute service.

Representations

17. (a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance, he/ she must forward his/her case through proper channel to the concerned authority only, and shall not forward his / her case or a copy of his/ her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months. A member of the staff aggrieved by an order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal from the decision of the Board, and a member of the staff aggrieved by any order passed by the Board against him inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against the order. However, such an employee is barred from taking up the same case before the Institute which has been disposed of earlier by the Board. Contravention of this provision may invite disciplinary action against the employee concerned.
- (b) No employee shall be a signatory to any joint representation addressed to the Institute authorities for redress of any grievance or for any other matter.

Duties of the Employees

18. (a) It shall be the duty of all the employees of the Institute to faithfully perform the "Fundamental Duties" as enshrined in Article 51 A of the Constitution of India as given below.

FUNDAMENTAL DUTIES AS ENSHRINED IN THE CONSTITUTION OF INDIA

51 A. Fundamental Duties -

It shall be the duty of every citizens of India-

- (i) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (ii) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (iii) to uphold and protect the sovereignty, unity and integrity of India;

- (iv) to defend the country and render national service when called upon to do so;
- (v) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (vi) to value and preserve the rich heritage of our composite culture;
- (vii) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- (viii) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (ix) to safeguard public property and to abjure violence;
- (x) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

18 (b) It shall be the duty of every employee of the Institute to be gender-neutral in his/her behaviour and action, and prevent or deter the commission of acts of sexual harassment in the Institute. Unwelcome sexual advances, requests for sexual favours and other inappropriate verbal or physical conduct of a sexual nature whether between members of the same or opposite sex constitutes sexual harassment. Each employee of the Institute shall faithfully follow the policy and guidelines for prevention of sexual harassment of women and women employees at their work place as issued by the Institute from time to time as per directive of the Honorable Supreme Court of India. Any violation in respect of the above shall invite disciplinary action from the Institute and/or any other action as given in the policy and guidelines issued by the Institute.

Punishment,
Appeals, etc.

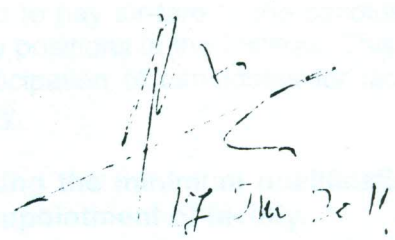
19. Subject to the provisions of the ^{MoA of the Institutes} ~~Institutes of Technology~~ Act, 1961, an employee shall be governed by the service conditions as given in the Institute's ^{MoA and Rules} Statutes and other relevant rules, regarding imposition of penalties for breach of any of the above rules and preference of appeals against any such action taken against him/ her. The rules for disciplinary proceedings and imposition of penalties shall be in consonance with the CCS (CCA) rules, 1965 of the Central Government.

Interpretation

- 20 The decision of the Board of Governors on all questions relating to the interpretation of the above rules shall be final.

Rules not
covered

- 21 The conduct rules that are not covered in the list from 1 to 20 the CCS rules of GOI will apply to the employees of the Institute.



17 Jan 2011

BOG/2011:02:09 **To consider the recommendation of the committee constituted to look into the request of Dr. Rajib Kumar Jha to change to salary on scale from the consolidated salary during the period of July 14-07-2008 to 13-07-2009.**

The report of the constituted committee will be placed on the table for consideration and approval of the BOG.

BOG/2011:02:10 **Applications of Dr. Ashish Kundu for three months leave for the BOYSCAST fellowship at National University of Singapore.**

Dr. Ashish Kundu has been recently awarded BOYSCAST fellowship and has applied for a leave of three months w.e.f. from June 11, 2011 to August 30, 2011 to proceed to National university of Singapore.

BOG/2011:02:11 **Approval to give air-fare to the candidates appearing for selection for the faculty position.**

The Director has sanctioned his leave (with salary) being an emergent requirement. The Board is requested to ratify the decision.

Jabalpur is not well connected to various parts of the country and travelling by train takes very long time. Further, trains coming to Jabalpur are mostly heavily rushed. As a consequence train reservations are not easily available even several weeks before the travel date. Therefore it is proposed to pay air-fare to the candidates appearing in the interview for faculty positions in the Institute. This will help the Institute in promoting participation of candidates for faculty positions from all parts of the country.

BOG/2011:02:12 **To Consider the proposal for fixing the minimum qualifications and experience requirement for appointment of faculty.**

A proposal for fixing the minimum qualifications and experience requirement for appointment against various faculty positions in the institute is placed at **BOG/2011/2/ANNEXURE- VI (Page No. 132to 133)**. The Board is requested to accord its approval on the same.

