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# Minutes of Fifth Meeting of the Board of Governors



National Institute of Technology Rourkela – 769 008 (Orissa)



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### National Institute of Technology Rourkela – 769 008 (Orissa)

#### Minutes of the 5<sup>th</sup> meeting of Board of Governors held at the Board Room of Hotel Hyatt Regency, New Delhi on 12.08.2004 (Thursday) at 7.00 P.M.

Dr. B Panda, Chairman, Board of Governors chaired the meeting. The following members attended the meeting.

#### Members Present:

1.	Dr. Bansidhar Panda Chairman, BOG, NIT Rourkela		Chairman
2.	Father, E. Abraham Director, XIM Bhubaneswar		Member
3.	Dr. P.N. Razdan Adviser – I, AICTE I.G. Spots Complex New Delhi	<b></b>	Member
4.	Shri N. R. Mohanty Chairman, HAL Corporate Office 15/1, Cubbon Road Bangalore		Member
5.	Dr. Sanak Mishra MD, RSP, Rourkela		Member
6.	Prof. Satyananda Acharya Ex-VC, Utkal University Director, IMFA Ltd., Bhubaneswar		Member
7.	Prof. B.K. Rath HOD, Civil Engg., NIT Rourkela		Member
8.	Prof. B. Pradhan HOD, Chemistry, NIT Rourkela		Member
9.	Prof. S.K. Sarangi Director, NIT Rourkela		Member & Secretary
10.	Mr. S.K. Upadhyay Registrar, NIT Rourkela	**	Invitee

#### Members who could not attend the meeting:

1. Prof. P.K.J. Mohapatra Member ~~ Professor, Industrial Engg. & Management IIT Kharagpur 2. Joint Secretary (Tech) ---Member MHRD, Govt. of India, (Dept. of secondary & higher education), Shastri Bhwan, New Delhi - 110 001. 3. Prof. D. Acharya ---Member Vice Chancellor, BPUT Rourkela 4. Dr.(Mrs) Renu Batra Member ---Joint Secretary, UGC New Delhi

#### A. GENRAL AND PROCEEDURAL MATTERS

#### BOG-5 (2004)-1 : Welcome to the members by the Chairman.

The Chairman welcomed all the members of the BOG to the 5<sup>th</sup> meeting.

#### BOG-5 (2004)-2 : Confirmation of the minutes of 4<sup>th</sup> meeting of the BOG.

The minutes of 4th meeting were sent to the members vide letter no. NITR/PS.5 (iii)/2004 dated 08.03.2004 inviting comments on the correctness of recording. No comments have been received.

The minutes of the 4<sup>th</sup> Meeting of BOG were confirmed.

# BOG-5 (2004)-3 : To report on the actions taken on matters arising out of the 4<sup>th</sup> meeting of the BOG. (Details are in given)

The actions taken against the minutes of **BOG-4 (2004)** were discussed in detail and the following were approved in addition to approvals accorded in the 4<sup>th</sup> meeting of BOG.

**BOG-4 (30-33) :** As per legal advice from Mr. S. P. Mishra, Advocate, the higher of the two figures i.e, (a) the bond amount and (b) the salary actually paid is to be recovered from :

- Dr. P S Roop, Ex-Assistant Professor, CSEA
- Shri Subrat Das, Ex-Lecturer, ME
- Shri P K Behera, Ex-Lecturer, AM & Hyd.
- Mr. B.G. Prusty, Ex-Lectuerr, Civil-Engineering.

**BOG-4 (35) :** Resignation of Dr P Sharma, Assistant Professor of Mining Engineering may be accepted with effect from the first day of his unauthorized absence. Licence fee for this quarters may be recovered in commercial rate.

#### B. ADMINISTRATIVE MATTERS (PERSONNEL)

# BOG-5 (2004)-4: To approve the recommendations of the 4<sup>th</sup> meeting of the Finance Committee held on 12<sup>th</sup> August 2004.

The recommendations of the 4<sup>th</sup> meeting of the finance committee including the unaudited accounts statements for financial year 2003-04 were accepted. (Annexure-A1)

# BOG-5 (2004)-5 : To discuss matters related to promotion of faculty under CAS and those against regular posts.

# (a) To adopt a policy on effective date of promotion under CAS as advised by Ministry of HRD vide their order No. F.20-18/2003-TS-III dated 04-06-2004.

As per directive of the ministry, the effective date of promotion (for the purpose of future promotions) is the date of eligibility or the date on which the REC Board accepted the 5<sup>th</sup> Central pay Commission pay scale whichever is later. The Board noted that the REC Board had accepted the pay scale of the 5<sup>th</sup> CPC in its 98<sup>th</sup> meeting held on 26<sup>th</sup> May 2000. As per further directive of the Ministry this date is replaced by July 1, 2000. (Annexure-A2)

Following the directive of the Ministry, the Board further resolved that no financial benefit, actual or notional, will be given from this date. It is only for the purpose of future promotions. All financial benefits will be given from the date of actual promotion awarded by the Board.

# (b) To consider the proposal to designate Lecturer (SG) as Assistant Professor on submission of Ph.D. thesis.

The Board resolved that re-designation of Lecturer (SG) as Assistant Professor may be done through a process of assessment by the Director. The assessment will be done by a Committee of experts chosen from reputed institutions. All lecturers(SG) will be assessed, whether having Ph.D. or not.

(c) To consider the case of four faculty members recommended by Selection Committees for promotion under CAS by counting the long service rendered before adoption of 5<sup>th</sup> pay commission recommendations.

- 1. Dr. B.K. Pal, Mining Engg. (For Professor)
- 2. Dr. M. K. Mishra, Mining Engg. (For Assistant Professor)
- 3. Dr. D. R. K. Parhi, Mechanical Engg. (For Assistant Professor)
- 4. Prof. Alok Satapathy, Mechanical Engg. (For Lectures (SG))

The Board resolved that, in view of the need for uniformity among all NITs, the proposal of four faculty members for promotion under CAS may be sent to Ministry for advice. The advice of the Ministry may be implemented and reported to the BOG for records. (Annexure-A3)

#### BOG-5 (2004)-6 : To appraise the BOG of the existing faculty, non-faculty and casual staff position of the Institute to work out the faculty & staff structure of the Institute in accordance with the recommendation of the ERC.

The Board took cognizance of the severe shortage of teaching staff, particularly in some departments. It also took a serious view of the lack of qualified regular officers in administration, library and engineering services, and of qualified technicians to manage the laboratories,

The Board approved the surrender of the vacancy positions and creation of new positions to the extent of 25% of the number of surrendered posts, as per stipulations of the ERC. The new positions are to be in cadres of administrative and technical officers, and technical and laboratory staff. The qualification and pay scales are to be as per IIT norms wherever a Central Government guideline does not exist.

The Director was advised to prepare a consolidated list of positions to be surrendered and that of positions to be created, and seek approval of MHRD. The positions may be filled following the due process after obtaining approval of the Ministry. The progress should be reported to the Board in its next meeting. (Annexure-A4)

# BOG-5 (2004)-7: To approve advertisement of positions in accordance with the staff structure decided under item 6.

The Board considered the severe shortage of faculty and resulting discontent among the students. It was resolved that formal advertisement will be put up for recruitment against all vacant posts. Following the current practice of IITs, a permanent advertisement may be posted on the web site. Persons without a Ph.D. degree may be recruited as lecturer or lecturer in senior scale on contractual basis, to be regularized on submission of Ph.D. thesis.

On non-faculty positions, it was resolved that essential positions (administrative officers and technical/laboratory staff) should be filled up at the earliest to avoid disruption of academic programmes. The Director was advised to fill them by formal advertisement after receiving permission of the Ministry against item 6 above.

# BOG-5 (2004)-8 : To work out a policy on regularization or discontinuation and sanction of benefits to casual (NMR and consolidated) workers.

## (a) Need for regularization or discontinuation of casual workers and policy thereon.

The Board shared the concern of the administration at the large number of daily wage (NMR) and consolidated pay workers in the Institute. It also recognized the impossibility of regularizing them in view of the ERC recommendations and decision of the NIT Council to bring down the ratio of non teaching to teaching staff to 1.5 : 1 by 2007. The Board also felt that it is not desirable to continue with the NMR and consolidated

pay workers for too long in view of the technical and possible legal/moral implications.

The Board resolved that :

- a) There shall be no muster roll or consolidated pay worker with undefined tenure after January 1, 2005.
- b) Those workers who have been recruited through open newspaper advertisement of regular posts, selected through duly constituted selection committees, but still hired as muster roll/daily wage/consolidated workers, should be regularized, as per advice of the advocate.
- c) Hiring of all other workers is to be discontinued after December 31, 2004.
- d) The Director was advised to make all possible efforts to rehabilitate the displaced workers through (i) private agencies whose services may be hired preferentially for one year, (ii) contractual appointment of qualified personnel up to a period of one year or one semester (iii) contractual appointments in externally funded projects, and (iv) any other means to help the workers. This provision is not legally binding on the Institute. Placement of all NMR staff may not be possible.
- e) The job presently being performed by muster roll and other casual workers may be done by under-employed regular workers, and wherever that is not possible, by outsourcing the services.

The Board also considered the legal opinion presented, the audit objection and earlier observation of Chairman BOG against indiscriminate recruitment of casual workers. It further resolved that after January 1, 2005 secondary employment channels of the Institute such as R & D projects, hostels etc will also not hire temporary personnel through NMR route. All employees will be either regular, or on short term (less than 89 days) outsourced from recognized agencies or contractors or can be procured from self-employed individuals on payment. Technical and Lab. Assistant posts may be filled on individual contract. (Annexure-A5)

The Board recognized the possibility of discontent and organized protest by daily wage or consolidated pay workers. The Director was advised to take necessary steps to generate proper understanding with all concerned so that such a situation does not arise.

However, in the eventuality of sincere efforts by the administration to help concerned persons not being accepted, the Director was authorized to take necessary steps to maintain order on campus and to ensure undisturbed academic activity. The support of the Board and the Government will be extended to the Administration.

#### (b) Consideration of application of 22 employees for consideration of past NMR service towards pensionary benefits.

The Board considered the application of 22 employees for considering past NMR services towards pensionary benefits. The request was not accepted.

## (c) Audit Memo no. 29 of IR no. 103/2001-2002 on Irregular engagement of Contingent Workers.

The Board accepted the hiring of muster roll workers during the earlier years and approved the expenditure made as a fait accompli. It was, however, resolved that no such worker will be hired after December 31, 2004.

(d) Request of Sri P. Dungdung, Jr. Assistant, Ceramic Engineering for payment of next higher scale under ACP Scheme of Government of India applicable to Institute employee, taking into consideration of his service in this Institute on consolidated basis from 25.01.90 to 31.08.93 about 2 ½ years. As Sri Dungdung recruited in the scheme of Government of Orissa Special Drive Recruitment.

The application of Sri P Dungdung for payment of next higher scale under ACP scheme by considering his NMR services was not accepted.

# F.C.-4(2004)-8: To approve a policy regarding award of two increments to Faculty members on obtaining a Ph.D. Degree as per Ministry Circular No.F20-7/2004-TS-III dt.16.06.2004).

As per the directive of the Ministry, the Board approved that two increments would be awarded for earning Ph.D. degree to lecturers and senior lecturers only. No such Incentive is admissible for obtaining Ph.D. degree while serving as Assistant Professor or Professor. Since Lecturer (SG) with Ph.D. degrees will be equivalent to Assistant Professor, they also need not be given the incentive. Accordingly the increments awarded to Assistant Professors conditionally after 1.4.2004 for earning Ph.D. degree will be withdrawn. Only lecturers and Senior lectures earning the Ph.D. degree will be awarded the two increments. Increments awarded in 2002 as per norms followed at that time need not be re-examined.

#### BOG-5 (2004)-9: (a) To work out a policy on offer of employment on compassionate ground to dependents of deceased employees in light of the corresponding policy of Govt. of India and the recommendation of the ERC.

The Board resolved that appointment on compassionate ground will be given as per Govt. of India guidelines only. It, however, observed that since there will be no significant recruitment in Group-D cadre, there is only a slim chance of such compassionate recruitment in near future. To avoid severe hardship to bereaved families, Director was permitted to give short-term concessions such as retention of guarters up to one year, extending facility for learning a marketable skill to one of the dependents etc. (Annexure-A6)

(b) To discuss the applications of Mr. Anil K Tiwari, and Mr C. S. Rout recruited on compassionate ground as temporary worker with consolidated pay.

The applications of Sri. A K Tiwari and Sri. C S Rout for recruitment in regular positions under compassionate ground were not accepted by the Board. Their muster roll / consolidated service will not be extended beyond December 31, 2004.

#### BOG-5 (2004)-10 : To consider the incident of offering a regular job to Mrs Jyostna Pradhan, wife of Late P. K. Pradhan, Ex. Foreman, Central Workshops by the Director under duress, and to work out a policy on such incidents.

The appointment letter issued by the Director under duress to Mrs. Jyotsna Pradhan, wife of late P K Pradhan ex-foreman Central Workshop for recruitment under compassionate ground was not approved by the Board.

The Board adopted the policy that in future, any order secured through pressure or any fraudulent means will NOT be accepted by the Board.

#### BOG-5 (2004)-11 : To record the earlier approval of BOG through circulation, enhancement of retirement age of faculty to 62 years, and to approve the procedure of screening all non – faculty employees for retirement at the age of 58 OR 60 in accordance with letter No. F.20-11/2003-TS. III dated November 12, 2003 from the Ministry of HRD, Govt. of India.

The approval of BOG through circulation on enhancement of retirement age of faculty members to 62 years was approved. The procedure of screening of non-teaching employees for retirement at the age of 58 or 60 in accordance with the MHRD guidelines was approved.

BOG-5 (2004)-12: To consider the recommendation of the Screening Committee for deciding date of superannuation of non teaching employees constituted vide Ministry's letter No. . F.20-11/2003-TS. III dated November 12, 2003 The Committee, in its First Meeting held on 23.07.04 at NIT Campus, considered superannuation of 22 employees and recommends retirement of

- (1) Shri Golap Lohar
- (2) Shri Juba Oram
- (3) Shri Dhanajay Kumar

at the age of 58. The retirement of all others considered has been set at 60 years of age. The BOG is requested to take into consideration the decisions of other NITs in this regard.

The Board accepted the recommendation of the screening committee to set the retirement of the following three non-teaching employees at the age 58.

- (1) Shri Golap Lohar
- (2) Shri Juba Oram
- (3) Shri Dhanajay Kumar

Shri Golap Lohar was not recommended for superannuation at 60 years because of low CCR rating while Shri Juba Oram and Shri Dhananjay Kumar are not recommended for 60 years due to ill health and lack of capacity to work.

The retirement of the following candidates was set at 60 years:

- 1) Sri Trinath Naik, Sweeper
- 2) Sri R P Sahoo, Accountant
- 3) Sri K Das, Sr. Assistant
- 4) Sri F Bada, Meson Helper
- 5) Sri R K Mishra, Mech. Gr.I
- 6) Sri J Das, Attendant
- 7) Sri S N Dash, Office Superintendent
- 8) Sri Jogi Nayak, Peon
- 9) Sri K C Sethy, Mech. Gr.II
- 10) Sri P Behera, Mech. Gr. III
- 11) Sri N N Nayak, Sr. Assistant
- 12) Sri S C Barada, Mech. Gr. III
- 13) Sri S C Patnaik, Sr. Assistant
- 14) Sri S C Pradhan, Mech. Gr. I
- 15) Sri D Mohanty, Sr. Assistant
- 16) Smt. R Dey, Office Superintendent
- 17) Sri S C Chhotray, Library Attendant
- 18) Sri I Sahu, Attendant
- 19) Sri B C Behera, Bearer

#### BOG-5 (2004)-13: To examine through a Sub Committee of the Board all personal representations arising out of pay fixation, increments etc. before conversion of REC to NIT, so that no further representation will be entertained by the Board on such old issues.

The Board did not accept the proposal to consider the personal representations arising out of the fixation of pay and seniority etc by the REC. It was resolved that the scale of pay, perks and seniority etc enjoyed by every employee at the time of REC – NIT conversion will be accepted by the Board. They will not be altered either against or in favour of the employee, except in cases where explicit decisions of REC BOG were waiting to be implemented. Such decisions will be re-examined by the NIT BOG.

Employees with serious grievances may represent to the Government of Orissa for compensation by the State Government, or to MHRD for specific redressal by the Ministry.

#### BOG-5 (2004)-14: As per BOG-4 (2004)-35, Hon'ble Board considered the long absence and possible termination of the service of Dr. P. Sharma, Assistant Professor, Mining Engineering of this Institute, after the consultation with the Institute Advocate. Accordingly 3 nos. of reminders were sent to Mr. Sharma. Now the proposal for termination of Dr. Sharma is put to BOG for acceptance.

It was resolved to accept the resignation of Dr P Sharma, as noted under item BOG-5 (2004) – 3.

# BOG-5 (2004)-15: To extend the benefits awarded by the Board of Governors (REC) in its 103<sup>rd</sup> meeting to six Technical Assistants, to others in identical position. To work out a policy towards payment of arrear dues if any resulting from pay adjustment.

The Board agreed to implement with current effect the earlier decision of the REC – BOG in to 103<sup>rd</sup> meeting to revise the pay of six technical assistants:

- 1) Sri Kulamani Patra
- 2) Sri Pratap Kumar Tripathy
- 3) Sri P Prafulla K Patra
- 4) Sri John Paul Holiday Nag
- 5) Smt. Sabita Mohapatra
- 6) Sri Biswanath Murmu

was confirmed by the Board. The Board did not accept the proposal to extend the same benefits to others who were not considered by the REC Board. In the case of the six TAs, the Board accepted to revise the current pay only without, in any way, modifying pay already drawn. No arrear salary will be paid.

