

F.No.33-10/2014 - TS.III
Government of India
Ministry of Human Resource Development
(Department of Higher Education)



New Delhi, the 7th April, 2017.

To

The Director,
Indian Institute of Engineering, Science
& Technology, Shibpur
(West Bengal)

Subject: Statute of IEST Shibpur under National Institute of Technology Science Education & Research (NITSER) Act 2007-regarding

Sir,

This is to inform that this Ministry has notified the first Statute of IEST, Shibpur under the National Institutes of Technology Science Education and Research (NITSER) Act, 2007 vide notification No.G.S.R.293 (E) dated 24th March, 2017. A copy of the notified Statute of IEST Shibpur is enclosed herewith for ready reference.

2. It is therefore requested to take necessary steps to implement the provisions of Statutes of IEST Shibpur viz. Constitution of Senate, Finance Committee, Building & Works Committee and making of the Ordinances etc.

Yours faithfully,

K Rajan
(K Rajan)

Under Secretary to the Govt. of India

Encl: A copy of notified Statute of IEST Shibpur.

Smt. Sreejoyee Das, TA, Web design, Maintenance.

Registration ->
Pl. circulate the
statute in the website
K Rajan

Please upload the statute on the website

10/4/17

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(Department of Higher Education)

NOTIFICATION

New Delhi, the 24th March, 2017

G.S.R. 293(E).—In exercise of the powers conferred by sub-section (1) of section 26, of the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007), the Central Government with the prior approval of the Visitor hereby frames the following Statutes for Indian Institute of Engineering Science and Technology, Shibpur, namely:-

1. **Short title, extent and commencement.**—(1) These Statutes may be called the Statute of the Indian Institute of Engineering Science and Technology, Shibpur Statute, 2017.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—(1) In these Statutes, unless the context otherwise requires, -
 - (a) “Act” means the National Institutes of Technology, Science Education and Research Act, 2007;
 - (b) “Authorities”, “Officers” and “Faculty Members”, in relation to the Institute, respectively mean, the authorities, officers and faculty members of the Institute;
 - (c) “Board” means the Board of Governors of the Institute;
 - (d) “Building and Works Committee” means the Building and Works Committee of the Institute constituted under Statute 12;
 - (e) “Central Government” means the Government of India;
 - (f) “Council” means the Council of the Institutes;
 - (g) “Department or School or Centre” means an Academic Department or School or as the case may be, the Centre established to impart instruction or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of inter-disciplinary nature;
 - (h) “Director” means the Director of the Institute referred to under Statute 17;
 - (i) “Finance Committee” means the Finance Committee of the Institute referred to under Statute 10;
 - (j) ‘Head’ or ‘Chair’ in relation to a Department or School or as the Case may be, the Centre means the Head thereof;
 - (k) “Institute” means the Indian Institute of Engineering Science and Technology, Shibpur;
 - (l) “Programme” means an academic programme of the Institute;
 - (m) “rules” means the rules made under the Act;
 - (n) “Schedule means a schedule annexed to these Statutes;
 - (o) “Senate” means the Senate of the Institute referred to under Statute 7;

(2) Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.
3. **Authorities.**—The following shall be the authorities of the Institute, namely:—
 - (i) the Board of Governors as constituted under section 11A of the Act;
 - (ii) the Senate as constituted under section 14 of the Act;
 - (iii) the Finance Committee as constituted under Statute 10; and
 - (iv) the Building and Works Committee as constituted under Statute 12
4. **Board of Governors and Meeting thereof.**—(1) The bodies entitled to nominate or elect representatives of the Board shall be invited by the Registrar to do so within a period not exceeding eight weeks from the date on which such invitations are issued and casual vacancies on the Board shall be filled by following the same procedure as specified above.
(2) The Board shall ordinarily meet four times during a calendar year.