BOG/2011/2/Annexure VI

A proposal for minimum qualification and experience requirement for faculty positions in the Institute

S. No.	Designation	Minimum Qualification and experience requirement for short-listing the candidates
1	Assistant Professor <u>on contract</u>	Ph.D. (B. Tech. / M. Tech. + Ph.D. in engineering or M. Sc. + Ph.D. in mathematics / science / relevant masters degree in other disciplines) with good academic record and research publications. Ph.D. submitted may also be considered for position
2	Assistant Professor <u>On permanent position</u>	A minimum of three years teaching / research/ professional experience excluding the experience gained while pursuing Ph.D. Candidate should have demonstrated research and development capabilities in terms of publications in reputed journals and conference proceedings/ patents etc. OR An outstanding academic record with graduate degree in engineering or post graduate degree in other disciplines and a minimum of ten years of industrial /R&D experience in relevant field
3	Associate Professor	A minimum of six years of teaching/ research/ professional experience (excluding the experience gained while pursuing Ph.D.) of which atleast 3 years should be at the level of Assistant Professor, Senior Scientific Officer / Senior Design Engineer in a research organization or industry. The candidate should have demonstrated adequate experience of independent research in terms of publications in reputed journals and conference proceedings, patents, laboratory / course development, guidance of Master and Ph.D. students and / or other recognized relevant professional activities. OR An outstanding academic record with graduate degree in engineering or post graduate degree in other disciplines and a minimum of fifteen years of industrial /R&D experience in relevant field
4	Professor	A minimum of ten years of teaching/ research/ professional experience of which at least 4 years should be at the level of Associate Professor or at equivalent level in a research organization or industry as on the date of application. The candidate should have demonstrated leadership in research /development in a specific area of specialization in terms of strong record of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of

		<p>Master and Ph.D. students and/ or other recognized relevant professional activities.</p> <p>OR</p> <p>An outstanding academic record with graduate degree in engineering or post graduate degree in other disciplines and a minimum of twenty years of industrial /R&D experience in relevant field</p>
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BOG/2011:02:13

To consider the proposal for fixing the terms and conditions for offering the visiting professor/distinguished professor/ adjunct professor and adjunct faculty position at the Institute.

As per the decision of the BOG through its meeting held on March 21, 2011 (Please refer to BOG/2011:01:07 in the minutes of the meeting), a proposal for fixing the terms and conditions for offering the visiting professor/ distinguished professor / adjunct professor /adjunct faculty position at the Institute is placed as **BOG/2011/2/ANNEXURE-VII (Page No.135 to 139)**. The Board is requested to accord its approval on the same.

**A PROPOSAL FOR
PROCEDURE OF APPOINTMENT OF
VISITING PROFESSOR\ ADJUNCT PROFESSOR\ ADJUNCT FACULTY
AND TERMS OF SERVICES**

Preamble:

The scheme is meant to strengthen the academic activities of the Institute by inviting eminent scholars / experts in various fields as visiting professor \ adjunct professor \ adjunct faculty in the Institute. The goal of the scheme is capacity building in the Institute. The programme will help in promoting contacts, collaborations and networking with different institutions /R&D or industrial organizations.

A. Visiting Professor

1. A Visiting Professor should be an eminent scholar in his / her field. Generally, a person who had held or is holding the post of Professor or a person, who has achieved distinction in his field, should be considered for appointment as visiting professor.
2. A visiting professor will be a full time faculty in the Institute for a short duration.

A.1 Terms and Conditions

1. A serving or a superannuating professor/ scholar/ expert of any reputed institute/university/ R&D organization/ Public sector unit/ industry can be considered for visiting professorship.
2. The person should have demonstrated leadership in research /development in a specific area of specialization in terms of strong record of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of Master and Ph.D. students and/ or other recognized relevant professional activities.
3. The person should have demonstrated active involvement in the R&D / other academic affairs in last five preceding years and should be willing to teach and pursue research concerned in the Institute.
4. The Visiting Professorship positions may be offered for a period of one semester to two years.
5. The Institute may appoint a person up to the age of 70 years as a visiting professor.

6. It is expected that if a serving person is appointed as Visiting Professor the parent organization would give him / her duty leave without pay.
7. If a visiting professor is completing 70 years of age in the middle of a semester then the appointment will be made upto the completion of the semester.
8. The name of the visiting professor should be included in the faculty list of the Institute and other such documents of academic nature.
9. A visiting professor will be provided facilities equivalent to professors in the Institute.
10. The Institute will provide a round-trip ticket between the home institute/organization of the professor and the PDPM IITDM Jabalpur.