#### BOG-5 (2004)-16: Ratification of Deputation-cum-Study Leave.

- 1. Sri Pabitra Mohan Khilar, Lecturer, CSEA department was granted Deputation-cum-Study Leave (DCSL) for a period of 03 years from 27.07.2004 to 26.07.2007 for pursuing Higher Studies under (QIP) leading to Ph.D. Degree on the Subject "Computer Engineering" in the Department of Electronics & Electrical Communication Engineering of Indian Institute of Technology, Kharagpur, vide Office Order No. NITR/Estt/7476 dated 23.07.2004. He has accepted the terms and conditions stipulated in the above order. He was relieved from this Institute on 26.07.2004 (Afternoon) vide Office Order No.NITR/Estt/7517 dated 26.07.2004 for pursuing his Higher Studies.
- 2. Mrs. Poonam Singh, Lecturer, Electronics & Instrumentation Engineering Department was granted Deputation-cum-Study Leave (DCSL) for for a period of 03 years from 27.07.2004 to 26.07.2007 for pursuing Higher Studies under (QIP) leading to Ph.D. Degree on the Subject "Wireless Communication" in the Department of **Electronics & Electrical Communication Engineering of** Indian Institute of Technology, Kharagpur, vide Office Order No. NITR/Estt/7504 dated 26.07.2004. she has accepted the terms and conditions stipulated in the above order. she was relieved from this Institute on 26.07.2004

(Afternoon) vide Office Order No.NITR/Estt/7518 dated 26.07.2004 for pursuing his Higher Studies.

3. Sri Umesh Chandra Pati, Lecturer, Electronics & Instrumentation Engineering Department was granted Deputation-cum-Study Leave (DCSL) for for a period of 03 years from 27.07.2004 to 26.07.2007 for pursuing Higher Studies under (QIP) leading to Ph.D. Degree on the Subject "Electrical Engineering" in the Department of Electrical Engineering of Indian Institute of Technology, Kharagpur, vide Office Order No. NITR/Estt/7477 dated 23.07.2004. He has accepted the terms and conditions stipulated in the above order. He was relieved from this Institute on 26.07.2004 (Afternoon) vide Office Order No.NITR/Estt/7516 dated 26.07.2004 for pursuing his Higher Studies.

The deputation cum study leave of the following three faculty members deputed under QIP were noted by BOG as per Agenda notes:

- 1) Shri Pabitra Mohan Khilar, Lecturer, CSEA
- 2) Mrs. Poonam Singh, Lecturer, E & IE
- 3) Shri Umesh Chandra Pati, , Lecturer, E & IE.

The Board was informed that the applications of Sri Santanu K Behera and Dr Bansidhar Majhi for extraordinary leave to study or work abroad were awaiting approval of the Chairman.

#### C. ACADEMIC MATTERS

#### BOG-5 (2004)-17 : Continuing Education Programme, Rules, Procedure and Forms, recommended by the Senate are put up to be approved by the Board of Governors.

The continuing education programme rules and regulations as recommended by the Senate were approved by the Board. (Annexure-A7)

BOG-5 (2004)-18 : To consider changing the name of the Department of "Computer Science Engineering and Applications" to "Department of Computer Science and Engineering" as per request of the Departmental faculty and keeping in tune with other institutes.

The Board accepted the proposal for renaming of the department of "Computer Science Engineering and Applications " as " Department of Computer Science and Engineering " with immediate effect, and directed the Senate to frame the academic programme accordingly.

#### D. MISCELLEANEOUS ADMINISTRATIVE MATTERS

#### BOG-5 (2004)-19: (a) To consider the recognition of the three employees associations in light of the letter No. F.20-12/2004-TS-III dated June 22, 2004 from the Ministry of HRD.

The recognition of three Employees Associations was provisionally extended subject to formulation of appropriate conduct rules as per MHRD guidelines. Appropriate conduct rules will be formulated and presented at the next meeting of the BOG.

#### (b) To consider the letter from the Non-teaching Employees Association on their modes of placing their demands through sit – ins without work and to work out a policy on the Institute's response to such situations.

The method adopted by NTEA and class-IV employees associations to express their disagreement and communicated vide their letter No. NTEACEA/30 Dt 16.7.2004 was viewed seriously by the BOG. It was decided that in future if any such incident takes place, action will be taken under the "no work no pay" principle. Other punitive measures will be awarded on case-to-case basis. However, Director was advised to create a grievance redressal channel as proposed.

The Board considered the letter No. NTEACEA/30 Dt 16.7.2004 from the NTEA and Class IV employees association expressing their decision to sign attendance registers only once a day. The Board resolved that the Central Government rules are to be followed in this matter.

BOG-5 (2004)-20 : To consider demolition of the unauthorized occupation and cultivation made by the inhabitants of Kantajhar, residing in the NIT premises. The people of the said hamlet threatened to burn the equipment taken for leveling of the open space and the Institute watchman/SIS staff members were threatened. The work was stopped. To consider measures for demolishing the unauthorized occupation done by the above inhabitants.

The Director was advised to take up the subject of demolition of unauthorized occupation and cultivation made by inhabitants of Kantajhar with the local Administration, Govt. of Orissa.

#### BOG-5 (2004)-21: To consider the modality of sanctioning annual increment to Professors by amending of REC BOG resolution No. 101-201-U-6 dt. 22.09.01. The requirement of obtaining Chairman's approval for sanctioning annual increment to Professor may be dispensed with.

The Board resolved that the present system of obtaining Chairman's approval for sanctioning annual increment to Professors will be continued till a new system of faculty assessment as per current practice at IIT Roorke is introduced as directed by the NIT Council. [Note : The Chairman has subsequently authorized Director to approve annual increments to Professors on his behalf, except in cases involving seriously adverse comments or some element of controversy or any misdemeanor as perceived by the Director]

BOG-5 (2004)-22 : To consider the proposal for accepting the new CWS Hospital located adjacent to the NIT Campus for referral of serious patients in addition to Ispat General Hospital. This is expected to give substantial saving in expenditure and convenience to the staff and students. In addition to the two hospitals, patients may also be referred to selected (by Director in consultation with Medical Officers) Specialists in the city. The proposal to include CWS (Community Welfare Society) Hospital in addition to IGH (Ispat General Hospital), Rourkela as referral Hospital was approved.

It was further decided that four medical stores in the vicinity of the campus will be selected by the medical advisory committee for purchasing medicine by the employees. The shops will be reimbursed directly by NIT on production of appropriate vouchers and original prescriptions.

#### Supplementary Items

BOG-5 (2004)-23(Supp) : To report the status of ongoing MHRD sponsored research projects. All old projects have been formally closed and current projects are in normal course.

The Board noted the progress of the MHRD sponsored projects running in the Institute. (Annexure-A8)

BOG-5 (2004)-24(Supp) : To report a consolidated list of PG programs as recommended by the Senate. It includes ongoing programs and new programs proposed for academic year 2005-2006.

The Board noted the ongoing PG programmes and recommended them to the Ministry for their record and approval of required scholarship. (Annexure-A9)

BOG-5 (2004)-25(Supp) : To approve write off of obsolete items as per recommendation of write off and disposal committee.

The Board noted the report on the auction of obsolete items written off vide the Board's decision in the third meeting. The write off of a fresh set of obsolete articles was approved.

The Director was authorized to auction the written off stores in accordance with due process. (Annexure-A10)

BOG-5 (2004)-26(Supp) : To report on the status of UG admission and to decide on the option of filling up the vacant seats.

The Board noted the position of UG admission through AIEEE examination. Regarding the few vacant seats, it was resolved that in view of the shortage of hostel accommodation and the progress of classes, the vacant seats will not be filled up.

The meeting ended with thanks to the Chair.

(Prof Sunil Kr Sarangr)

(Prof Sunil Kr Sarangr) DIRECTOR & SECRETARY Board of Governors

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( Dr B. Panda ) CHAIRMAN Board of Governors

# ANNEXURES

# Minutes of Fourth Meeting of the Finance Committee



# National Institute of Technology Rourkela – 769 008 (Orissa)



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#### National Institute of Technology Rourkela – 769 008 (Orissa)

#### Minutes of the 4<sup>th</sup> meeting of Finance Committee held in the Conference <u>Room of Hotel Hyatt Regency, New Delhi on 12.08.2004 (Thursday) at 6.15</u> <u>P.M.</u>

Dr. B Panda, Chairman, Board of Governors and Finance Committee chaired the meeting. The following members attended the meeting.

#### Members present:

- 1. Dr. Bansidhar Panda
- 2. Mr. R C Gaba
- 3. Prof. B.K. Rath
- 4. Prof. Sunil Kr. Sarangi
- 5. Mr. S.K. Upadhyay

Chairman

Member

Member

Member

**Registrar & Secretary** 

#### F.C. 4 (2004)-1: Welcome to the members by the Chairman.

Chairman welcomed all the members present.

#### F.C. 4 (2004)- 2: Confirmation of the minutes of the 3<sup>rd</sup> Meeting held at the Board Room of IMFA Group, IMFA Building, Bomikhal, Bhubaneswar on 14.02.2004.

The Minutes of the 3<sup>rd</sup> meting of F.C.3 held in Bhubaneswar on 14.02.2004 were confirmed.

# F.C.4 (2004)-3 : Discussion on matters arising out of the 3<sup>rd</sup> Meeting of the Finance Committee.

The actions taken against the minutes of F.C.3 were discussed in detail and noted.

#### F.C.4 (2004)-4 : a) To consider and approve un-audited Financial Account for the Financial Year 2003- 04. (Annexure – A1)

The un-audited financial account for the Financial year 2003 - 04 was recommended to BOG for approval and onward transmission to Central AG for Audit with the following observations of the Ministry.

- 1. Decrease in fees collection compared to the previous year.
- 2. Administrative expenditure increased
- 3. Deficit is lower as compared to the previous year.

b) To Discuss Funds allocation by MHRD (both Plan and Non-Plan) for the Financial Year 2004- 2005. (Annexure – A2)

Allocation of funds under both Plan & Non-Plan heads was discussed

F.C.-4(2004)-5: a) Rationalization of scales of pay of non-teaching employees of National Institute of Technology, Rourkela against the letter of MHRD, Government of India, No.F.20-46/20030TS-III (pt. IV) dt. 7<sup>th</sup> June 2004. A scheme for conversion of R.E.C. scales to corresponding Government of India Scales is put up for kind approval of the Finance Committee. (Annexure – A3)

Rationalization of Scales as given in Annexure- A.3 was discussed and accepted in principle and to be implemented after due concurrence of MHRD. On the subject of pay fixation in the new rationalized scale, it was decided that in the scale of 1800-3000 (SL No 7), where there is substantial fall in the rate of increment, there should not be fall in salary till April 1, 2007. To ensure this criterion, if necessary, an additional increment may be given.

b) To consider the introduction of Assured Career Progression Scheme of the Government of India as per revised scales vide letter No.F.20-46/2003-TS-III dated November 9, 2003 and subsequent clarification dated April 6, 2004 with effect from March 1, 2004.

Implementation of A.C.P. Scheme with effect from 1.3.2004 was considered and approved.

c) Merger of 50% DA / DR. To discuss the merger of 50% DA & DR with basic pay and basic pension w.e.f. 01.04.2004 as per Ministry Circular No. F-20-38/2003-TS-III dt.11.6.2004 and to consider the financial implications. (Annexure – A4)

Merger of 50% DA/ DR was discussed and approved in principle. Registrar is advised to implement it after due concurrence of MHRD.

F.C.-4(2004)-6 : To consider the Government of India Pension Scheme with the following features.

(a) Calculation of pension taking into consideration of average 10 months pay for fixation of pension on the day of retirement.

(b) The date of implementation of scheme at NIT Rourkela will be w.e.f. April 1, 2003, the day of conversion to NIT with full funding by Government of India.

(c) The commutation value may be paid to pensioners @40% instead of  $1/3^{rd}$  as paid earlier.

(d) Restoration of full pension will be done after completion of 15 years instead of 12 years.

(e) Retirement Gratuity will be paid up to a maximum of Rs.3.5 lakhs maximum instead of Rs.2.5 Lakh as done earlier.

(f) Implementation of New Pension Scheme for the employees recruited in this Institute after 1.1.2004 shall be covered under the new rule as per letter received from Govt. of India, MHRD, Dept of Secondary and Higher Education vide No.F.20-46/2003-TS-III dt.9.6.2004. Accordingly the monthly contribution would be 10% of the salary (basic pay and DA) and equal match by the MHRD. However, there will be no contribution from the Govt. in respect of individuals who are not Institute employees. The contributions and investment returns would be deposited in a non-withdrawal Pension tier – I account. The existing provisions of defined benefit pension and GPF would not be available to the new recruits of Institute.

Implementation of new pension scheme given in was approved.

F.C.-4(2004)-7 : To approve the Fee to be charged by the Institute from Foreign Nationals/ NRIs /PIOs Classification.

Fee for the Foreign Nationals (NRIs)/ PIOS of this Institute for the academic session 2004-05 against MHRD letter No.F.20-34/2004-TS-III dt.24.6.2004 to be charged @ enhance rate. If the present fee charged from any category of foreign students including those nominated by ICCR / MEA as well as Non-Resident Indian (NRIs) & Persons of Indian Origin (PIOs) etc. is more than the fee prescribed under DASA, then the fee to be charged from such students shall be restricted to the level of DASA. However, those NITs which are presently charging Nepalese students as well as MEA/ ICCR sponsored foreign students at the same rate as Indian students shall continue to charge the same fee.

So far as students admitted under the scheme of Direct Admission of students Abroad (DASA) are concerned, all such students – whether new or old – shall be charged uniformly @US \$ 2000 per annum for South Asian Association for Regional Cooperation (SAARC) countries and @ US \$ 4000 per annum for non-SAARC countries as approved vide letter No.F.21-2/2001-TS-1 dated 9<sup>th</sup> July, 2003 and circulated by Ed.CIL by NIT, Rourkela to all NITs. This would be effective from the academic session 2004 – 2005 onwards.

The proposed fees to be charged by NIT from Foreign National/ NRIS/ PIOS were discussed and approved.

# F.C.-4(2004)-8 : To approve a policy regarding award of two increments to faculty members on obtaining a Ph.D. Degree as per Ministry Circular No.F20-7/2004-TS-III dt.16.06.2004).

It was approved that two increments will be awarded for doing Ph.D. at lecturer level and accordingly the increments already awarded conditionally after 1.4.2004 for doing Ph.D.other than lecturer level will be withdrawn. Increments awarded in 2002 or earlier as per norms followed at that time need not be re-examined.

F.C.-4(2004)-9 : To decide whether security personnel will continue to receive one month's salary per year which they were awarded ex-gratia vide R.E.C. BOG resolution No.56 and 68, 1979 & 1985 for their extra duties in Vacations and Sundays through the arduous nature of their duties. With introduction of 5 day week, the extra duty is not there, but is arduous. The FC may consider a suitable compensation.(Copy of earlier BOG resolution enclosed).

In view of introduction of 5 day week uniformly for all staff including security personnel, it was decided to discontinue with the existing system of giving additional one months salary per year to the Security personnel. In case of security inspector, whose services are necessary throughout the week, it was decided that a suitable honorarium may be worked out by the Director.

F.C.-4(2004)-10 : To approve post facto payment of CCA, HRA non-practicing allowance (to Doctors) as per Central Government rules. Directive of the MHRD. The Government of Orissa was paying 10 % as HRA while the central Government rules provide 7.5 %for Class C City. To consider the hardship to the employees resulting out of the decrease of HRA.

> It was decided that CCA, HRA and Non-practicing allowance to Doctors (the last one) will be given as per central Govt rules. The request for enhanced HRA at Government of Orissa rate was not acceded to.

F.C.-4(2004)-11 : To adopt Incentive for promoting small family norms, the special increment in the form of "Family Planning Allowance" is admissible to the employees as stipulated under FR-27(10).

It was decided to adopt incentive for promoting small family norms as stipulated under FR-27(10).

F.C.-4(2004)-12: Supply of Liveries, Shoes and Socks to Institute Class-IIII & Class – IV Employees.

In the past, REC employees have been supplied liveries, shoes & socks and towels as per approval by the BOG of R.E.C. from time to time. At present many other employees such as Draughtsmen and other Technical Assistants are demanding supply of shoes and socks for them, which they will use while performing official duties. In view of the above the Finance Committee may consider

to extend such facilities for other staff members with proper recommendation & requirements. List of employees to whom the liveries were being supplied is enclosed.

It was decided to follow the system of supply of Liveries, Shoes and Socks etc. as per central Government guidelines. Registrar was advised to obtain the guidelines from MHRD and implement.

F.C.4 (2004)-13 : Enhancement of Annual Grants of various of Clubs. For the welfare of the Institute Employees, three clubs namely:

- i. Staff Club (for teaching & administrative staff),
- ii. RENGCOL CLUB (for Non-Teaching staff) &
- iii. HARIBANDHU CLUB (for Class-IV staff)

have been established within the premises of the Institute. The clubs arrange Annual Picnic & get together for their members and celebrate various functions like Republic Day, Independence Day, Saraswati Puja, Ganesh Puja, Pana Sankranti and other social and religious functions round the year. The clubs also provide various Indoor Games, arrange competition for such Games and distribute prizes to winners. Besides the monthly subscription paid by the members, the Institute contributes annual grant of Rs.4000/- each to the above Clubs for their smooth functioning. The Secretaries of the above Clubs have requested that the Annual Grants given to the Clubs are insufficient to meet their day to day expenditure due to substantial rise in cost of market price. Hence, they have requested to enhance the Annual Grant of each Club from Rs.4000/- to Rs.8000/- from the Finance Year 2004-05.

The Finance Committee may consider the above proposal.

Enhancement of Annual Grant from Rs.4000/- to Rs.5000/- was approved and to be implemented wef 1.04.2005.

## F.C.4 (2004)-14 : To evolve a policy on provision of internal and external medical facilities to various categories of employees.

It was decided to extend the provision of internal and external medical facilities to various categories of employees as per CGHS guidelines. Registrar was advised to obtain the guidelines from MHRD and implement.

F.C.4 (2004)-15: It was decided to go for a limited tender following To Consider award of contract to M/s Larsen & Toubro Ltd. for construction of Students Hostel, Guest House and other facilities on single tender basis to ensure that the facilities are ready within the current financial year, and available for occupation by the students in July, 2005.

It was decided to go for limited or open tender following CVC guidelines.

F.C.4 (2004)-16 : To consider approval of funds (estimated at Rs.6.15 lakh) for construction of a Kutcha road on RSP. land skirting the NIT campus to discourage external vehicular traffic through the campus roads and improve safety. If slag ballast is available from SAIL, RSP, the cost will come down to Rs.3.9 lakh.

It was noted that slag ballast will be made available by RSP. The estimated cost of proposed Kutcha road will be Rs 3.9 lakhs. The FC appreciated the urgent need of the constuction of this cutcha road for safety and security of the students and recommend it to MHRD for approval. Registrar was advised to seek the approval of MHRD before initiating construction.