- (3) The meetings of the Board shall be convened by the Chairperson either on his own motion or at the request of the Director or on a requisition signed by not less than four members of the Board.
- (4) The quorum of the meeting of the Board shall be six members :
 Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week at the same time and place or on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.
- (5) All questions considered at the meeting shall be decided by a majority of the votes of the members present including the Chairperson and if the votes are equally divided, the Chairperson shall have a casting vote.
- (6) The Chairperson, if present, shall preside over every meeting of the Board: Provided that in the absence of the Chairperson, the members present shall decide a member from amongst themselves to preside at the meeting.
- (7) The Registrar shall send a written notice of every meeting to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting:
 Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent issues.
- (8) The notice may be delivered either by hand or sent by registered post or speed post or e-mail or fax, at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (9) The agenda of the meeting shall be circulated by the Registrar to all members at least ten days before the meeting.
- (10) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting.
 Provided that the Chairperson may permit inclusion of any item for which due notice has not been received.
- (11) The decision of the Chairperson with regard to all questions of procedure shall be final.
- (12) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board present in India and the same along with any amendment suggested shall be placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.
- (13) The minute book shall be kept open for inspection of the members of the Board and the Council at all times during office hours.
- (14) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.
- (15) No matter relating to finance shall be placed before the Board unless the same has been approved by the Finance Committee.
- (16) No matter which shall be first considered by the Building and Works Committee shall be placed before the Board unless the same has been considered by the Building and Works Committee after obtaining the administrative approval of the Board.
5. **Powers of the Board.**—In addition to the powers specified under sub-section (1) of section 13 of the Act, the Board shall be empowered, -
- (i) to abolish, re-designate or change the nomenclature of any post in the Institute without any financial implication;
- (ii) to make, modify or cancel the Statutes with the approval of the visitor from time to time:
 Provided that the new Statutes, additions or amendments of existing Statutes shall be applicable only after the assent of the Visitor; and
- (iii) to make, modify and cancel all or any ordinances on recommendations of the Finance Committee or Senate of the Institute subject to the condition that making, modification and cancellation shall not be in contravention of the Act and the Statutes made thereunder.

6. **Authentication.**—All orders and decisions of the Board shall be authenticated by the signature of the Director and in the absence of the Director, any person-authorised by the Board in this behalf.
7. **Senate.**—(1) The Senate shall meet as often as necessary, but ordinarily not less than four times during a calendar year.
- (2) The meetings of the Senate shall be convened by the Chairman of the Senate either on his own motion or on a requisition signed by not less than one fifth of the members of the Senate.
- (3) The meeting convened on the requisition shall be a special meeting to discuss only those items of agenda for which requisition is given and shall necessarily be presided over by the Director and shall be convened by the Chairman of the Senate on convenient date and time.
- (4) One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
- (5) The Director shall preside over every meeting of the Senate:
 Provided that in absence of the Director, the Deputy Director shall preside and in the absence of both, the senior most Professor present shall preside over the meeting.
- (6) The Registrar shall circulate a written notice of every meeting together with the agenda to the members of the Senate at least a week before the meeting:
 Provided that the Chairman of the Senate may permit inclusion of any item for which due notice has not been given.
- (7) Notwithstanding the provisions contained in sub-statute (6), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- (8) The decision of the Chairman of the Senate with regard to all questions of procedure shall be final.
- (9) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar in consultation with the Dean Academics and circulated to all the members of Senate present in India:
 Provided that no such minute shall be circulated, if the Senate considers such circulation prejudicial to the interests of the Institute or the Central Government.
- (10) The minutes along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Senate and after the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in a minutes book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.
8. **Powers of the Senate.**—Subject to the provisions of the Act, the Senate shall have the power to—
- (i) frame and revise curricula and syllabi for the courses of studies for the various Departments or Schools or as the Case may be, Centres;
 - (ii) make arrangements for the conduct of examinations, appointment of examiners, moderators, tabulators and other matters relating to the examinations;
 - (iii) declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees or as the case may be, the diplomas and other academic distinctions or titles;
 - (iv) appoint Advisory Committees or Expert Committees or both for the Department or School or as the case may be the Centre of the Institute to make recommendations on academic matters connected with the working of the Department, School or Centre;
 - (v) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate;
 - (vi) consider the recommendations of the Advisory Committees attached to various Departments or Schools or as the case may be Centres and that of expert and other Committees and take such action (including the making of recommendations to the Board) as may be considered necessary;
 - (vii) make periodical review of the activities of the Department or School or as the case may be, the Centre and take appropriate action (including the making of recommendations to the Board);
 - (viii) supervise the working of the Library of the Institute;