A.2 Academics:

1. A visiting professor will be required to teach atleast one course every semester.
2. A visiting professor is expected to participate in sponsored research and consultancy activities in association with regular faculty members of the Institute.

A.3 Medical:

The routine medicines stocked in the Pharmacy of the Institute will be made available free of charge. However, no reimbursement of cost of medicines in treatment will be permissible.

A.4 Honorarium:

The visiting professorship will carry an honorarium as per the following details - Rs. 35,000/- salary + Rs. 10,000/- HRA + Rs. 2,500/- transport allowance. This will be over and above the salary / pension that the person might be receiving from his parent organization or previous employer. The amount may be revised from time to time depending on the cost index and the revised salary of a professor. The Institute would also contribute towards pensionary benefits or CPF/GPF for the visiting professor as per usual rules.

A.5 Administration:

1. A visiting professor will be governed by the rules and regulations as applicable to other faculty members of the Institute.
2. Offer of visiting professorship will not be against any regular faculty position.
3. A visiting professor may be assigned administrative responsibilities if the person is not superannuated.

4. For long term visiting professorships of two years, financial support for participation in conferences /workshops/seminars, purchase of books, journals and stationary will be provided with an upper limit of Rs. 2 lakhs for the entire duration of two years. The amount would be made available to the visiting professor only after the completion of one year of his service and with the undertaking signed by the visiting professor that he will serve the institute for the complete term of two years.
5. In exceptional circumstances due to ill health or any other reason the visiting professor may be relieved from his duties/services by the Director on the approval of the Board of Governors.

A.6 Leave rules:

Only casual leave, earned leave and medical leave will be applicable to emeritus fellows as applicable to regular faculty. There will be no entitlement of leave encashment.

A.7 Accommodation:

Visiting professors can be provided accommodation in the Institute (if available) at the rates prescribed for entitled category in lieu of HRA.

A.8 Selection Procedure:

1. A Senate Search Committee consisting of three Senate members not below the rank of professors will be constituted by the Chairperson, Senate for the purpose. The Senate Search Committee will invite nominations from each discipline of the Institute or applications from scholars / experts serving in various organizations (preferably in a prescribed format). The nominations could also be invited from distinguished scholars of various fields and from the vice chancellors of reputed universities /directors of reputed institutes/ CEOs of established organizations.
2. The nomination proposal should include a detailed resume and contributions of the individual concerned before April 15 or November 15 in each year.
3. Subsequent to the receipt of nominations the Senate Search Committee will consider all the nominations at its meeting and recommend suitable name(s) for visiting professorship to the Senate, ordinarily by the last week of May / last week of December every year for approval.
4. The recommendations made by the "Senate Search Committee" should not appear in the Agenda or Minutes of the Senate. They will be announced by the Chairperson, Senate. The recommendations of the Search Committee shall not be discussed on the floor of the Senate. However, if any

modifications are desired, the matter will be referred back by the Senate Member to the Chairperson, Senate.

5. On approval of the Senate, the Chairperson, Senate, will initiate further appropriate action for obtaining approval of the Board of Governors.

B Adjunct Professor \ Adjunct Faculty

Adjunct faculty fulfills a wide range of needs of a growing Institute. The intention is to supplement the existing faculty with experts and scholars of various other fields.

An adjunct faculty is not a full time faculty of the Institute. The adjunct faculty would help in bringing special expertise to the classroom. They would be typically required to contribute in the Institute teaching programme with light course loads. The Institute will nominate eminent scholars, experts of various domains and working professionals in industries and research organizations should as adjunct faculty. Adjunct faculty members would complement the regular faculty, thus enriching the overall educational experience of a student and a faculty. It is expected that the adjunct faculty programme will bring a new dimension to the academic programmes of the Institute with increased level of productivity and flexibility.

B.1 Terms and Conditions

1. A serving or a superannuating professor/ scholar/ expert of any reputed institute/university/ R&D organization/ Public sector unit/ working professional of an industry can be considered for adjunct professorship. Young and dynamic people from such organizations as listed above may be considered for adjunct faculty positions.
2. The person should have demonstrated leadership in research /development in a specific area of specialization in terms of strong record of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of Master and Ph.D. students and/ or other recognized relevant professional activities.
3. The adjunct professor /faculty positions may be offered for a period of three years.
4. In each academic year the adjunct professor /faculty will be required to make atleast three visits each and duration of each visit should be atleast one week.
5. An adjunct professor /faculty will be required to contribute in teaching programme of the Institute in some short term lecture courses such as electives in modular form (EMF) or as part of a full course. He would also be expected to collaborate in the R&D activities of the Institute and with the faculty.
6. Institute may appoint a person up to the age of 70 years as an adjunct professor. Adjunct faculty may be appointed upto the age of 45 years.