[Note : Mr. R.C. Gaba, MHRD representative has subsequently confirmed our telephone that the Ministry has no objection to construction of a Kutcha road outside the campus for ensuring safety of the students.]

The meeting ended with thanks to the Chair.

(S. K. UPADHYAY) REGISTRAR & SECRETARY FINANCE COMMITTEE (Dr. Bansidhar Panda) CHAIRMAN BOARD OF GOVERNORS

#### No.F.20-18/2003-TS-III Government of India Ministry of Human Resource Development Department of Secondary & Higher Education

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New Delhi June 4, 2004

#### OFFICE MEMORANDUM

#### SUBJECT: - Introduction of Career Advancement Scheme (CAS) for members of faculty in National Institutes of Technology (NITs) – Clarification regarding crucial date, qualifying service & seniority etc.

#### \*\*\*\*\*

The undersigned is directed to refer to this Ministry's Office Memorandum (OM) of even number dated 15<sup>th</sup> September 2003 and subsequent clarifications issued on 4<sup>th</sup> March and 6<sup>th</sup> April 2004 respectively on the subject mentioned above and to say that the initial date of introduction of CAS in a REC/NIT shall be the actual date of notification regarding implementation of the revised scale of pay in the Institute but not the retrospective date of implementation of the revised scales of pay i.e. 01-01-1996. Further, the *crucial date* for determining the fulfilment of eligibility criteria for promotion under CAS shall be Ist July of every calendar year. This is to say that all those persons who have fulfilled the prescribed criteria for promotion prior to Ist July shall be considered *en bloc* as a batch and the *inter-se* seniority of those actually promoted, as a batch shall be maintained with reference to their original seniority in the initial entry grade. However, where promotion of more than one batch has taken place together, all persons of the first batch shall rank senior *en bloc* to the next batch and like wise.

2. It is also clarified that the period between the crucial date and the date of the meeting of the BOG in which promotions recommended under CAS are approved shall count as qualifying service for future promotion without entailing any financial liability –notional or actual- on part of the Institute. However, this would not be applicable in respect of those who have not been found suitable for promotion in the first instance where the benefits would be given from the date of the meeting of the BOG only.

3. All cases of promotions made/to be made under CAS in NITs may accordingly be regulated as per this clarifications excepting those where a member of the faculty has already retired.

(Dr. G L Jambulkar)

(Dr. G L Jambulkar) Deputy Educational Adviser Tel: 2338-4276

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#### BOG - 5 (2004) - 5(c):

The following four faculty members were recommended for promotion under CAS by the respective Selection Committees, which met in December 2003. Their cases could not be considered by the BOG in its 4<sup>th</sup> meeting because their effective dates of appointment in the previous posts were not available. Now the Ministry of HRD has clarified the situation and effective dates are fixed for each one of them. The BOG is requested to consider the case.

- 1. Dr. B.K.Pal, Mining Engg. (For Professor)
- 2. Dr. M. K. Mishra, Mining Engg. (For Assistant Professor)
- 3. Dr. D. R. K. Parhi, Mechanical Engg. (For Assistant Professor)
- 4. Prof. Alok Satapathy, Mechanical Engg. (For Lectures (SG)

They were all selected to their present positions in the selection of 2002, after spending many years in the previous grades.

SI. No.	Name of faculty	Previous positions & effective date	Present position & effective date	No. of years in present position	No of years required for CAS promotion.
1.	Dr. B. K. Pal, Mining	Lecturer on 12.4.85 Lecturer (SS) on 7.8.91	Assistant Professor on 27.05.02 Eligible on 1.7.2000	4 years	8 years as Assistant Professor
2.	Dr.M.K.Mishra, Mining	Lecturer on 05.07.93	Lecturer (Senior Scale) on 03.05.2003 Eligible on 1.7.2000	4 years	5 years as <i>Lecturer</i> (SS) with M.Tech.
3.	Dr.D.R.K.Parhi, ME	Lecturer on 15.10.92	Lecturer (Senior Scale) on 27.05.02 Eligible on 1.7.2000	4 years	5 years as Lecturer (SS) with M.Tech.
4.	Prof .Alok Satapathy, ME	Lecturer on 22.6.93	Lecturer (Senior scale on 27.05.02 Eligible on 1.7.2000	4 years	5 years as Lecturer (SS) with M.Tech.

After the new guidelines have been obtained, the following scenario emerges.

In all cases the candidates spent much more time than required number of years in the previous positions. It is suggested to the Board that, as a special case, the time spent in the current and previous positions be considered together and CAS promotion given as recommended counting the total time spent in two positions.

#### STATEMENT OF VACANCY POSITION OF TEACHING AND NON-TEACHING STAFF OF NATIONAL INSTITUTE OF TECHNOLOGY : ROURKELA-8 AS ON 31.07.2004

Staff Position {Faculty/Administrative}

Sl. No	Name of the Post	Scale of Pay	Sanctioned Strength	In Position	Vacancy Position	Remarks
1.	Director	18400-500-22400/-	01	01	Nil	
2.	System Manager	16400-450-20000/-	01	01	Nil	
3.	Controller of Examination	12000-420-18300/-	01	01	Nil	

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#### STATEMENT OF VACANCY POSITION OF TEACHING AND NON-TEACHING STAFF OF NATIONAL INSTITUTE OF TECHNOLOGY : ROURKELA-8 AS ON 31.07.2004

### **Staff Position {Faculty}**

Sl. No	Name of the Post	Stre		In Position	Vacancy Position	Remarks
1.	Professor	16400-450-20900-500-22400/-	34	18	16	
2.	Asst. Professors	12000-420-18300/-	54	54	Nil	
3.	Lecturer(SS) Lecturer	10000-325-15200/- 8000-275013500/-	90	44	46	

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#### STATEMENT OF VACANCY POSITION OF TEACHING AND NON-TEACHING STAFF OF NATIONAL INSTITUTE OF TECHNOLOGY : ROURKELA-8 AS ON 31.07.2004

### **OFFICERS POSITION**

SL. No	Name of the Post	Scale of Pay	Sanctioned Strength	In Position	Vacancy Position	Remarks
1.	Registrar	10000-325-15200/-	01	Nil	01	Contractual (Con.Sal:Rs.20000/-)
2	Dy.Registrar(Admn.)	8000-275-13500/-	01	01	Nil	
3.	Dy.Registrar (FA)/ Accounts Officer	8000-275-13500/- 6500-200-10500/-			01	Contractual (Con.Sal:Rs.15000/-)
4.	Asst. Registrar	6500-200-10500/-	03	Nil	03	Contractual (Con.Sal.:Rs.13000/-
5.	P.S. to Director	6500-200-9900/-	01	01	Nil	
6.	Asst. Proctor	8000-275-13500/-	01	Nil	01	
7.	Medical Officer	8000-275-13500/-	02	02	Nil	
8.	M.Ecum-E.M.	8000-275-13500/-	01	01	Nil	
9,	System Analysist	10000-325-15200/-	01	Nil	01	
10.	System Programmer	8000-275-13500/-	02	01	01	
11.	Librarian	8000-275-13500/-	01	Nil	01	

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12.	Asst. Librarian	6500-200-9900/-	02	Nil	02	Contractual Con.Sal.:Rs.12000/-
13.	Foreman	6500-200-10,500/-	01 Nil		01	
14.	Asst. Foreman	6500-200-9900/-	01	Nil	01	
15.	Jr.M.E.	6500-200-9900/-	02	01	01	
16.	Chief Draughtsman	6500-200-9900/-	01	Nil	01	
17.	Physical Training Officer(PTO)	6500-200-9900/-	01	01	Nil	· · · · · · · · · · · · · · · · · · ·

#### STATEMENT OF VACANCY POSITION OF TEACHING AND NON-TEACHING STAFF OF NATIONAL INSTITUTE OF TECHNOLOGY : ROURKELA-8 AS ON 31.07.2004

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#### NON-TEACHING STAFF POSITION(Technical/Ministerial/Sub-ordinate)

Sl.	Name of the Post	Scale of Pay	Sanctioned	In	Vacancy	Remarks
No			Strength	Position	Position	
1.	Sr. T.A.	6500-200-9900/-	7	5	2	
2.	T.A.	5900-200-9700/-	15	12	3	6
3.	Programming Asst.	5900-200-9700/-	2	2	Nil	
4.	Sr. Draughtsman	5900-200-9700/-	1	1	Nil	· · · · · · · · · · · · · · · · · · ·
5.	Superintendent/Accountant	5900-200-9700/-	5	5	Nil	
6.	Mech.Gr.I/SI-cum-Mech.Gr.I	5900-200-9700/-	11	9	2	
7.	Mechanic Gr.II/	5300-150-8300/-	24	12	12	
·	Instructor-cum-Mech.Gr.II					
8.	Boiler Operator	5300-150-8300/-	1	Nil	1	]
9.	LM-cum-WM "A"	5300-150-8300/-	1	1	Nil	· · · · · · · · · · · · · · · · · · ·
10.	Senior Asst.	5300-150-8300/-	31	31	Nil	
11.	Senior Steno	5300-150-8300/-	5	05	Nil	
12.	Store Keeper	5300-150-8300/-	2	02	Nil	
13.	Cashier	5300-150-8300/-	1	1	Nil	
14.	P.T.I.	5300-150-8300/-	1	1	Nil	
15.	Lab. Asst.	5300-150-8300/-	4	3	1	
16.	Security Inspector	5300-150-8300/-	1	1	Nil	
17.	Draughtsman	5300-150-8300/-	2	2	Nil	
18.	Jr. Steno	4500-125-7000/-	8	6	2	
19.	Pharmacist	4500-125-7000/-	1	1	Nil	
20.	Mech. Gr.III/	4500-125-7000/-	23	18	5	
	C.ICum-Mech.Gr.III					

21.	Pump Driver-cum-Mech.	4500-125-7000/-	1	. 1	Nil	
22.	Medical Technician	4500-125-7000/-	1	1	Nil	
23.	L.Mcum-W.M. "B"	4500-125-7000/-	2	1	1	
24.	Junior Asst.	4000-100-6000/-	43	38	05	
25.	Mason	4000-100-6000/-	3	2	1	
26.	Carpenter	4000-100-6000/-	2	Nil	2	
27.	Sanitary Fitter	4000-100-6000/-	1	1	Nil	•
28.	Meter Reader	4000-100-6000/-	1	Nil	1	
29.	Plumber Fitter	4000-100-6000/-	2	2	Nil	
30.	Telephone Operator	4000-100-6000/-	2	1	<b>E</b> 74 =	
31.	Head Mali	4000-100-6000/-	1	1	Nil	
32.	Gasman	4000-100-6000/-	1	1	Nil	
33.	Driver	4000-100-6000/-	4	2	2	
34.	Dupl. Mach. Opcum-Mech.	4000-100-6000/-	1	1	Nil	
35.	Asst. Cashier	4000-100-6000/-	1	1	Nil	
36.	Jr. Record Keeper	4000-100-6000/-	1	Nil	1	
37.	Works Sarkar	4000-100-6000/-	1	1	Nil	
38.	Data Entry Operator	4000-100-6000/-	1	Nil	1	
39.	L M-cum- WM "C"	4000-100-6000/-	3	2	1	
40	Ferro Printer	3200-85-4900/-	1	Nil	1	
41	Book Binder	3200-85-4900/-	1	Nil	1	
42.	Treasury Sirkar	3050-75-3950-80-4590/-	1	1	Nil	
43.	Lab. Attendant	3050-75-3950-80-4590/-	27	26	01	
44.	Library Attendant	3050-75-3950-80-4590/-	4	4	Nil	
45.	Electrical Helper	3050-75-3950-80-4590/-	8	7	1	
46.	Helper Water Supply	3050-75-3950-80-4590/-	4	3	1	
47.	Helper Building	3050-75-3950-80-4590/-	5	5	Nil	
48.	Bus Helper	3050-75-3950-80-4590/-	2	1	1	

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50.	Jr. L/M-cum-W/M	3050-75-3950-80-4590/-	6	2	4	
41.	Khansama	3050-75-3950-80-4590/-	1	1	Nil	
52.	Daftary	3050-75-3950-80-4590/-	3	Nil	3	
53.	Head Class Room Bearer	3050-75-3950-80-4590/-	1	1	Nil	
54.	Head Watchman	3050-75-3950-80-4590/-	1	1	Nil	
55.	Mate	3050-75-3950-80-4590/-	1	Nil	1	4
56.	Pump Driver	3050-75-3950-80-4590/-	6	5	1	
57.	Asst. Head Mali	3050-75-3950-80-4590/-	2	2	Nil	
58.	Matron	3050-75-3950-80-4590/-	1	Nil	1	
59.	Dresser	3050-75-3950-80-4590/-	1	Nil	1	
60.	Bearer/Lib.Bearer	2650-65-3300-70-4000/-	27	18	9	
61.	Peon/Class Room Bearer	2650-65-3300-70-4000/-	43	35	8	
62.	Helper, Director's Res.	2650-65-3300-70-4000/-	· 1	1	Nil	
63.	Mali	2650-65-3300-70-4000/-	17	14	03	
64.	Sweeper	2650-65-3300-70-4000/-	24	19	5	
65.	Asst. Sweeper Mistry	2650-65-3300-70-4000/-	1	Nil	1	
66.	Keyman	2650-65-3300-70-4000/-	3	2	1	
67.	Watchman	2650-65-3300-70-4000/-	31	14	17	
68.	Fireman	2650-65-3300-70-4000/-	2	2	Nil	
70.	Helper Building Maint.	2650-65-3300-70-4000/-	5	4	1	
71.	Female Attendant	2650-65-3300-70-4000/-	· 1	1	Nil	

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA - 769 008 (ORISSA)

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#### LIST OF N.M.R. EMPLOYEES RECEIVING PAYMENT FROM INSTITUTE ESTABLISHMENT

Sl.	Name of the	Post	Department	Date of first	Amount of
No.	incumbent			engagement	daily wages
				as NMR	
1.	A. K. Mohanty ,	Driver	Gen. Office	02.02.02	80/- per day
2.	S. K. Naik	Lad. Asst	<b>Physics</b>	09.12.02	(80/- per day
3.	Om P. Kumbhar	Skilled worker	E&I	07.10.02	80/- per day
4.	P. Tirkey	- do -	E&I	07.10.02	80/- per day
5.	S. K. Patra	Carpenter	Hall/Estate	01.01.99	80/- per day
6.	M. K. Roul	Skilled worker	Workshop	10.12.00	70/- per day
7.	S. R. Das	- do -	Workshop	22.12.00	70/- per day
8.	S. Pradhan	- do -	Workshop	26.12.00	70/- per day
9.	B. K. Maharana	- do -	Workshop	01.12.01	70/- per day
10.	B. K. Behera	Tel. Op.	G. Office	15.01.99	70/- per day
11.	K. N. Barik	Skilled worker	MME	13.07.99	70/- per day
12.	P. C. Acharya	- do -	MME	13.07.99	70/- per day
13.	N.Pradhan	- do -	MME	20.11.00	70/- per day
14.	N. Behera	Elect. Helfer	Estate	15.01.99	70/- per day
15.	A.K.Tiwari	Jr. Astt.	Cultural	08.02.02	60/- per day
	(On rehabilitation)	~			
16.	S. K. Parhi	Elect. Helfer	Estate	04.07.02	60/- per day
17.	J. Munda	Car. Helper	Estate	01.02.00	60/- per day
18.	P.C.Samal	Elect. Helfer	Estate	26.03.98	60/- per day
19.	R. K. Naik	Peon	A.R.	03.06.96	50/- per day
20.	D. Mahali	Peon	Cultural	27.03.96	50/- per day
21.	S. Naik	Peon	COE	08.12.96	50/- per day
22.	S. Oram	Bearer	Library	21.12.00	50/- per day
23.	H.K.Barik	Bearer	Library	03.09.99	50/- per day
24.	B. Sutar	Bearer	Chemistry	01.02.99	50/- per day
25.	L. Kanduluna	Carp. Helper	Estate	-	50/- per day
26.	P. Kujur	Mason Helper	Estate	28.07.98	60/- per day
27.	F. Kerketta	Helper W.A.	Estate	23.07.98	50/- per day
28.	R.C. Parhi	Helper W.A.	Hall Maint.	10.12.99	50/- per day
29.	S. K. Kar	Watchman	Estate	10.05.99	50/- per day
30.	R.C.Dehury	Watchman	Estate	01.12.99	50/- per day
31	D. S. Sahoo	Watchman	Estate	01.12.99	50/- per day
32.	R. C. Nanda	Watchman	Estate	01.12.99	50/- per day
33.	D. K. Guria	Watchman	Estate	23.12.99	50/- per day

SI.	Name of the	Post	Department	Date of first	Amount of
No.	incumbent			engagement	daily wages
				as NMR	
34.	S.C.Naik	Watchman	Estate	13.01.00	50/- per day
35.	S. C.Das	Watchman	Estate	01.02.00	50/- per day
36.	N.K.Mohapatra	Watchman	Estate	16.02.00	50/- per day
37.	B.K.Naik	Watchman	Estate	22.11.00	50/- per day
38.	P.K.Biswal	Watchman	Estate	02.07.02	50/- per day
39.	N.M.Sethi	Watchman	Estate	14.05.00	50/- per day
40.	N.K.Jena	Watchman	Estate	01.10.00	50/- per day
41.	B. Minz	Watchman	Estate	05.05.02	50/- per day
42.	M. Jojo	Watchman	Athletic	25.09.98	50/- per day
43.	K. Sahoo	Watchman	G. House	01.04.98	50/- per day
44.	S. Jojo	Sweeper	E&I	04.07.02	50/- per day
45.	R. Kerketta	Sweeper	MME	27.12.97	50/- per day
46.	A. K. Naik	Sweeper	Ceramic	20.02.01	50/- per day
47	P.K.Naik	Sweeper	Dispensary	29.08.00	50/- per day
48.	R. Dharua	Sweeper	V.H.	31.10.00	50/- per day
49.	R. Koleth	Sweeper	G.H.	22.12.02	50/- per day
50.	Ms. R. Pancham	Sweeper	L.H.	15.03.01	50/- per day
51.	Ms. R. Naik	Sweeper	Dy. Reg.	02.01.03	50/- per day
_	(on rehabilitation)				

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#### NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA - 769 008 (ORISSA)

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#### LIST OF CONSOLIDATED EMPLOYEES RECEIVING PAYMENT FROM INSTITUTE ESTABLISHMENT

	Name of the	Post	Denertment	Date of first	Date of	Amount of
SI.	1	Post	Department			Remuneration
No	incumbent			engagement	Consoli-	
				on daily	dated pay	Consolidated/
				wage		daily wages
1.	H. K. Mohanty	Jr. Asst.	Physics	24.07.89	21.10.95	2500/-p.m.
2.	C. S. Rout (on	Jr. Asst.	Warden	10.11.98	10.11.98	2500/- p.m.
	rehabilitation)		Office			·
3.	Ms. A. Panda	Jr. Asst.	COE	01.09.98	01.09.00	2500/- p.m.
4.	S. Sarangi	Jr. Asst.	Accounts	18.12.99	18.12.99	2500/- p.m.
5.	SK. Nayak	Spl. Asst.	PS Office	17.10.00	17.10.00	4000/- p.m.
6.	S. K. Nayak	T.A.	Electrical	18.08.00	18.08.00	2500/- p.m.
7.	J.K.Nanda	Resource	Chemical	29.01.02	01.03.02	3000/- p.m.
		Person				
8.	S. K. Swain	T.A.	Chemistry	02.11.00	02.11.00	3000/- p.m.
9.	R. N. Barik	Lab. Asst.	Chemistry	01.09.99	01.09.99	2500/- p.m.
10.	Ms. A. Mishra	Computer	Library	04.07.96	02.07.02	2500/- p.m.
		Cum-inf.				-
		Asst.				
11.	K. Das	Watchman	Estate	15.11.96	01.05.02	1500/- p.m.
12.	S. Barik	Watchman	Estate	18.12.95	01.05.02	1500/- p.m.
13.	D. Kumar	Watchman	Estate	03.04.96	01.05.02	1500/- p.m.
14.	M.M.Mohapatra	Watchman	Estate	09.05.99	01.05.02	1500/- p.m.
15.	Fagu Ekka	Watchman	Estate	20.07.96	01.05.02	1500/- p.m.
16.	N. S. Tigga	Watchman	Estate	13.08.96	01.05.02	1500/- p.m.
17.	B. Mallick	Watchman	Estate	06.06.96	15.01.02	1500/- p.m.
18.	A. K. Jena	Peon	BOT	01.01.96	01.01.97	1500/- p.m.
19.	S. K. Barik	Peon	Academic	18.12.95	01.05.02	1500/- p.m.
20.	K. C. Bag	Sweeper	Estate	15.11.96	01.05.02	1500/- p.m.

No.F.20-46/2003-TS-III

#### SCHEME FOR COMPASSIONATE APPOINTMENT IN NATIONAL INSTITUTES OF TECHNOLOGY (NITs)

#### 1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a regularly recruited employee of the NIT dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the employee of the Institute concerned from financial destitution and to help it get over the emergency.

#### 2. TO WHOM APPLICABLE

To a dependent family member -

(A) of an employee of the Institute who -

(a) dies while in service (including death by suicide); or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group 'D' Employee of the Institutes); or

(c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group 'D' Employee of the Institutes); or

Note I "Dependent Family Member" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or

(d) brother or sister in the case of unmarried Employee of the Institute

-who was wholly dependent on the deceased employee of the Institute at the time of his death in harness or retirement on medical grounds, as the case may be.

Arth

<u>Note II</u> "*Employee*" for the purpose of these instructions means an employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

<u>Note III</u> "Service" includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note IV "Re-employment" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

#### 3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

(i) Director with the approval of the Board of Governors

#### 4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C' or Group 'D' posts against the direct recruitment quota.

#### 5. ELIGIBILITY

(a) The family is indigent and deserves immediate assistance for relief from financial destitution; and

(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects

under the provisions of the relevant Recruitment Rules.

#### 6. A. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:-

(a) Recruitment procedure i.e. without an open advertisement or the Employment Exchange.

(b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.

(c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

#### **<u>B. RELAXATIONS</u>**

(a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

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<u>Note 1</u> Age eligibility shall be determined with reference to the date of application and not the date of appointment;

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<u>Note II</u> Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

(b) The Chairman, BOGs concerned is competent to relax temporarily educational qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level <u>e.g.</u> Group 'D' or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

(c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the following order issued in this regard:-

Typing Test / knowledge of basic word processing in Computer to be cleared within a period of two years.

(d) Where a widow is appointed on compassionate ground to a Group 'D' post, she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

#### 7. DETERMINATION/AVAILABILITY OF VACANCIES

(a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.

(b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category <u>viz</u> SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category. For the purpose of calculation of vacancies for appointment on compassionate grounds the Group 'C'/D' posts in which there are

A-L

less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate

(c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Employee of the Institute on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments

(d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy <u>e.g.</u> sports quota vacancy.

(e) Employment under the scheme is not confined to a particular NIT alone in which deceased/medically retired employee had been working. Such an appointment can be given anywhere under any NIT depending upon availability of a suitable vacancy meant for the purpose of compassionate appointment.

(f) If sufficient vacancies are not available in any particular NIT to accommodate the persons in the waiting list for compassionate appointment, it is open to the administrative Ministry/Department/ Office to take up the matter with other NITs to provide at an early date appointment on compassionate grounds to those in the waiting list.

#### 8. TIME LIMIT FOR COMPASSIONATE APPOINTMENT

grounds in any such post should not exceed one.

(a) Normally One Year. However, if compassionate appointment to genuine and deserving case cases as per guidelines contained in this OM is not possible in the first year, due to non-availability of regular vacancy, the Committee as prescribed under para 12-c below of this OM may review such cases to evaluate the financial conditions of the family to arrive at a decision as to whether a particular case warrants extension by one more year, for consideration for compassionate appointment by the Committee subject to availability of a clear vacancy within the prescribed 5% quota. If on scrutiny by the Committee, a case is considered to be deserving, the name of such a person can be continued for consideration for one more year. The maximum time a person's name can be kept under consideration for offering Compassionate Appointment will be three years, subject to the conditions that the prescribed Committee has renewed and certified the penurious conditions of the applicant at the end of first and second year. After three years, if compassionate appointment is not possible to be offered to the applicant, his case will be finally closed, and will not be considered again.

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# 9. <u>WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING</u> <u>REMARRIED</u>

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A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

#### 10. WHERE THERE IS AN EARNING MEMBER

(a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Ministry having regard to number of dependents, assets and liabilities left by the Employee of the Institute, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Employee of the Institute and whether he should not be a source of support to other members of the family.

(b) In cases where any member of the family of the deceased or medically retired Employee of the Institute is already in employment and is not supporting the other members of the family of the Employee of the Institute, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Employee of the Institute so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

#### 11. MISSING EMPLOYEE OF THE INSTITUTE

Cases of missing employees are also covered under the scheme for compassionate appointment subject to the following conditions:-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Employee of the Institute has been missing, provided that:

(i) an FIR to this effect has been lodged with the Police,

(ii) the missing person is not traceable, and

(iii) the competent authority feels that the case is genuine;

(b) This benefit will not be applicable to the case of an Employee of the Institute:-

(i) who had less than two years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

(c) Compassionate appointment in the case of a missing Employee of the Institute also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

(d) While considering such a request, the results of the Police investigation should also be taken into account; and

(e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

#### 12. PROCEDURE

(a) The proforma as in Annexure may be used by NITs for ascertaining necessary information and processing the cases of compassionate appointment.

(b) The Welfare Officer in each NIT or a designated officer looking after the welfare activities of the employees of the Institute should meet the members of the family of the deceased employee in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.

(c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Ministry in this regard on the subject by a committee of officers consisting of three officers – one Chairman and two Members – consisting of the Senior most Professor of the Institute as Chairman , the Registrar and Dean, Administration of the NIT concerned. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.

(d) Recommendation of the committee should be placed before the BOGs for a decision.

#### 13. UNDERTAKING

A person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Employee of the Institute/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds.

#### 14. REQUEST FOR CHANGE IN POST / PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, -

(a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

(b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

#### 15. SENIORITY

(a) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.

(b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

#### 16. GENERAL

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased or medically retired Group 'D' Employee of the Institute to a Group 'D' post only. As such, a family member of such Group 'D' Employee of the Institute can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

(c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Employee of the Institutes dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Employee of the Institute has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

(d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

(e) Requests for compassionate appointment consequent on death or retirement on medical grounds of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.

(g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Employee of the Institutes and to bring it at par with the upper age-limit of 57 years prescribed therein for Group 'D' Employee of the Institutes on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Employee of the Institutes (which is at par with the age of retirement of 60 years applicable to Group 'D' Employee of the Institutes) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for Group 'D' Employee of the Institutes for the reason that they are low paid Employee of the Institutes who get meagre invalid pension in comparison to others.

#### 17. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

(a) The Supreme Court in its judgement dated April 8, 1993 in the case of <u>Auditor</u> <u>General of India and others vs. G. Ananta Rajeswara Rao</u> [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Employee of the Institute who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgement dated May 4, 1994 in the case of <u>Umesh Kumar</u> <u>Nagpal vs. State of Haryana and others</u> [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post <u>i.e.</u> in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Employee of the Institute is legally impermissible.

(v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Employee of the Institute is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an <u>ad-hoc</u> basis.

(c) The Supreme Court has held in its judgment dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals can not give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment. (d) The Supreme Court has ruled in the cases of <u>Himachal Road Transport</u> <u>Corporation vs. Dinesh Kumar</u> [JT 1996 (5) S.C. 319] on May 7, 1996 and <u>Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai</u> [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of <u>State of Haryana and others vs. Rani Devi and others</u> [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, <u>ad-hoc</u> employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROFORMA REGARDING ENPLOYMENT OF DEI SERVANTS DYING WHILE IN SERVICE/RETIN	
PART - A	
Name of the Government servant (Deceased/ratired on medical grounds).	
) Designation of the Government servent.	
) Whether it is Group 'D' or not?	
1) Date of birth of the Government servent.	
e) Date of death/retirement on medical grounds.	
f) Tota] length of service rendered.	

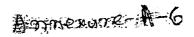
- (g) Whather permanent or temporary.
- (h) Whether belonging to SC/ST/OBC
- (a) Name of the candidate for appointment:
- (b) His/Her relationship with the Government servent.
- 2 Data of birth.

(F) Tota]

- (d) Educational Qualifications.
- (a) Whather any other dependent family member has been appointed on compassionate grounds.

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ticulars of total assets left icluding amount of:-

(a) Family pension

(b) D.C.R. Gratuity

(c) G.P.F. Balance

(d) Life Insurance Policies (including Postal Life Insurance)

(e) Moveable and immovable properties and annual income earned therefrom by the family-

(f) C.G.E. Insurance amount

(g) Encashment of leave

(h) Any other assets

Total

Brief particulars of liabilities, IT any.

iculars of all dependent family ers of the Government servant some are employed, their income whether they are living together separately)

No.	Name(s)	Relationship with the Government servant	A98/ . Dati 1 Anist	Address	Employed or not (if employed particulars of employment and employments)
(1)	(2)	(3)	(4)	(5)	(6)

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DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/ member of the Armed Forces mentioned against I(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

1.

2.

3:

4.

5.

Signature of the candidate

Name:-

Address:-

r o

..... 15/-

Shri/Smt/Kum \_\_\_\_\_is known to me

I the facts mentioned by him/her are correct.

Date:

Signaturé of permanent Government servant Name:

Address:-

\_\_\_\_\_

I have verified that the facts mentioned above by the candidate are rect.

Date:

Signature of the Welfare Officer Name:-

Address:-

16/-

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Annexure-B



RULES PROCEDURE FORMS



# **Continuing Education Programme**

National Institute of Technology Rourkela- 769 008, (Orissa)

#### PREAMBLE

Continuing education of working professionals is assuming increasing importance in shaping the human resource of our country. In the face of rapid technological advancement taking place around the globe, it is important for engineers and scientists to continue to learn new technologies and update knowledge much after completing formal education in the college. NIT Rourkela, a premier technology institute in the country and an institute offering a good number of disciplines in Engineering at U.G. & P.G. levels has a responsibility to provide the continuing education to the intending industries/research organisation or individuals.

Unlike basic education, continuing education is not financed directly by the Government. The Continuing Education Programme of NIT, Rourkela will be essentially self-supporting while using only the basic infrastructure of the Institute. Continuing Education is provided through (a) formal degree programmes such as the QIP. (b) Short-term courses supported by Government agencies such as AICTE and DOPT, (c) self financed short-term courses supported by course fee, (d) Participation in regular UG and PG courses without award of degrees and (d) certificate courses conducted in the distance mode. This document describes the rules and procedures governing the Continuing Education Programme offered in all the five modes. In addition the various programmes conducted by SEDMS/EDP center of the institute will also come under the CE programmes.

#### 2 SCOPE

These rules and procedures shall be called "CEP RULES" hereafter and shall be applicable to all activities stated therein. These rules supercede all rules and practices followed till now.

#### 3 TERMINOLOGY

3.1 Short Term Course:

A comprehensive course of fixed duration on a well-defined topic.

3.2 Course Coordinator:

A member of the Institute faculty or academic staff who manages the course.

3.3 Institute: National Institute of Technology, Rourkela

#### 3.4 Director

Director, National Institute of Technology, Rourkela

#### 3.5 Dean (SRICCE)

Dean, Sponsored Research, Industrial Consultancy and Continuing Education appointed by the Director. Dean (SRICCE) has the responsibility of administering the Continuing Education Programme in addition to Sponsored Research & Industrial Consultancy till further orders.

#### 3.6 SRICCE Office

The Sponsored Research and Industrial Consultancy Cell which has been opened in the Institute is renamed now as SRICCE office and will look after the administration of Continuing Education Programme and manage its funds in addition to the activities of Sponsored Research and Industrial Consultancy.

## 3.7 CE Committee

The Senate Committee on Continuing Education constituted by the Institute Senate to oversee the Continuing Education Programme and monitor academic standards. The committee will consist of 4 members nominated by Senate plus the Dean (SRICCE) who will serve as Chairman. Each member will be appointed for a period of 2 years. In the First year 2 will be nominated for two years and another 2 for one year only. If a vacancy is created midway, it will be filled up for the remaining period by nomination by Chairman, Senate.

## 3.8 Sponsors

An organisation that provides funds for conducting a continuing education programme for its employees, students or other persons.

3.9. QIP

The Quality Improvement Programme for teachers of engineering colleges funded by the Government of India through the All India Council for Technical Education (AICTE).

## 4 QUALITY IMPROVEMENT PROGRAMME (QIP)

The QIP is a programme of the Government of India administered through the All India Council for Technical Education. The Programme covers (a) education of engineering college teachers for M. Tech. and Ph.D. degrees. (b) short term courses for engineering college teachers, and (c) curriculum development activities including development of syllabi, writing of text books, educational video films and computer aided instruction packages.

- 4.1 The studentship programme under QIP will be administered as per the rules set by the AICTE.
- 4.2 The students admitted under the QIP will be treated at par with the regular students of the Institute as far as their academic programme is concerned.
  It will be administered by the Academic Section of the Institute. The Academic office will look after their admission, stipend and release.
- 4.3 The research expenses of QIP students will be met from departmental grants. In addition, the students will use the contingency grant provided by AICTE towards consumables, maintenance of equipment, travel for data collection and attending conferences, conference registration fees etc. A part of the contingency grant may be transferred to the Departmental Operating grant for maintenance of equipment and computing facilities provided to QIP students.
- 4.4 Contingency expenses incurred in one academic year must be claimed within the same year, unless approved by Dean (SRICCE) in advance.
- 4.5 Contingency expenditure on books, stationery, Xeroxing, computer consumables will ordinarily be limited to 25% of the contingency grant, the rest being spent on experimental consumables and other academic expenses.
- 4.6 The travel and daily allowances of QIP students will be same as that of other sponsored students of the Institute.
- 4.7 All travel for data collection or presentation of papers must be approved by Dean(SRICCE). The TA claims are to be approved by the respective Heads of the Departments/Centres and attached to contingency bills of the students.
- 4.8 QIP students will be entitled to casual and medical leave at par with regular students of the Institute. Casual leave will be sanctioned by the Heads of the Departments and the records will be maintained by the Departments. Medical leave will be sanctioned by Dean (SRICCE) on the basis of recommendation of Institute Medical Officer and records will be maintained by the SRICCE office. Leave is not transferable to or from their parent institutions.

- 4.9 QIP students on the Ph.D. contact programme will not be considered as regular students. They will, however, be permitted to use Institute Library (without borrowing facilities) and departmental facilities. The Asst. Registrar (SRICCE) will issue a temporary identity card to these students.
- 4.10 If a QIP student cannot complete his academic programme before the end of his period of deputation (from his parent institution), he is required to seek withdrawal from the institute to join his parent institution, prior to the expiry of his deputation. His request for withdrawal will be examined by his DSC and its recommendations will be forwarded to the Academic Section. The student should make arrangement for completion of his academic programme.
- 4.11 A QIP student will be given release order by the Asst. Registrar (SRICCE) on completion of or taking withdrawal from the academic programme (as certified by Deputy/Assistant Registrar (Acad.), surrendering accommodation, and clearing all dues to the Institute.

#### 5 SHORT TERM COURSES

The Institute will offer short-term courses in a wide range of subjects. Courses may be taken for getting exposure to new technologies, for acquiring knowledge wider and deeper in scope than what is covered in most university curricula or simply for refreshing knowledge learned in college several years ago. Courses can be floated by the Institute for individual participants or may be sponsored by Government or Private organizations. The following rules apply to both sponsored and open courses.

5.1 Approval of Courses

All short term courses offered by the Institute or any of its constituents will be under the purview of the Continuing Education Programme Courses, proposed by the faculty members or departments/centres/schools will need the approval of Dean (SRICCE)/Director, before they are offered.

#### 5.2 Course Coordinator

A member of the NIT faculty or a senior (at a grade equal to that of an Assistant Professor) academic staff member will be appointed the coordinator of a short-term course. The course coordinator will have the responsibility of managing the course on behalf of the Institute within the

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The coordinator may propose the name of another faculty member, an academic staff member (at a grade equal to or above that of an Assistant Professor) to serve as a co-coordinator. The co-coordinator may be given financial powers only in the absence of the coordinator against a written request from the coordinator.

5.3 Duration

A course will ordinarily be of duration between 1 day and 3 months. Courses of longer duration may be considered on merit.