7. It is expected that if a serving person is appointed as Adjunct Professor /faculty the parent organization would give him / her duty leave with pay during the period of visit of the adjunct faculty.
8. The name of the adjunct professor /faculty should be included in the faculty list of the Institute and other such documents of academic nature.
9. An adjunct professor /faculty will be provided facilities equivalent to a professor /faculty in the Institute during his visit to the Institute.
10. The Institute will provide financial support for travel between the parent organization of the adjunct professor / faculty and the Institute as per the eligibility of the faculty of the Institute.
11. An adjunct professor / faculty will not have access to medical benefits, retirement benefits, vacations and other benefits provided to regular faculty members. However, routine medicines stocked in the Pharmacy of the Institute will be made available free of charge if an adjunct professor/ faculty falls ill during his stay in the Institute.

B.2 Honorarium:

In each visit the adjunct professor will be paid an honorarium of Rs. 20,000/- and an adjunct faculty will be paid an honorarium of Rs. 12,000/-.

B.3 Administration:

1. Offer of adjunct professorship /faculty position will not be against any regular faculty position.
2. In exceptional circumstances due to ill health or any other reason the adjunct professor /faculty may be relieved from his duties/services by the Director on the approval of the Board of Governors.

B.4 Accommodation:

Adjunct professors /faculty would be provided free lodging and boarding.

B.5 Selection Procedure:

Same as that of a visiting professor.

BOG/2011:02:14

To consider the approval of Honorarium to faculty for summer course.

In order to help academically deficient students the Institute runs summer courses so that the students could get an opportunity to clear their backlogs with lesser academic load during the summer vacation. The faculty members who are involved in running the programme are required to put extra efforts apart from their normal activities of research and development during summers. In line with the practice followed in other Institutes, it is proposed that a payment of Rs. one thousand per lecture / lab hour may be made to the faculty of the Institute who offer summer courses during the summer vacation period.

The recommendations of SENATE/2010-11/ 3rd meeting of the Senate held on 17th June 2011 for consideration of the appeal of three M.Tech. (ECE) students as a special case.

Three M.Tech students, Mr. Manpuram Mahto, Mr. Pankaj Singh Yadav and Mr. Agya Ram Verma were erroneously admitted in M.Tech (ECE) Programme in the winter semester admission period during December, 2010. The three students were having valid GATE score but were not qualified for admission (under OBC category) as regular students with Institute assistantship as per the guidelines of PG Manual of the Institute. By oversight, the students GATE score card were not properly verified by the Institute staff and faculty. However, they had cleared and admission test and interview and were admitted. The students inadvertently continued receiving the institute assistantship (IA) of Rs. 8000/- pm in their first semester.

Later it was brought to the notice of the authorities that students do not have qualifying marks to be eligible for IA. Institute inquired the matter and asked the students for clarification. The students have submitted their appeal and have made requests to allow them to continue their M.Tech (ECE) programme without assistantship. They have also stated that they are ready to deposit the entire IA amount received by them till date.

In view of the performance of the students in the first semester the Senate has decided to continue their programme as special cases without Institute assistantship under the category – self supported: special case. The Senate also recommends recovering the amount of IA received by them till date. It is requested to ratify the decision of the Senate and to approve the recovery of the IA amount from the three students (names mentioned above).

Performance of the students in first semester is shown below.

Name of the students	SPI	CPI
Mr. Agya Ram Verma	7.5	7.5
Mr. Pankaj Singh Yadav	7.3	7.3
Mr. Manpuran Mahto	6.3	6.3

BOG/2011:02:16

Item for reporting/ratification.

- (a) The Third convocation of the Institute is scheduled to be held on July 29, 2011 at 4.00 pm.
- (b) Shri Ajai Chowdhry, Chairman, HCL Infosystems has given his consent to address the graduating students as Chief Guest of the Convocation.
- (c) The Chairman has accorded his approval on the recommendations of the selection committee in Computer Science and Engineering, Design and Mechanical Engineering. Following persons have been offered positions of assistant professor (on contract) for a period of three years. Their brief CVs of the faculties selected will be placed before the committee in the meeting itself. The Board is requested to ratify the decision.
- (d) The Chairman has approved the annual accounts of the Institute for the year 2010-11. The Board members are requested to ratify the approval.

BOG/2011:02:17

Any other items with the permission of Chair

- (a) Request to authorize the Chairman for approval of the Annual report of the Institute.**

Annual Report is under preparation and will be finalized before July 15, 2011. It is requested to authorize the Chairman to approval the Annual report on behalf of the BOG.