5.4 Venue

Majority of courses will be conducted at NIT, Rourkela. Courses may also be conducted outside NIT e.g. at corporate premises or any other place in India or abroad with adequate facilities. If a course is conducted outside NIT prior approval of the Director should be taken for offering such courses.

#### 5.5 The course faculty

The instructors of a course will be drawn from among the faculty and supporting staff of the institute. The faculty will be chosen by the coordinator to provide cohesive and competent coverage of the subject. Consent of the concerned Head of the Departments/Centres must be obtained before receiving the services of supporting staff. Guest teachers can also be invited from other organisations (Government, industry or educational/research organisations).

5.6 Course Contents

The course contents and pre-requisites will be worked out by the coordinator, and will form a part of the proposal.

5.7 Course participants

Continuing education courses will be open to all intending participants from India and abroad subject to satisfying academic and professional prerequisites.

5.8 Accommodation

Participants of continuing education courses will ordinarily be provided accommodation in the Visitors' House or Halls of Residence on first come

first serve basis, as the seats are limited. Senior executives, foreign nationals participating in short duration courses and external resource persons may also be accommodated in the Institute Guest House, if room is available. The board and lodging charges will be as per prevailing norms of the guesthouses. The course coordinator will do the booking at the time of submitting the proposal. The payment for accommodation charge will be made by the co-ordinator if it is included in the programme proposal. The rules of Halls, Visitors' House and Institute Guest House will be followed in respect of accommodation, fees and other relevant matters.

5.9 Course Announcement

The coordinator may announce the courses through newspaper advertisement, magazines, pamphlets, website, or any other medium that he thinks fit. The announcement should contain (i) the title (ii) course duration and time (iii) the name and contact address of the coordinator (iv) the course contents and pre-requisites (v) the course fee and mode of payment and (vi) academic requirements of prospective participants

5.10 Finance and Accounts

Continuing Education programmes will be self-supporting, while contributing a service charge to the Institute. There shall be no subsidy to a CE course, except with the explicit approval of the Director.

5.11 Management of funds

The finance of all short-term courses will be managed by the office of the SRICCE. All funds received will be deposited in the following accounts.

- i) QIP (stipend, contingency and CD Cell activities)
  - ---- RCRSC a/c maintained by the Accounts Section
- ii) Short term courses

Continuing Education A/C, at NIT Rourkela, maintained by SRICCE.

5.12 Financial Authority

On receiving a proposal Dean (SRICCE) may approve courses with a gross budget less than Rs. 2,00,000/-. All courses with a higher budget, and courses conducted outside India will need the approval of the Director. All expenditure by the course coordinators need the sanction of Dean (SRICCE) or Director before payment. Dean (SRICCE) can approve expenditure (reimbursement or direct payment) upto Rs. 50,000/- and

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advance upto Rs. 50,000/-. Any expenditure beyond this amount needs the approval of the Director. In case of expenses on remuneration, the payment plan needs the approval of Dean (SRICCE)/Director before an advance is given to the coordinator.

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5.13 Course fee

In the case of self financed courses, conceived and proposed by the coordinator, the course fee will be fixed taking into consideration the duration of the course, the intended quality of instruction and facilities provided to the participants. The fee structure set by the agencies of the Govt. of India (DOPT. AICTE etc) may serve as the lower limit in fixing the course fees. Board and lodging expenses may or may not be included in the gross course fee at the discretion of the coordinator. The fee structure for participants from academic, Government or charitable institutions and alumni of the Institute may be different from that for participants from industry. The fee payable by participants from abroad may also be different from that by students from India. All such course fee fixed must get approval of Dean (SRICCE)/Director.

5.14 Expenditure

In view of the vast differences in requirements of the courses, it is not practical to fix a rigid expenditure formula. The coordinator will apportion the gross budget over the expenditure heads (except Institute fee and coordinator's fee).

Institute Service Charges : 20% of gross fee received. 30% of the gross receipts when the course is conducted outside the campus of NIT with participants nominated by a single sponsor.

Coordinator's fee : Limited to 10% of gross fee received.

- 5.15 In case of courses wholly sponsored by Government or quasi Government agencies, (AICTE, DOPT, SIDBI, ISTE and others) the rules and norms set by those agencies are to be followed.
- 5.16 Institute Service Charges

The Institute Service Charges will be as per norms given in item 5.14. Under special circumstances, particularly for courses sponsored by Government agencies, Dean (SRICCE)/Director may approve a lower fee.

The fee received by the Institute, as service charge will be distributed as follows:

The SRICCE fund85%Departments/Centres15%

The Departments/Centres will spend this earning towards development of continuing/distance education. The SRICCE may spend a small percentage of the Institute service charge as honorarium to the staff of SRICCE dealing with Continuing Education matters who may have to work outside office hours to provide prompt service and meet deadlines.

5.17 Use of Departmental facilities:

In addition to the portion of the overhead charges mentioned in section 5.16, the courses will pay to the departmental operating grant the cost of consumables, maintenance and of equipment. The rates for use of equipment will be same as those outlined in SRICCE rules 6.2 — Testing & Industrial Consultancy.

#### 5.18 Remuneration

Considering the vast differences in the demand of different subjects & that in the quality of instruction provided; it is not practicable to fix a single rate of remuneration for the faculty. It should, however, be comparable to the remuneration earned by successful persons in other professions. The remuneration will be suggested by the coordinator taking into consideration the service rendered and the course fees received and it will have to be approved by the Dean (SRICCE) after due examination of the work involved.

5.19 Other expenses

Apart from institute overhead charges, coordinator's and teachers' remuneration, board, lodging and travel of participants and external instructors, the admissible expenditure include preparation of lecture notes, bags/folios, writing pads, pens notebooks, books, snacks, field trips and local travel for the participants. Small social events such as welcome and valedictory functions and course dinner are also admissible.

5.20 Assets

The course coordinator will maintain procurement cum stock register in the standard format. The register will contain record of all expenses. On

completion of a course, the register will be submitted to the SRICCE office, which will be available for future auditing. Any assets left over on completion of a course will be transferred to the concerned Department/Center and entered in the departmental stock register.

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#### 5.21 Certificates

On the recommendation of the course coordinator, Dean (SRICCE) will provide appropriate certificates to all participants having satisfactory record of attendance. In the case of non-Unit-bearing courses it will be a certificate of Participation, while in a Unit-bearing course certificate will mention the number of units associated with the course and the grade obtained. Participants failing in a unit-bearing course will not be given any certificate. The certificates will bear the signatures of the course coordinator, Dean (SRICCE) and of the Director. Signature of the Head of the Department may also be included. The certificates will not bear the signatures of persons outside the institute who may be associated with the course, except in courses conducted in collaboration with another educational institutions. In such courses the certificate will also bear the logos of both the institutions. (Only non-unit-bearing courses can be conducted in collaboration with other institutes).

If a student completes a series of courses on related subjects, he may be given a single certificate showing all the courses that he has completed satisfactorily. The certificate will be signed by the series coordinator, the Dean (SRICCE) and the Director. There shall, however, be no overall title to the group of courses, even if they are in a single or in related subjects.

5.22 Reports

The coordinator shall provide a written report and a copy of the lecture notes to the SRICCE for permanent archival.

5.23 Collaboration with other Institutions

Non-unit-bearing short-term courses may be offered in collaboration with other academic and R&D institutions, professional societies and industries. The dues to the Institute will be decided by the Dean (SRICCE)/Director taking into consideration the nature of the collaboration and fees payable to the collaborating organisations. In case of a course conducted in

collaboration with another educational institution or a professional societ with significant participation from both institutions, the certificates given to the participants may contain logos and signatures of competent signatories of both the institutions.

5.24 The above rules are generally applicable to CE programmes held in the Departments/Centres. For SEDMS/EDP centre, which is a self-supporting cell, there will be some deviations as decided by Dean (SRICCE)/Director.

6 CONTINUING EDUCATION UNITS (CEU).

Continuing Education is formalised by assigning course units to CE courses of higher standard. These CE units, though comparable in conten and standard, are unrelated to the course credits earned through formated education in the Institution and will not be used for award of any degree or diploma by the Institute.

- 6.1 Courses of high standard offering instruction on well-defined topics will qualify for CE units. They should be at postgraduate or senior undergraduate level.
- 6.2 The minimum academic qualification for admission to these courses shall be B. Tech./ M. Sc. or equivalent.
- 6.3 One CE unit will be associated with at least 10 hours of instruction, about 5 hours of in-class practice (through assignments) and an end-course examination. A course qualifying for CE units should carry at least two units.
- 6.4 The evaluation and grading process in unit-earning CE courses will be as follows:

Teacher's assessment based on quizzes/tests-40 marksEnd of course examination-60 marks

There will be 3 successful grades: Excellent (Ex), Good (G), and Satisfactory (S). Participants failing in a course may, at the discretion of the course coordinator, be given a supplementary examination to improve the "Fail" grade to "Satisfactory". A participant with a "Fail" grade will not be given any certificate.

6.5 CE units may be earned by attending approved courses conducted at NIT, Rourkela. Coursed conducted outside NIT premises will not qualify for CE units. 6.6 Curricula and contents of unit bearing short-term courses will be examined by the Departmental Academic Committee (PG & R) and approved by the Dean (SRICCE) before they are offered. A department/center may form a separate Departmental Academic Committee (SRICCE) to oversee CE activities in the department/center or may entrust the task to the Departmental Academic Committee (PG & R).

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7 CONTINUING EDUCATION IN DISTANCE LEARNING MODE

Distance Learning refers to the mode of instruction where the teacher communicates with his students through print or electronic media such as printed notes, video taped lectures, direct TV transmission, computer CDs or the Internet. This mode is becoming increasingly popular and is ideally suited for continuing education.

- 7.1 Continuing education courses may be offered in the distance learning mode.
- 7.2 Distance mode courses will not qualify for CE Units.
- 7.3 Instruction may be provided using video taped lectures through the Small Group Collaborative Learning Model or through any other accepted learning model. Computer assisted instruction on CDs or Internet may be made available in small group or individual self study models.
- 7.4 In case of video taped courses, Small Group Collaborative Learning facility may be provided at NIT campus, at corporate HRD units or at any other convenient location. The facilitator may be a staff member (including temporary and project staff) of NIT, a student/research scholar of NIT.
- 7.5 Computer assisted courses may be delivered through both individual or group learning facilities. When available for individual learning, the course must contain automatic tests that ensure that a student has acquired proficiency in one section before proceeding to the following section.
- 7.6 Except as mentioned above, Courses in Distance Learning Mode are subject to the same rules and procedures as those applicable to contact mode CE courses.

# 8 CURRICULUM DEVELOPMENT ACTIVITIES

Curriculum Development Activities include---

- (a) development of syllabi
- (b) writing of text books

- (c) preparation of course packages with support form MHRD. AICTE or other Government agencies.
- (d) Production of educational and technical video films

(e) Preparation of computer aided instruction packages etc.

These activities are funded by the All India Council for Technical Education (AICTE) and are subject to their rules and procedures. In addition, the following procedure will be followed in NIT, Rourkela.

- 8.1 Financial support may be given to faculty and academic staff of the Institute for curriculum development activities. In addition, support may be extended to retired faculty members, academic staff of sponsored projects and persons connected with the institute who have the potential for making a significant contribution in such activities. All proposals for award of financial support to persons who are not regular employees of the Institute will need the approval of the Director
- 8.2 Intending authors may send their proposals to Dean (SRICCE) through the Head of the Department. For persons not in the Institute's pay roll, the application may be routed through the Head of the Department/Centre most relevant to the subject.
- 8.3 Dean (SRICCE) will get the proposal reviewed by a faculty member of the Institute, preferably from another department/centre. He may seek the advice of the Head of the Department/Centre in identifying the referee.
- 8.4 On receiving a favourable recommendation, Dean (SRICCE) may sanction an appropriate grant for the development of curricular material. Admissible expenditure includes typing, drafting, word processing, binding, Xeroxing, stationery, and computer consumables. Expenses such as purchase of book, equipment and travel are normally not admissible and may be approved only in very special cases.
- 8.5 Ordinarily no advance will be given to authors. The authors will be reimbursed the expenses made by them subject to the ceiling and a perpage rate fixed by the Institute form time to time. Reimbursement of expenses may be made for part of the work on a pro-rate basis. In case of authors who are not regular employees of the Institute, reimbursement of expenses will be made in a single installment on completion of the manuscript or other curricular material.

8.6 Dean (SRICCE) will place comprehensive reports on all curriculum development activities before the Senate Committee on Continuing Education at the beginning of each academic year.

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# 9 PERSONNEL

- 9.1 Continuing Education Courses are essentially temporary activities and there is no provision of permanent staff. Whenever there is a need, the Institute will deploy the required staff from its own roll or temporary staff will be recruited by the Institute on contract basis. This recruitment process will be administered by the Registrar's Office.
- 9.2 For very short duration activities (less than three months)services of qualified persons may be procured by coordinators and authors with prior approval of Dean (SRICCE). Such short term job contracts will automatically stand terminated on completion of the task or the stipulated period, whichever comes earlier. No extension can be given in such cases.
- 9.3 Institute students may be engaged in curriculum development and continuing education activities with payment of remuneration according to approved rates.

#### 10 TRAVEL

- 10.1 The course coordinator and faculty need to travel in connection with courses offered off campus. The absence from campus will be treated as 'on duty'. Courses should be scheduled to minimize disruption of regular classes in the Institute. Lost classes must be compensated properly.
- 10.2 Dean (SRICCE) may approve the travel request on the recommendation of the head of the department/centre of the person travelling.
- 10.3 A limited amount of travel may be undertaken by course coordinators for the purpose of organising the course. Dean (SRICCE) may approve such travel on the recommendation of the concerned Head of the Department. The expenses may be met from CE funds and adjusted from the funds of the course if and when the course is conducted.
- 10.4 Expenses on the travel of NIT faculty and guest faculty are subject to the prevailing Institute/Government rules.
- 10.5 Travel expenses may be claimed separately or included in the contingency expenditure of a course at the convenience of the coordinator.

# 11 INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights to curricular material such as lecture notes, books video films and CAI packages will remain with the authors.

# 12 EXCEPTION CLAUSE

The CEP rules detailed above are applicable to all activities of the Continuing Education Programme. Any exception/deviation to these rules may be considered by the Director depending on the merits of the case.

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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## Norms for recurring expenditure on Short-Term Courses/

#### Summer & Winter Schools under QIP \*

SI.	ltems	One Week	Two	Three	. Four
No			Weeks	Weeks	Weeks
1.	Boarding & Lodging exp. @ Rs. 125/- per participant				
2.	Travelling Allowances			· ·	
3.	Honorarium to guest/local faculty for lecturers & for Laboratory Teaching/Tutorials/Panel Discussion, etc.				
4.	Honorarium to Course Coordinator(s)				
5.	Publication (Lecture Notes)				
6.	Contingency, Consumables & Office Expenses				
7.	Ancillary Staff				
	Total				
	Ceiling rounded off for each course				

• The various charges in the above table are not mentioned, as they will vary from time to time as decided by AICTE/QIP Centre.

#### Note:

- TA for participants, coordinator, experts and field trips has been clubbed together. However, the TA expenditure for coordinator and experts should not exceed Rs. 3000 and the expenditure on Field trips should be restricted to Rs. 1500. However, in extreme cases, the TA for coordinator and experts may be adjusted in the provision under 3.
- 2. Coordinator's honorarium may be shared if there is more than one Coordinator.
- 3. Honorarium to the guest and local faculty may be paid as follows:

Guest Faculty ----- Upto Rs. 150/- hour

Local Faculty	 Upto Rs. 100/- hour
Lab. Teaching/tutorials, etc.	 Upto Rs. 50/- hour/person

If the Institute/State Government Norms for programmes of this level conducted at the Institute are more than those proposed above for local faculty, the Institute/state government norms may be followed provided that the rate should not exceed Rs. 150/- hour for local faculty and Rs. 100/- hour/person for laboratory classes/tutorials, etc.

- 4. The Ancillary staff may be paid honorarium at the institute's rates and on the basis of the nature of work rendered by the persons concerned.
- 5. Stationary items etc. may be purchased by following the normal purchase procedure of the institute. The stencil cutting/duplicating/binding charges etc. may also be paid as per Institute's rates.
- 6. Reallocation of funds from one head to another is not encouraged. In extreme cases, Dean (SRICCE) may permit such transfer by small amounts only.

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# NIT/CE/QIP/1

DUCATION PROGRAMME T, ROURKELA
n visits of QIP Research Scholars
week of arrival on the first visit)
:
•
•
:
r
:
·
Signature of the student
(Head of the Department/Centre) Date:
d and entered in the student's record. The thas submitted his TA bill.
SRICCE Office
Dean (SRICCE)

NIT/CE/QIP/2

# **CONTINUING EDUCATION PROGRAMME** NIT, ROURKELA

\_\_\_\_\_

No.\_\_\_\_\_

Date

Sub: Identity Card of QIP (Contact Programme) student.

This is to certify that:

Name:

of the Department of

of	

is	enrolled	in	the	Ph.D.	contact	programme	of	NIT	under	the	Quality	Improvemer	nt
Pr	ogramme	. ł	le i	s attac	hed to							Department	1
Ce	entre of N	IT.											

He/She may be extended all facilities as per Institute rules during the period

July 1, \_\_\_\_\_\_ to June 30, \_\_\_\_\_.

Signature of the student is attested by me.

Signature of the student

Dean (SRICCE)

Copy to: (a) Head\_\_\_\_\_ Department/Centre.

(b) Chairman, Library Committee. (He/She may be extended reading and Xeroxing facilities, but NOT book borrowing facilities.)

# NIT / CE / QIP / 3

A mesere At

	DUCATION PROGRAMME T, ROURKELA
(To be submitted or	n visit of QIP Research Scholars In the last day of each visit)
Contact – ID QIP/Conta	ACT//
1. Name of the QIP Scholar	:
2. Name of the Parent Institution	·
3. Department/Centre	·
4. Broad area of Research	:
5. Visit No.	$1^{st} / 2^{nd} / 3^{rd} / 4^{th}$
6. Date of arrival	
7. Date of departure	:
<ol> <li>Number of days in this visit (Do not count partial days)</li> </ol>	•
9. Total number of days spent at NIT, Rourkela including this visit	•
10. Indicate what was accomplished during (Attach a brief report on a separate page)	
Date:	Signature of student
Recommendation of Department: (Please thick appropriate box).	
(a) The student's academic activities durin	
(b) (For final visit only): We are satisfied th contract visit to NIT Ph.D. admission is	. His progress is satisfactory. Offer of final
(Research Guide) Date:	(Head of Department) Date:
To Dean (SRICCE)	
<ul> <li>(1) TA is approved for this visit.</li> <li>(2) Ph.D. admission is approved. (after the second se</li></ul>	er final visit only.)
	Dean (SRICCE)

NIT / CE / QIP /

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Request for Reimbursement of		Abound	ture by der studento
1. Name of the student	· · · · · · · · · · · · · · · · · · ·		
2. Academic Programme :	D- M. Tech		D-Ph.D.
3. Roll No.	<u>.</u>		
4. Department / Centre :	······································		
5. Book and Stationery Expenses			
<ul> <li>(a) Stock Register Serial numbers:</li> <li>covered by this claim</li> <li>(b) Amount</li> <li>(Xerox copy of appropriate page)</li> </ul>			
<ul> <li>b. Laboratory expenses</li> <li>a) Stock Register serial numbers : l covered by this claim</li> <li>b) Amount</li> </ul>			_ to
7. Total expenditure(this bill) : I	Rs	_	
			Signature of the stud
Certified that the expenditure incur	red by the stude		-
Certified that the expenditure incur programme.		ent is re	-
Certified that the expenditure incur programme. Supervisor		ent is re	elated to his/her acad
Certified that the expenditure incur programme. Supervisor	t office use only	ent is re	elated to his/her acad
Certified that the expenditure incur programme. Supervisor	effice use only Rs	ent is re Head of	elated to his/her acad
Certified that the expenditure incur programme. Supervisor <u>For</u> Total sanction during academic year	effice use only Rs	ent is re Head of	elated to his/her acad
Supervisor <u>For</u> Total sanction during academic year	effice use only Rs	ent is re Head of	elated to his/her acad

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NIT/CE/QIP/5

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA Application for permission to attend field trip, conference or short term course (For use of QIP students) 1. Name of the applicant M. Tech. Ph.D. 2. Academic programme 3. Roll No. 4. Department / Centre 5. Date of joining the Institute 6. Broad area of research or project work 7. (a) Place of visit • (b) Purpose of visit (if presenting a paper, please · enclose abstract and acceptance) 8. Period of absence including travel time: From \_\_\_\_\_ To \_\_\_\_\_ 9. (a) Approximate round trip train fare, by sleeper class (shortest route) • (b) Registration fee, if any . (c) Any other admissible expenses •\_\_\_\_\_ 10. Particulars of field trips / conferences attended earlier, or already approved. a) During the current year: (I) Place \_\_\_\_\_ Duration \_\_\_\_\_ Purpose (II) Place \_\_\_\_ Duration \_\_\_\_\_ Purpose b) During the tenure of the scholar : (I) Place\_\_\_\_\_ Duration (II) Place Duration If the expenditure exceeds the contingency Grant, state the source of additional funds :

11. Any other remarks \_\_\_\_\_

Date: Recommended for consideration	Signature of Student
Date:	Signature of the Supervisor
Date:	Signature of the Head
Approval of Dea	In (SRICCE)
(A) The visit is approved.	

(B) Expenditure on this visit, limited to the annual ceiling of admissible contingency grar of the student, will e met from the QIP grant.

Dean (SRICCE)

# NIT/CE/QIP/6

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Intimation of Permission to QIP student to attend Field-Trip / Conference

No.: NIT/CI Date:										
Shri/Smt			<u></u>				Roll No.			
Research	Scholar	1	M.Tech	Student	in	the	Department	1	Centre	of
							uno	der C	QIP is her	eby
informated	that he/	she	has beer	permitte	d b	y the	competent	autho	ority to	visit
·	- <u>i</u>			for wor	c rel	ated	to his/her re	sear	ch work	for
presentatio	n of paper	in a	conference	e.						
His/her abs	ence duri	ng th	e period: _				to			
will be cons	idered to	be O	N DUTY.							

He /She also been permitted to draw TA/DA as per rules from his/her contingency grant. A copy of this order must be enclosed along with his/her TA bill while claiming contingency grant.

(SRICCE Office)

То	
Shri/Smt	

(Please enclose with your TA claim (form NIT/CE/QIP.

Copy to:

NIT/CE/QIP/7

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Report of the Doctoral Scrutiny Committee for renewal and enhancement of QIP Research Scholarship

- Note: 1) The student must be already registered for Ph.D. Please enclose a xerox copy of the appropriate office order from Academic Section.
  - 2) The Committee will meet after 2 years of continuous research work by a scholar to consider renewal of scholarship for the third year as well as enhancement of the rate of scholarship.
  - 3) The scholar is required to submit a report in not more than 1000 words on the progress of work done in the preceding two years.

7. Recommendation of the Committee:

The Committee is satisfied about the progress of the work done after registration of the scholar and recommends that the scholar be granted renewal of QIP scholarship for the 3<sup>rd</sup> year at the enhanced rate of Rs. \_\_\_\_\_\_ per month with effect from \_\_\_\_\_\_ to \_\_\_\_\_\_.

Or

The committee feels that the work done so far is not satisfactory and recommends that the scholars be required to continue his/her work with the initial rate of scholarship for a further period of \_\_\_\_\_\_ month, at the end of which he/she will submit a fresh report for consideration of the committee. This recommendation of the committee, together with a copy of the Progress Report submitted by the scholar be forwarded to the SRICCE Office for necessary action.

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NIT/CE/QIP/8

AMMELUNE-AT

### CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

#### Approval of Renewal and Enhancement of Scholarship of QIP Research Scholars

Office order No. NIT/CE/ / / / Dated: \_\_\_\_\_

On the recommendation of the Doctoral Scrutiny Committee the competent authority of the Institute has been pleased to enhance the scholarship (to Rs. \_\_\_\_\_\_ per month from Rs. \_\_\_\_\_\_ per month) of the following Q.I.P Research Scholar for the 2<sup>nd</sup>/3<sup>rd</sup> year. The award of scholarships will be made subject to good conduct and satisfactory progress of the scholar concerned.

The order is issued in accordance with the provision of the MHRD (Department of Education), Govt. of India letter No. \_\_\_\_\_\_ dt.

Name, Department & Roll No	Enhance		Due Date of
Of the Scholar	Scholars		Release
	From	То	

The scholar is required to pay the prescribed tuition and other fees.

#### Dean (SRICCE)

Dept./Centre, NIT, Rourkela

То

The Asst. Registrar (Finance)/Accounts Officer NIT, Rourkela

Copy to: (1) Asst. Registrar (Acad.) NIT Rourkela

- (2) Asst. Registrar (Accounts), NIT, Rourkela.
- (3) Head, \_
- (4) Cashier, Cash Section
- (5) Personal File
- (6) File No.
- (7) Scholar(s) Concerned.

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Signature of th	e members with date:	
(1)		(2)
(3)		(4)
(5)		(6)
	(7)	
	(Head of the I	Department / Centre)
Enclosed:	(1) Copy of Office ( registration of th	Order from Academic Section confirming ne student.
	(2) Progress Repor	rt by the student
	For Office	use (in QIP Section)

In view of the recommendation of the Doctoral Scrutiny Committee, the enhancemer of scholarship is granted with effect from \_\_\_\_\_.

Dean (SRICCE)

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NIT/CE/QIP/9

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA Request for Release Order of a QIP student 1. Name of the student • : M.Tech Ph.D. Roll No. 2. Academic Program :\_\_\_\_\_ 3. Department/Centre 4. Parent Institution • 5. Date of Joining the Institute : 6. Proposed date of release : completed withdrawal granted 7. Academic programme: Date: Signature of student The QIP M.Tech. student has completed his academic programme. Head of the Department The QIP Ph.D. student has: completed his academic programme. been given withdrawal vide order no. \_\_\_\_\_\_ dated \_\_\_\_\_ \_ Applied for withdrawal and Dean (AA) has agreed to his release. Assistant Registrar (Acad.) Release Approved with effect from

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### Dean (SRICCE)

M.Tech students may obtain the recommendation of the HOD/HOC only, while Ph.D. students must route this application through the Asst. Registrar (Acad.)

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Release order of QIP students
Office order No.: NIT/QIP/ Dated:
1. Name of student :
2. Academic Program : M.Tech Ph.D. Roll No.:
3. Department / Centre :
4. Parent Institution :
5. Date of joining the Institute :
6. Date of release from the Institute :
7. Academic programme : Completed Completed
8. During his study in NIT, he has availed leave as applicable to students. No leave has
been transferred from and no leave is transferred to his parent Institution.
9. The student is advised to remain in contact the academic section in matters related to his/her academic programme.
Dean (SRICCE)
То
1. The student concerned (through the Head of the Department)
2. Head of the Department of, NIT, Rourkela.
3. Dy. Registrar (Academic), NIT, Rourkela.
4. Asst. Registrar (Finance), NIT, Rourkela.
5. Cashier, Cash Section, NIT, Rourkela.
6. Warden, Hall of Residence, NIT Rourkela.
7. The Principal of parent Institution of the student.
8. Personal file of the student.
9. QIP file.

Amescure AN

NIT, ROURKELA	}
For SRICCE use only         Course ID: CEP/STC///         Year       Deptt.       (Serial No)	
Proposal for Short Term Course	
1. Title of Course       :	  
4. Duration of Course : Fromtoto	
<ul> <li>5. Continuing Education Units the course will carry:</li></ul>	
7. Venue (NIT Campus) : Rourkela Off campus (if Off-campus, give details on a separate page).	-
8. Source of Funds : Sponsored (Tick one or both as applicable) Sponsored (Copies of relevant correspondence and financial approval enclosed)	
To be received through course fee (Draft announcement or brochure enclosed)	
<ol> <li>For out station courses only (off campus): Station leaving permission requested for th following teachers. (The absence from Rourkela will be treated as On Duty)</li> </ol>	e
Name of Teacher Deptt./Centre Period of absence	

60

10. (a) Number of beds needed in NIT Guest House/Visitor's House/ Halls of Residence(b) Other facilities needed in the Guest House room, Large Dining Hall (Give details)

11. Estimated Budget: [All numbers will be adjusted at the end of the course on proportionate basis to match the gross receipts. In sponsored courses (e.g. QIP) please make separate columns for the sponsored and general components. The SRICCE overhead is 20% of gross receipts except for outstation courses where it is 30%. There is no SRICCE overhead on QIP and ISTE courses.

Receipts		penditure
· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
1. From Sponsor: Rs		overhead Rs
(Enclose Copy of financial sanction)		or's fee (<10%) Rs
	3. Remunera	ation to faculty & staff
	members	Rs
2. From participants: Rs	4. Course m	aterials, travel and other
(Course fee per	expenses	Rs
participant Rs	5. Board, lod	lging, travel of
x number of Participants	participant	s Rs
	6. Payment t	o Deptt. For laboratory
	facilities	
Total Rs	Total	Rs
12. Departmental facilities required:		
(laboratories, equipment, consumables)		
13. Special Request (if any) e.g. Rooms in Institute Guest House, Travel by	y coordinator et	ic.)
Date:	Cc	(Signature) ourse Coordinator
Departmental facilities requested will be provided. Personnel of the Department/Centre are permitted to assist the coordinator in conducting the course on payment of mutually agreed remuneration.		
Date:	Head, Deptt./Centre	(Signature)
The proposal has been examined and is put up	o for considerat	ion of Dean (SRICCE)
Special points:		
(if any)		
Dean (SRICCE)		SRICCE Office
The proposal is approved		- <u></u>
		Dean (SRICCE)

(Director's approval to be obtained for all off-campus courses and on-campus courses with gross budget exceeding Rs. 2.00 lakhs).

Amesine A

CONT	INUING EDUCATION PROGRAMME NIT, ROURKELA
	Approval of Short Term Course
	Date:
The following	has been approved by the Competent Authority.
1. Course ID	: NIT/CE/STC///
2. Title of Course	:
3. (a) Principal Coordinator	·
(b) Co-coordinator	:
4. Department/Centre	•
5. Duration of Course	: From To
7. Number of CEUs	:
8. Venue	:
9. Source of Funds	:
10. For outstation courses or	ily : Station Leaving permission granted to :
Name of Faculty	Period of absence
1.	
2.	
	mbers will be adjusted at the end of the course ionate basis to match the gross receipts).
Receipts	Expenditure
1. From Sponsor. Rs	
	2. Coordinator's fee (<10%) Rs
2. From participants: Rs	
(Course fee per participant	
x Number of Participants _	······································
	expenses Rs
	5. Board, lodging, travel of participants
	Rs
	6. Payment to Deptt. For laboratory
	facilities Rs
Total Rs	

61

31

12. The following facilities have been booked in Institute Guest House / Visitors' House Hall of Residence vide Register SI. No.

(a)	beds:	From	to
(b) Class Room	•	From	to
(c) Large Dining Hall	•	From	to

The coordinators are requested to make other arrangements as needed.

13. An amount of Rs. \_\_\_\_\_\_ (to be adjusted on proportionate basis to match the gross receipts) will be granted as advance.

14. The following special request of the coordinator is acceded to.

15. Please prepare certificates in approved format only. (Format enclosed). Certificates may be sent to Dean (SRICCE) & Director for their signature only after putting the signature of course coordinator. Please enclose a list of participants along with the certificates to be signed.

- 16. All course fee must be received in the form of draft/cheque drawn in favour of "Continuing Education, NIT Rourkela" and should be deposited in SRICCE office along with Form # NIT/CE/STC/4. (No separate account is to be opened by the coordinator).
- 17. All expenditure including payment of TA/DA has to be made according to Institute rules. Travellers must mention ticket numbers in TA claims.
- 18. Permission of competent authority is needed for payment of remuneration to any Faculty/Staff members of the Institute.
- 19. A brief report, a copy of the course notes, the final statement of accounts and the examination grade sheet, list of participants (name and address) are required to be submitted to SRICCE office within one month of completion of the course.

Dean (SRICCE)

То	
Prof	
Coordinator	
	Dept./Centre
Copy to:	
Head	Dept./ Centre.

Americe A

Dated:

Cheque No

dated

Bill No:

		62			
				NIT / CE / STC /	3
CONT		EDUCA1 NIT, ROUF		GRAMME	
······································					
	Reque	st for Seed	Money Loa	n	
1. Course ID	: NIT/CE/S	втс	/		
2. Course/Conference Title	le:				
3. Co-ordinator(s)	•				
4. Department / Centre	•	· · · · · · · · · · · · · · · · · · ·	······		
5. Course duration			. ·		·····
6. Amount Requested as Seed Money Loan					
The loan may be adjusted	ted from the	e funds to	be deposite	d against the cour	se or
conference. In case the c	ourse is ca	ncelled, it n	nay be recov	vered from future co	urses
co-ordinated by me within	n one year.	Otherwise	I undertake	to refund the amount	unt to
SRICCE from my personal	al account, u	inless explic	citly exempte	d by competent auth	ority.
					:
Date:				(Signature) Course Co-ordina	tor
Forwarded					
Head		Dept./Cent	re		·

Seed money loan is approved from Continuing Education Account.

(Signature) Dean (SRICCE)

\_\_\_\_

# **CONTINUING EDUCATION PROGRAMME** NIT, ROURKELA

1.	Course ID	: NIT/CE/ST	C//	1
	Course Title		· · · · · · · · · · · · · · · · · · ·	
3.	Co-ordinator(s)			
	Department/Centre			
	Details of Cheques/Draft depo			
SI. No.	Cheque/Draft Recd. From	Cheque/Draft No.	Drawee Bank & Branch	Amount (Rs.)
-				
ate:			(Signati Course Co-c	
ncl:_	Cheques/Drafts	/Deposit slip		
ō	(SRICCE)			
ean	ue/drafts as mentioned above r	eceived by SRICL	E office.	
)ean	ue/drafts as mentioned above r			

Homescere AT

CONTINUI	ING EDUCATION PROGRAMME NIT, ROURKELA	
Request for adva	nce for expenditure other than remuneration	
		<u> </u>
1. Course ID	:NIT/CE/STC/ / /	
2. Course Title	•	
3. Principal Co-ordinator	•	
4. Department/Centre	•	
5. Duration of the Course	•	Т Б
6. Amount of Advance Requested		
7. Purpose:		7
I undertake to settle this advance v	vithin one month from today. All previous advances	
have been adjusted.		
		No.
Date:	(Signature)	L Cheque No.
	Course Co-ordinator For CEP use only	۲ ک
Total Funds Deposit	red : Rs	
Amount spent so far	Rs	
(including unadjuste	d advances)	
Current Balar	nce : Rs	
Certified that funds a Proposed advance.	are available under appropriate head to cover the	
Dean (SRICCE)	(SRICCE Office)	
Advance is approved.		9
		3111
	•	ide I
	Dean (SRICCE)	Advance drawn vide Bill No.
		dra'
		ance
		Adv

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

		e for Expenditure on Remuneration ation to NIT employees only)	
1.	Course ID	: NIT/CE/STC////////_	-
2.	Course Title	·	
3.	Principal Co-ordinator	•	
4.	Department/Centre	:	
5.	Duration of the Course	: From To	
6.	Total Budget on Remuneration (Excluding coordinator's fee)	: Rs	Dated:
7.	Details of Remuneration to be paid (Coordinator's fee is paid separately against Form NIT/CE/STC/12)	(See reverse side) (Use additional pages if necessary)	
8.	Amount of Advance Requested (Total of item # 7)	· •	
lr b De	stitute. The advance will be settled wit e refunded to the CE account.	I is according to the prevailing standards in the thin one month from today. Unused funds will the remuneration plan as proposed and the	Cheque No
	te:	Principal Co-ordinator	
Fui	nds are available. Proposal may be ap	sricce Office	dated
Rei	nuneration plan and advance approve		
		Dean (SRICCE)	

SI. No.	Name	Designation	Deptt./Centre	Emp. Code	Amount of Remuneration	Service to be rendered (in brief)
1.						
2.	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	-		
3.		· · · · · · · · · · · · · · · · · · ·				
4.						
5.	· · · · · · · · · · · · · · · · · · ·					
6.						
7.		·····				
8.						······································
9.			······································			
0.					· · · · · · · · · · · · · · · · · · ·	

Total No. of persons:\_\_\_\_

Total Amount:

5

T ampletice

(Please use Xerox copy for additional pages).

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

		for Expenditure on Remuneration uest faculty (from outside NIT only)	
<b>.</b>			
1. Course ID	: NIT/CE/STC/	//	
2. Course Title	•		_
3. Principal Co-orc	linator:		_
4.Department/Cen		• •	_
5. Duration of the			
6. Total Budget on	Remuneration:		Dated:
(Co-ordinator's f	neration to be paid ee is paid separately IT/CE/STC/12).	(See reverse side) (Use additional pages if necessary)	Ĩ
8. Amount of Adva (Total of item #	nce Requested: Rs 7)		
Certified that the p	ersons mentioned in iter	n (7) have been requested to render	
services to the sho	rt term course, and the	remuneration proposed is according	e No
to the prevailing sta	andards in the institute.	The advance will be settled within one	Cheque No
month from today.	Unused funds will be ref	funded to the CE account.	
Dean(SRICCE) is r advance to the co-r	•	e remuneration plan as proposed and the	
			dated
Date:		Principal Co-ordinator	
Funds are available	e. Proposal may be appr	ovea.	
		SRICCE Office	
Remuneration plan	and advance approved.		
		Dean (SRICCE)	
			Bill No:
			Bi

SI. No. Name		Name Designation and Address		Service to be rendered (in brief)	
1.			Remuneration		
2.					
3.				-	
4.					
5.					
6.					
7.					
8.		۳. ۳۰۰ «۱۹۶۵» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰» «۲۰۰۰»	· · · · · · · · · · · · · · · · · · ·		
9.					
10.			·····		

Total No. of persons:\_\_\_\_

Total Amount: \_\_\_\_\_

(Please use Xerox copy for additional pages).

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P.A

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Settlement of Advance or reimbursement of expenditure on items other that remuneration

1.	Course ID		: NIT/CE/STC/	<u> </u>		_/	
2.	Course Title		•				
3.	Principal Co-ordinator		•				
4.	Department/Centre		•				
5.	Bill No. against which adv was received	/ance		. <u></u>			-
6.	Total Advance Taken (Nill, if no advance taken)	)	: Rs	<u> </u>			Dated:
7.	Stock Register serial num Covering this adjustment/ re (Xerox copy of appropriate p procurement cum stock regi	imbursement bages of the	: From	To_			
8.	Refund of unspent balance	e:	: Rs			<u> </u>	
9.	Expenditure details:	<ul> <li>a) Course exp</li> <li>b) Board/lodgi</li> <li>participants</li> <li>c) Guest lecture</li> <li>d) Refunds</li> </ul>	enses ng/travel of	or Bank dep Rs Rs Rs			Cheque No
10.	Difference to be reimburs (Item 9 – Item 6)	ed: Rs				·····	
	Date:						dated
	Encl: (a) (b) Xerox copies of t stock register.	he appropriate		ocurement	cum		
•	Reimbursement of Rs		(vide iter	m 10) appro	oved.		
			• •	Dean (	SRIC	CE)	Bill No:
							Bil

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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Statement of Remuneration paid to Institute Employees (to be submitted in duplicate)

1. Course ID	: NIT/CE/STC/	/		
2. Course title	:			
3. Principal Co-ordinator	:	·		
4. Department/Centre	•		· · · · · · · · · · · · · · · · · · ·	
5. Duration of the Course	: From	То		<u> </u>
<ol><li>Bill No. against which advance was received</li></ol>	•			
<ol> <li>Amount of Advance Received an Disbursed (including any amount Refunded to SRICCE)</li> </ol>				
8. Details of Remuneration paid (Se	ee Reverse side)	· .		

(Use additional pages if necessary) (does not include coordinator's fee and fee paid to persons from outside NIT).

Certified that the persons mentioned in item (8) have worked for the short-

term course and have been paid according to the prevailing standards of the Institute. No deduction of income tax has been done by the co-ordinator.

Date:

Course Co-ordinator

10		
Dean (SRICCE)		

The Advance is adjusted. Copy of this note is forwarded to Asst. Register (Finance)/A.O. for his records and deduction of income tax from the salary of NIT employees.

Dean (SRICCE)

SI. No.	Name	Designation	Deptt./Centre	Emp. Code	Amount of Remuneration	Signature (with revenue stamp)
1.						
2.			······································			
3.						
4.						
5.	······································					
6.						
7.						
8.						
9.						

Total No. of persons:\_\_\_\_\_

(Please use Xerox copy for additional pages).

Total Amount:

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### CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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Statement of Remuneration paid to guest lecturers (from outside NIT)

1.	Course ID	: NIT/CE/STC///
2.	Course Title	•
3.	Principal Co-ordinator	•
<b>4</b> . ·	Department/Centre	•
5.	Duration of the Course	· ·
6.	Bill No. against which advance was received	•
7.	Amount of Advance Received And Disbursed (including any amorefunded to SRICCE)	ount :

 Details of Remuneration paid (See Reverse side) (Use additional pages if necessary) (Does not include coordinator's fee and fee paid to persons within NIT).

Certified that the persons mentioned in item (8) have worked for the short-term course and have been paid according to the prevailing standards of the Institute. No deduction of income tax has been done by the co-ordinator.

Date:

Course Co-ordinator

To Dean (SRICCE)

The Advance is adjusted. Copy of this note is forwarded to Asst. Register (Finance)/A.O. for his records.

Dean (SRICCE)

SI. No.	Name	Designation and Address	Amount of Remuneration	Service rendered (in brief)
1.				
2.				· · · · · · · · · · · · · · · · · · ·
3.				
4.				
5.				
6.				
7.			· · ·	
8.				
9.			·	
10.				

Total No. of persons:\_\_\_\_\_

Total Amount:

(Please use Xerox copy for additional pages)

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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### **Request to transfer funds to Departmental Operating grant**

1. Course ID	: NIT/CE/STC///	
2. Course Title	•	
3. Co-ordinator(s)	•	
4. Department / Centre	:	ÿ
5. Duration of the Course	:	Dated:
to the operation grant of	:	
Dept./C	Centre: Rs	
	(Signature) Course Coordinator	Cheque No
To Dean (SRICCE)		q
Copy to: Head	Deptt./Centre	dated
		Bill No:

\_

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Receipt of cheque by Coordinator

······································		
Received from the of	ffice of Dean (SRICCE) a crossed	Cheque No.
	for an amount of	
(Rupees		drawn on SB
	h) in favour of myself (	
against bill No.		dated:
as payment in connec	ction with short term course	
	vide SRIC	
	· · · · ·	
		Revenue Stamp
	Name	
Date:	Department	: 
	•	
		NIT / CE / STC / 12
C	ONTINUING EDUCATION	
	Receipt of cheque by C	oordinator
Received from the offi	ce of Dean (SRICCE) a crossed C	Cheque No.
	for an amount of R	
Rupees		drawn on SBI
REC Campus Branch	n) in favour of myself (	)
gainst bill No		dated:
	tion with short term course	
	vide SRICC	
		Revenue Stamp
	Name	
te:	Department	

Amore AX

NIT / CE / STC / 13

	CONTINUING EDUCATION PROGRAMME NIT, ROURKELA						
	Final Report on S	Short term C	ourse and P	ayme	nt of Coordinator's fee		
1. Cours	e ID	: NIT/CE/ST	C/	_/	1		
2. Cours	e Title	:					
3. (a) Pr	incipal Coordinator	:					
•••	o-coordinator						
.,	tment/Centre						
•	on of Course				ō		
	No. of participants f participants enclos	:					
•	• •	•					
					isors: Rs)		
	n other sources: Rs.			1 Spon			
8. Exper		· · · · · · · · · · · · · · · · · · ·	/				
0. באירי.	(a) Remuneration	io teachers ar	nd others	Rs	·		
	• •						
,	(c) Board, Lodging						
	(d) Payment to dep		•		-		
	(e) SRICCE Contri	•					
		<i>,</i>	Sub Total				
	(f) Coordinators' fe	e claimed			inator: Rs.		
	() = = = = = = = = = = = = = = = = = = =		••••		: Rs		
<b></b>		·					
					99		
Encl:	(a) Procurement cu	um stock regis	ster.				
	(b) List of participa	nts.					
	(c) Copy of course	notes.					
Copy to:	Head,		Deptt./C	entre	(Principal Coordinator)		
Payment	of coordinator's fee	approved.	· · · · · · · · · · · · · · · · · · ·				

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### CONTINUING EDUCATION PROGRAMME

Certified that (Name of the student)	of (His / Her organi			
	has successful	ly completed the short term course on		
(Name of the course)		offered by		
this Institute during (Period)	(Place for outstation	courses only) and was awarded grade		
in the final examination.				
Co-ordinator	Dean (SRICCE)	Director		

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### CONTINUING EDUCATION PROGRAMME

	of (His / Her organisation)
has participated	d in the short term course on
of the course)	offered by
(Place for outstation of	courses only).
Dean (SRICCE)	Director
49	
	of the course) (Place for outstation) Dean (SRICCE)

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America

### NIT/CE/CD/1

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

**Proposal for Curriculum Development** 

1. Name of Programme for which

curriculum is to be developed

- 2. Name of coordinator
- 3. Department :\_\_\_\_\_
- 4. Detailed proposal. (Enclose separate sheet).
  - (a) Nature of present curriculum in Indian Universities.
  - (b) Deficiencies in present curriculum in Indian universities.
  - (c) Broad outline of changes proposed.
  - (d) Likely Institutions who will use the curriculum
  - (e) Rules in user Institutions for adoption of new curricula. (a few samples)
  - (f) Total number of students per year who will be benefited.
  - (g) Copies of correspondence made with user Institutions.
- 5. List of experts to be involved (use separate sheet).
  - (a) from NIT, Rourkela
  - (b) from outside
- 6. Working steps and time schedule
- 7. Budget. (Use a separate sheet).

(Note: Considering the funds available, all efforts should be made to complete the process by mail/email, while involving external experts. In extreme cases meeting with external experts may be held at NIT or any other suitable location with prior approval of Dean (SRICCE)

8. Special points to be considered.

Coordinator

Head

Deptt./Centre

The proposal is approved for financial support of Rs.

Dean (SRICCE)

Americane-

## NIT/CE/CD/2

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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Application for financial support towards preparation of (I) a book (II) CAI package (III) Lecture notes from QIP CD funds.

- 1. Name of the author
- 2. Designation
- 3. Department
- 4. Continuing Education activities of the author: (Course conducted in recent past)
- 5. Other financial support received by author from CE fund: (for other text books/lecture notes in the past)
- 6. Type of material being written

Text books
CAI package
Lecture notes.

\_\_\_\_\_

- 7. Title of the text book/CAI package / course package
- 8. The material is intended primarily for (tick one):
  - (a) Research & Reference (b) Postgraduate students.
  - (c) Undergraduate students (d) Others (give details)
- 9. If relevant to Institute curriculum, specify course details

Department	Course No.	Course Name		
1				
2				

(please enclose xerox copy of the syllabi)

10. Text books/ CAI material available on the same and related subjects.

1.\_\_\_\_\_

- 2.\_\_\_\_\_ 3.
- 11. Contents (Please enclose details in separate page).
- 12. Amount of work already completed:

Recommendation of the Head o			Signature of HOD / HOC
Recommendation of the Head o			
	NI IDE LIEnartmont	/ [ 'ontro	
Date:			Signature of the author
<ol> <li>I promise that (1) All expen manuscript / CAI package project. One copy of the boo</li> </ol>	e will be deposit	ed with	SRICCE on completion of t
<ol> <li>Planned date of completion (All advances must be adju- closed within one month of</li> </ol>	sted and accounts date of completio	ר)	
17. Facilities available with the	author:		PC: Yes/
16. Financial support likely to b from other sources (if any)	Total : e received :		
others (please sp		Ks	
Computer consur			·····
Stationery & Bind	-		·····
Graphics / Comp	-		
Wordprocessing	/ typing	Rs	
15. Proposed Expenditure			
Equivalent hours (C	Al package)		
Number of transpare		-	•
Number of diagram	ŧ	3	· · · · · · · · · · · · · · · · · · ·
Number of pages ir (for books only) Number of pages in			
N I	naterial to be prod	uced as p	blanned today.
	naterial to be prod		Jannad taday

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### NIT/CE/CD/3

# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

No. NIT/CE/QIP-CD-1 Date:\_\_\_\_\_

Dear Prof.\_\_\_\_\_

You must be aware of the Institute's programme to support preparation of books, lecture notes and course packages. This programme is funded by the All India Council of Technical Education, primarily to assist undergraduate engineering education in AICTE recognised colleges. We provide support up to Rs. 20,000/- for textbooks and CAI packages and upto 15,000 for course packages, and the last one includes Rs. 5000/- as remuneration to the author.

I have received a request from

Prof.\_\_\_\_\_ of \_\_\_\_\_

Department / Centre for financial assistance towards preparation of —

Manuscript of a book / CAI package / Lecture notes.

#### Entitled:

As an acknowledged expert in the appropriate field, I seek your valued opinion on the proposal.

I fully appreciate that it is neither possible, nor desirable to ascertain the quality of the end product at this stage. We, however, have a duty to ascertain that the proposal is well planned and deserves to be supported. Please give your opinion in the enclosed format.

The Continuing Education Programme appreciates your cooperation.

### Dean (SRICCE)

To Prof\_\_\_\_\_

\_\_\_\_\_Dept./Centre

NIT/CE/CD/4

## **CONTINUING EDUCATION PROGRAMME** NIT, ROURKELA

Evaluation of Proposal for Financial support to preparation of textbook / CAI

,

	packages / course package.
Name of the Reviewer	: Prof
Department	
Name of the Applicant	:
Department	:
Type of material proposed	
	(text book/CAI packages/ Lecture notes)
Proposed size of course mate	rial (approximate)
No. of pages of manuscri	pt :
No. of viewgraphs	
	ours of instruction (CAI package):
••	a 5 point scale: (Please tick one).
-	
1. The proposed material is at	a level:
<ul> <li>a) Lower than undergrace</li> <li>b) Undergraduate text be</li> <li>c) Undergraduate reference</li> <li>d) Postgraduate and Reference</li> <li>e) Highly specialised.</li> </ul>	ook nce.
<ul> <li>2. The subject of the manus engineering in many colleges <ul> <li>a) Not at all relevant</li> <li>b) A science or humanitie</li> <li>c) A less popular elective</li> <li>d) Usually a popular elective</li> <li>e) Usually a compulsory</li> </ul> </li> </ul>	e tive
3. Books available in this subje	ect area:
	l is a repeatition of available books.
	able, but this material has originality rs are not up to the standard.
d) Books by Indian adino	

- e) No standard book is available.
- 4. The author(s) has (have) adequate experience in the field
  - a) No experience at all
  - b) Some experience, but not adequate for the proposed project
  - c) Adequate Experience
  - d) More than adequate experience
  - e) Long and Relevant experience.

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- 5. The book / lecture note is well planned in content
  - a) Poorly planned, needs total restructuring
  - b) Poorly planned, needs substantial improvement
  - c) Well planned, still minor modification necessary
  - d) Well planned. No changes recommended.
  - e) Very well planned.
- 6. The proposed volume is adequate for a semester's course
  - a) Too small
  - b) Too large
  - c) Moderately small
  - d) Moderately large
  - e) Just Right.
- 7. Specific comments on strengths and weaknesses of the proposed text book / lecture notes / course package. (Not to be conveyed to the author).
- 8. Suggestions to be conveyed to the author.

Date:

(Signature of Reviewer)

To Dean (SRICCE) NIT, Rourkela

### CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

Sanction of Financial Support for CD Activity

NIT/CE/Act/ Date:

Sub: Financial grant for preparation of text books/lecture notes/CAI packages. The competent Authority has approved the following expenditure from the QIP(RCRSC) account.

1. Name of the	Author:	 	 <u>·</u>
2. Designation:	••••••••••••••••••••••••••••••••••••••		 

- 3. Department: \_\_\_\_\_\_
- 4. Type of material being written:

Text books

CAI package

- Lecture notes.
- 5. Title of the text book / CAI packages/ Lecture notes

6. Amount of funds sanctioned:

(for books) Rs. 40/- per page of final manuscript subject to a ceiling of Rs.

(for other publication) Rs. 20/- per page of final manuscript, subject to a ceiling of Rs.

- 7. All expenditure should be made as per Institute rules.
- 8. This order is valid for a period of one year from the date of issue.

То		Dean (SRICCE)
	Deptt./ Centre	
Copy to:		
Head	Deptt./Centre	

NIT/CE/CD/6

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# CONTINUING EDUCATION PROGRAMME NIT, ROURKELA

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#### Report on CD Activity and claim for reimbursement of expenditure

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1. Name of the Author: \_\_\_\_

2. Designation / Department:

3. Type of material being written:

CAI package

Lecture notes.

4. Title of the text book / CAI package / Lecture notes:

5. (a) No. of pages of manuscript : (b) No. of transparencies (lecture notes) :\_\_\_\_\_ (c) Equivalent hours (CAI package) :\_\_\_\_\_ 6. Stock Register serial numbers: From \_\_\_\_\_ To \_\_\_\_\_ Covering this claim (Xerox copy of appropriate pages of the procurement cum stock register enclosed herewith). Rs.\_\_\_\_\_ 7. Total amount claimed: 8. Enclosures: (a) : Copy of Manuscript / CAI package on CD / Lecture notes. (b) : \_\_\_\_\_\_ vouchers (c) : \_\_\_\_\_\_ procurement cum stock register (d) : A copy of the book will be submitted on publication. Forwarded Head of the Department Signature of Author To Dean (SRICCE) Received items listed under SI. No. (9). Reimbursement of Rs. may be approved. То Dean (SRICCE) SRICCE Office 
 Dean (SRICCE)
 SRIC

 Reimbursement of Rs.
 approved.

Dean (SRICCE)

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PABX : 0661 - 2476518, 2477001 FAX : 0661 - 2472926, 2471169 Website : www.nitrkl.ac.in E-mail : nitrkl@nitrkl.ac.in.



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### NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769 008 (ORISSA)

### STATUS REPORT OF M H R D PROJECTS

### **RESEARCH & DEVELOPMENT:**

EARCH & DEVELOI MEN					·····	
Title of the project	Name of the P.I.	Year of	Amount	Amount		Remarks
		Sanction	Sanctioned		Available	
·					·	
	Mr.R.Baliarsingh	2001-2002	4,00,000.00	2,40,380.00	1,59,620.00	Steps have been taken to
Ŭ			1			utilize the balance amount
						within the stipulated period.
	Dr A K Swain	2001-2002	6 00 000 00		6 00 000 00	Concerned P.I. is on study
	DI.A.IX.D Walli	2001-2002	0,00,000.00		0,00,000.00	Leave
	Dr.S.K.Patra	2001-2002	7,00,000.00	5,16,665.00	1,83,335.00	Steps have been taken to .
systemcomm system.						utilise the balance amount
			·			within the stipulated period
Abatement of SO2 Anox	Dr.B.C.Meikap	2002-2003	8,00,000.00	35,888.00	7,64,112.00	After the resignation of
and Dust Air Pollution by						Dr.B.C.Meikap,
Wet Scrubbing Process			•			Dr.K.C.Biswal has been
						entrusted to look after the
		l ·				project. Utilisation of funds
	D. C. Davienshi	2002 2002	12 00 000 00	0.08 662 00	2 01 338 00	under progress. Steps have been taken to
-	Dr.S.Panigrani	2002-2003	15,00,000.00	5,00,002.00	5,91,550.00	utilize the balance amount
						within the stipulated period.
Design of Aircraft Power	Dr.K.K. Mohapatra	2002-2003	8.00.000.00	85,989.00	7,14,01.00	-do-
	Director incomputer		-,,	}		
11 5						
	Title of the project Application of Gobar and wavelet transform in image processing & image restoration using MRF Models Soft computing techniques for identification & control of industrial process Dev. of adaptive fuzzy systemcomm system. Abatement of SO2 Anox	Title of the projectName of the P.I.Application of Gobar and wavelet transform in image processing & image restoration using MRF ModelsMr.R.BaliarsinghSoft computing techniques for identification & control of industrial processDr.A.K.SwainDev. of adaptive fuzzy systemcomm system.Dr.S.K.PatraAbatement of SO2 Anox and Dust Air Pollution by Wet Scrubbing ProcessDr.B.C.MeikapLB & SC Polymeric Thin FilmsDr.S.PanigrahiDesign of Aircraft Power Supplies using Soft-Dr.K.K. Mohapatra	Title of the projectName of the P.I.Year of SanctionApplication of Gobar and wavelet transform in image processing & image 	Title of the projectName of the P.I.Year of SanctionAmount SanctionApplication of Gobar and wavelet transform in image processing & image restoration using MRF ModelsMr.R.Baliarsingh2001-20024,00,000.00Soft computing techniques for identification & control of industrial processDr.A.K.Swain2001-20026,00,000.00Dev. of adaptive fuzzy systemcomm system.Dr.S.K.Patra2001-20027,00,000.00Abatement of SO2 Anox and Dust Air Pollution by Wet Scrubbing ProcessDr.B.C.Meikap2002-20038,00,000.00LB & SC Polymeric Thin FilmsDr.S.Panigrahi2002-200313,00,000.00Design of Aircraft Power Supplies using Soft-Dr.K.K. Mohapatra2002-20038,00,000.00	Title of the projectName of the P.I.Year of SanctionAmount SanctionAmount SanctionApplication of Gobar and wavelet transform in image processing & image restoration using MRF ModelsMr.R.Baliarsingh2001-20024,00,000.002,40,380.00Soft computing techniques for identification & control of industrial processDr.A.K.Swain2001-20026,00,000.00-Dev. of adaptive fuzzy systemcomm system.Dr.S.K.Patra2001-20027,00,000.005,16,665.00Abatement of SO2 Anox and Dust Air Pollution by Wet Scrubbing ProcessDr.S.Panigrahi2002-20038,00,000.0035,888.00LB & SC Polymeric Thin FilmsDr.S.Panigrahi2002-200313,00,000.009,08,662.00Design of Aircraft Power SuppliesDr.K.K. Mohapatra2002-20038,00,000.0085,989.00	Title of the projectName of the P.I.Year of SanctionAmount SanctionedAmount Utilized till 31.07.2004Balance AvailableApplication of Gobar and wavelet transform in image processing & image restoration using MRF ModelsMr.R.Baliarsingh2001-20024,00,000.002,40,380.001,59,620.00Soft computing techniques for identification & control of industrial processDr.A.K.Swain2001-20026,00,000.00-6,00,000.00Dev. of adaptive fuzzy system.comm.pr.S.K.Patra2001-20027,00,000.005,16,665.001,83,335.00Abatement of SO2 Anox and Dust Air Pollution by Wet Scrubbing ProcessDr.B.C.Meikap2002-20038,00,000.0035,888.007,64,112.00LB & SC Polymeric Thin FilmsDr.S.F.Panigrahi2002-200313,00,000.009,08,662.003,91,338.00Design of Aircraft Power Supplies using Soft-Dr.K.K. Mohapatra2002-20038,00,000.0085,989.007,14,01.00

Annexure - A8

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07	Development of a DSP-based direct torque controlled induction motor drive with intelligent fault detective features for mechatronic and robotic applications.	Dr.K.B.Mohanty	2003-04	7,00,000.00	9,730.00	6,90,270.00	Steps have been taken to utilize the balance amount within the stipulated period.
08	Electrical Characteristics of Rare- Earth Doped Barium Titanate based Dielectrics	Dr.S.Ghosh	2003-04	8,00,000.00	-	8,00,000.00	-do-
09	Real Time Signal and Image Processing using soft computing approach	Dr.P.K. Nanda	2003-04	8,00,000.00	-	8,00,000.00	-do-
10	Development of a Hybrid Neural equalizer using weighted RBF network in sub-filter Domain	Dr.J.K.Satapathy	2003-04	3,00,000.00	-	3,00,000.00	-do-
11	Development of Efficient algori-thm for blind source separation and its application to sound signal	Dr.G.Panda	2003-04	10,00,000.00	10,618.00	9,89,382.00	-do-
12	Investigation of Microscale Heat Transfer effects in Electronic Devices	Dr.A.K.Satapathy	2003-04	2,00,000.00	-	2,00,000.00	-do-
13	Development of perovskite based cathode material for Intermediate temperature SOFCs	Mr.S.K.Pratihar	2003-04	15,00,000.00	-	15,00,000.00	-do-
14	Evaluating the Role of Trace Elements Concentration on Auto-Oxidative Tendencies of clean coals	Dr.B.K. Pal	2003-04	13,00,000.00	16,917.00	12,83,083.00	-do-
MO	DROB		<u></u>			·	
01	Modernisation of Computer aided Process & Plant Design Lab.	Dr.P.Rath	2001-2002	7,00,000.00	4,76,740.00	2,23,260.00	Purchase Order for Rs.2,23,246.00 has been placed which is expected to be regularized very shortly.

02	Development of Soft Computing Lab.	Dr.B.Majhi	2001-2002	8,00,000.00	8,00,000.00	Nil	-
03	Advanced Power System Lab.	Dr.P.C.Panda	2001-2002	7,00,000.00	5,95,109.00	1,04,891.00	Purchase Order for Rs.1,00,000.00 have been placed which is expected to be regularized very shortly.
04	Modernisation of Digital Signal Processing Lab.	Dr.G.Panda	2001-2002	8,00,000.00	-5,31,640.00	2,68,360.00	Purchase Order for Rs.2,67,000.00 have been placed which is expected to be regularized very shortly.
05	Modernisation of Central Workshop	Dr.U.K.Mohanty	2001-2002	17,00,000.00	17,62,984.00	(-)62,984.00	Steps have been taken to re-imburse the excess expenditure from Institute's Account.
06	Replacement of old non-functioning & outdated equipment for process Met.Lab.	Dr.R.C.Behera	2001-2002	7,00,000.00	6,99,851.00	149.00	-
07	Modernisation & Removal of Obsolescence in Physics.	Dr.D.K.Bisoyi	2001-2002	9,00,000.00	4,19,549.00	4,80,451.00	Purchase Order for Rs.2,93,127.00 have been placed which is expected to be regularized very shortly.
08	Studies on Auto-oxidative tendency of washed coals	Dr.B.K.Pal	2001-2002	9,00,000.00	5,32,400.00	3,67,600.00	Purchase Order for Rs.3,17,602.00 have been placed which is expected to be regularized very shortly.

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09	Modernisation of Chemical Process Instrumentation & Digital Computer	Dr.T.K.Sen	2002-2003	10,00,000.00	1,61,792.00	8,38,208.00	Purchase Order for Rs.4,98,650.00
	Control Lab.						have been placed
							which is expected
							to be regularized
							very shortly.
10	Advanced Power Electronics & drives	Dr.A.K.Panda	2002-2003	6,00,000.00	52,032.00	5,47,968.00	Purchase Order for
	Lab.						Rs.4,88,020.00
				}			have been placed
							which is expected
							to be regularized
							very shortly.
11	Modernisation of Electronics Cirsuits	Dr.G.Panda	2002-2003	7,00,000.00	4,04,000.00	2,96,000.00	Purchase Order for
	Design Lab.						Rs.2,96,000.00
							have been placed
							which is expected
						•	to be regularized
		·					very shortly.
12	Modernisation of Rock Mechanics	Dr. P. Sharma	2002-2003	6,00,000.00	-	6,00,000.00	Dr. M.Mishra has
	Lab.						been entrusted to
							look after this
							project.
THF	RUST AREA (TAPTEC)			· · · · · · · · · · · · · · · · · · ·			
01	Use of plasma technology to develop	Mr. Alok	2001-2002	15,00,000.00	1,87,310.00	13,12,690.00	Purchase Order for
	ceramic coating using industrial waste	Satapathy		· · · ·			Rs.11,22,650.00 has
							been placed which
							is expected to be
							regularized very
							shortly.
02	Study of wear behaviour of farm	Dr.M.Kumar	2001-2002	5,00,000.00	2,64,664.00	2,53,336.00	Purchase Order for
	implement materials in soil water						Rs.1,35,500.00 has
	slurry & its control						been placed which
	· · · · · · · · · · · · · · · ·						is expected to be
						•	regularized very
							shortly.

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			- 79-				
03	Utilisation of polymer modified binders for construction of durable pavements with locally available blast furnace slag/fly ash.	Dr. M. Panda	2002-2003	14,00,000.00	28,407.00	13,71,593.00	Purchase Order for Rs.2,39,802.00 has been placed. Steps have been taken to utilize the balance amount within the stipulated period.
04	Dev. of distributed computing platform using heterogeneous workstation cluster	Mr. B.D. Sahoo	2002-2003	7,00,000.00	2,40,447.00	4,59,553.00	Purchase Order placed for Rs.4,47,600.00 which is expected to be regularised very shortly.
05	Dev. of a laboratory on intelligent manufacturing system	Dr.S.S.Mahapatra	2002-2003	8,00,000.00	58,921.00	2,41,079.00	Steps have been taken to utilize the balance amount within the stipulated period.
06	Improvement of power quality using active filters in power and process industry	Dr.P.C.Panda	2003-2004	6,00,000.00	-	6,00,000.00	-do-
07	DSP based intelligent control of static VAR compensators in power system based on Neuro-Fuzzy Techniques	Dr.J.K.Satapathy	2003-2004	6,00,000.00	20,508.00	5,79,492.00	-do-
08	Thermal shocks on polymerization and Depolymerisations of polymeric composites.	Dr.B.C.Ray	2003-2004	20,00,000.00	14,785.00	19,85,215.00	-do-

منتخ (Dr. R.C. Behera) 3/8/14 Dean (SRICCE)

ROURKELA

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### NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769 008 (ORISSA)

### STATUS REPORT ON NON-M H R D PROJECTS

Sl. No.	Title of the project	Name of the P.I.	Year of sanction	Amount	Amount released	Amount utilised till 31.07.2004	Balance available	Remarks
01	Studies on Helium Screw Compressor and Associated Gas purifi- cation system for application in large cyogenic Refrigerators (DAE sponsored)	Dr.S.K.Sarangi	2002-003	29,90,660.00	14,98,340.00	14,10,362.00	87,978.00	Project under progress.
02	Science & Technology Interface (KVIC)	Dr.R.C.Behera	2002-2003	42,26,250.00	9,83,250.00	5,44,268.00	4,38,982.00	-do-
03	Processing and charac- terization of Ni-Cu-Zn Ferrite Powder for Multilayer Ferrite Chip InductorApplication.(D ST)	Dr.J.Bera	2003-2004	7,68,000.00	2,83,000.00	2,47,703.00	35,297.00	-do-
04	Processing and Characteri-sation of Alumina High ziconia Microcomposites prepared by a combine Gel-Percipitation Techni-que.(DST)	Dr.S.Bhattacharya	2003-2004	19,89,105.00	15,26,000.00	14,87,030.00	38,970.00	-do-
05	HE Link Project (British Council)	Dr.A.K.Pattjoshi	2003-2004	57,000.00	57,000.00	-	57,000.00	-do-

06	FIST (DST)	HOD,Mining	2003-2004	15,25,000.00	12,00,000.00	-	12,00,000.00	-do-
07	FIST	HOD, E & I E	2004-2005	59,00,000.00	47,00,000.00	-	47,00,000.00	-do-
08	Investigations on the effects of mixed mode overload on mode-I fatigue crack propa- gation.		2004-2005	1,70,000.00	1,70,000.00	-	1,70,,000.00	-do-

(Dr. R.C. Behera) Dean (SRICCE)

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### TABLE ITEM 5<sup>TH</sup> BOG MEETING

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#### Any Other Item:

Consolidation of PG Programmes & approval for M. Tech and Research Fellowship.

The institute has been sanctioned M. Tech Programmes and Post B. Sc. Courses in various disciplines at different times both by AICTE and the State and Central Governments.

The various programmes are enumerated in Table 1 & Table 2.

# Table 1: M. Tech Programmes & Intake Strength

Dept.	Courses	Students Strength					
		Gen	SC	ST	Total (With	Sponsored	
					Scholarship	upto:	
Chemical	a) Coal Chemicals &	10	02	01	13	05	
Engg.	Fertilizer.						
	b) Bio-Chemical	10	02	01	13	05	
	Engg. &						
	Biotechnology	9 a.c.					
Civil Engg.	a) Soil Mechanics &	10	02	01	13	05	
	Foundation						
	Engineering						
	b) Structural Engg.	10	02	01	13	05	
	c) Transportation	10	02	01	13	05	
	Engg. 🛠						
Computer	Computer Science	10	02	01	13	05	
Science &							
Engg.							
Electrical	a) Electronics	10	02	01	13	05	
Engg.	Systems &						
	Communication						
	b) Power Control &	10	02	01	13	05	
	Drives *		_				

Electronics &	a) Telematics & Signal	10	02	01	13	05
Instrumentation	Processing.					
Engg.	b) VLSI Design &	10	02	01	13	05
	Embedded System 苯					
Mechanical	a) Machines Design &	10	02	01	13	05
Engg.	Analysis					
	b) Production Engg.	10	• 02	01	13	05
	c) Thermal Engg. 🖈	10	02	01	13	05
Metallurgical &	Metallurgical &	10	02	01	13	05
Material Engg.	Materials Engg.					
Ceramic Engg.	Ceramic Engineering	10	02	01	13	05
	*					
Mining Engg.	Mining Engineering *	10	02	01	13	05

The **\*** marked programmes will start from the year 2005-2006.

# Table 2: Post B. Sc. Courses & Intake Strength

Dept.	Courses	Students Strength					
		Gen	SC	ST	Total (With Scholarship	Sponsored upto:	
MCA		30	04	02	36		
M.Sc Physics		15	02	01	18		
M.Sc.		15	02	01	18		
Chemistry							
M.Sc.		15	02	01	18		
Mathematics						-	

In addition to above, 20 Ph.D. scholarships should be recommended.

The scholarship for the year 2004-2005 is estimated in the Table 3.

Annexure-Aq

#### Annexure: A29

Note: 1. Course strength of courses have been standardized at 10 (Gen.) + 2 (SC) + 1 (ST) + 5 (sponsored) = 18; 13 of them with scholarship.

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- 2. In the past some courses where running in alternate years. This wasteful practice has been discontinued.
- 3. Part time (evening) courses have been discontinued. Instead, students from industry are encouraged to join the normal Pg class in a slow pace.
- 4. No additional faculty or any other resource is being sought specifically for the PG courses proposed to be run from the academic year 2005 06:

#### Table 3: Budget for the academic year 2005 - 06 and beyond on PG & Research Scholarships

Programmes	No. of Scholarships	Rate (Rs./student per year)	Total (per year)
M.Tech (16 Programme)	13 x 16 x 2 yrs = 416	60.000/-	2.49,60.000.00
M.Tech. (10 Programme)	13 x 10 x 2 yrs = 260	60,000/-	156.00.000.00
Post B.Sc. Course	90		
Ph. D.	20	1,20,000/-	24.00.000.00
		TOTAL	180,00,000.00

Since some seats will remain vacant, a budgetary allocation of Rs.2.5 Crore will be adequate.

#### Summary

Approval sought for financial allocation from AICTE:

For FY 2004-05	:	Rs. 150 Lakhs
For FY 2005-06		Rs. 250 Lakhs



# National Institute of Technology Rourkela – 769 008 (Orissa )

# Write off of Articles

Statement showing the details of purchase & estimated auction value for write off obsolete / unserviceable / damaged & partly damaged materials of different departments / sections.

SI. No.	Department	Total No. of Equipment/ Asset	Cost (Rs.)	Estimate Auction value (Rs.)
1.	Physics	73	59,584.00	2,000.00
2.	Mathematics	04	22,933.00	1,000.00
3.	Deans Office	03	2,18,193.00	10,000.00
4.	Nodal Center (NTMIS)	05	3,21,707.00	500.00
5.	A.V. Hall	96 (32 items missing)	3,66,377.00	3,000.00
6.	Asst. Proctor, Halls	05	26,200.00	2,000.00
7.	Applied Mechanics	235 (88 items stolen & míssing)	5,99,424.00	2,000.00
8.	Electronics & Instrumentation Engg.	48	7,48,023.00	5,000.00
9.	Workshop	52	14,485.00	3,000.00
10.	Director's Office	04	39,750.00	3,000.00
11.	Hall No. 1	87	2,21,907.00	15,000.00
12.	Hall No. 2	79	1,62,973.00	7,000.00
13.	Hall No. 3	78	1,44,042.00	10,000:00
14.	Hall No. 4	72	1,33,502.00	10,000.00
15.	Hall No. 5	79	1,77,698.00	15,000.00
16.	Hall No. 6	36	35,741.00	2,000.00
17.	Hall for ladies	31	49,723.00	2,000.00
	Grand Total:	I	Rs.33, 42,262.00	Rs. 92,500.00

(Prof. B. Pradhan) Chairman

Write off Committee