- (ix) promote research and academic development or activity within the Institute and seek reports on such research or academic development or activity from the persons engaged therein whenever felt necessary;
- (x) provide for the inspection of the class rooms, Laboratories, Library and the residential hostels;
- (xi) plan co-curricular activities of the students of the Institute;
- (xii) award stipends, scholarships, medals and prizes and such other awards in accordance with such conditions as may be attached to the awards;
- (xiii) make recommendations to the Board with regard to the creation or restructuring of Department or School or as the case may be the Centre and the abolition of existing Department, School or Centre;
- (xiv) make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad;
- (xv) invite up to two students representatives during discussion of general nature not involving policy or disciplinary matters in the Senate meetings.
9. **Chairman of the Senate to exercise powers in emergency.**—If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same for approval to the Senate in its next meeting.
10. **Finance Committee.**—(1) There shall be a Finance Committee for the Institute consisting of the following members, namely:-
- (i) the Chairperson of the Board of Governors, ex-officio Chairman;
 - (ii) the Director, ex-officio;
 - (iii) Joint Secretary dealing with the Institute or his nominee and Financial Advisor (Human Resource Development) or his nominee;
 - (iv) two persons nominated by the Board from amongst its members; and
 - (v) the Registrar, ex-officio, Member-Secretary:
- Provided that in addition to the above, the Chairman may invite an expert as special invitee, in consultation with the Director and such special invitee may not have voting rights.
- (2) All financial proposals shall be placed before the Finance Committee before placing it to the Board for consideration and approval.
 - (3) The Finance Committee shall meet ordinarily four times in a year preferably before the meeting of the Board of Governors.
 - (4) The quorum of a meeting of the Finance Committee shall be four members.
 - (5) The Chairman, shall preside over the meetings of the Finance Committee and in his absence, the Director shall preside over the meetings.
 - (6) The provisions in these Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes shall, so far as practicable may be applicable to the meeting of the Finance Committee.
 - (7) A copy of the minutes of every meeting of the Finance Committee shall be placed before the Board.
11. **Powers of the Finance Committee—**
- The Finance Committee shall have power to -
- (i) examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the Board; and
 - (ii) give its views and make its recommendations on any financial proposal or issues or question affecting the Institute, to the Board either on the initiative of the Board or of the Director, or on its own motion.
12. **Building and Works Committee.**—(1) There shall be a Building and Works Committee for the Institute, consisting of following members, namely:—
- (i) the Director, ex-officio Chairman;

- (ii) Director or Deputy Secretary or his nominee dealing with the Institute in the Ministry and Director or Deputy Secretary or his nominee dealing with Finance of the Institute in the Ministry as Ex-Officio Members of the Central Government ;
 - (iii) one member nominated by the Board of Governors – Member;
 - (iv) Registrar, ex-officio, Member- Secretary;
 - (v) Dean, planning and development or similar position – Member;
 - (vi) one expert each from Civil and Electrical Engineering Wing of Central or State Government or any autonomous body of repute – Member.
- (2) The Building and Works Committee shall meet as often as necessary, but ordinarily not less than four times a year.
 - (3) The quorum of a meeting of the Building and Works Committee shall be four members.
 - (4) The provisions in these Statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes shall, as far as practicable, may be applicable to the meetings of the Building and Works Committee.
 - (5) A copy of the minute of every meeting of the Building and Works Committee shall be placed before the Board together with the recommendations of the Finance Committee on specific proposal or proposals which requires approval of the Board.
13. **Powers and Functions of the Building and Works Committee.**—(1) The Building and Works Committee shall,—
- (i) under the directions of the Board, undertake construction of all major works after the necessary administrative approval and expenditure sanction from the Board;
 - (ii) have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance within the approved budgetary provision of the Institute;
 - (iii) cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like and shall approve the cost estimates for minor works, minor repairs and maintenance;
 - (iv) be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;
 - (v) be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary;
 - (vi) have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (2) If, in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action, he may take such action as to be deemed necessary, and report the same for approval by the Building and Works Committee and the Board at their next meeting.
 - (3) The Building and Works Committee shall also perform such other functions and exercise such other powers as may be entrusted by the Board from time to time.
14. **Powers of the Chairperson, Board of Governors** - In addition to the powers provided under the Act, the Chairperson of the Board shall have the following powers, namely:—
- (i) on the recommendations of the Selection Committee, fixing the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act;
 - (ii) deputing members of the staff of the Institute, for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time provided that the visit abroad by the Director to anyside shall be approved by the Chairman, Council of National Institutes of Technology, Science Education and Research.
 - (iii) execution of the contract of service between the Institute and the Director or Deputy Director on behalf of the Central Government; and
 - (iv) taking action in emergent cases and to inform the Board of such action for confirmation and ratification.

15. **Travelling allowances and sitting fees.**—The members of the Board and other authorities of the Institute and members of the Committees constituted under the Act or these Statutes or appointed by the Board and other authorities shall be entitled to travelling allowance, daily allowance and sitting fee for attending the meetings of the authorities and their Committees as laid down by the Board from time to time.
16. **Departments, Schools or Centres** - The Institute shall consist of such number of Departments, Schools or Centres to be known by such names, as the Board may within the budgetary provision approve from time to time, on the recommendations of the Senate.
17. **Director and his Powers** - (1) The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendation of a Search-cum-Selection Committee consisting of at least five members including the Chairman who are experts in the field of science and technical education with experience at national and international level.
- (2) The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the contract of service entered into between the Institute and the Director in the manner specified in Schedule 'A'.
- (3) Subject to the budget provisions made for the specific purpose, the director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the Ordinances.
- (4) The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:
- Provided that such appropriation shall not involve any increase in the budget and any liability in future years:
- Provided further that every such appropriation shall, as soon as possible, be reported to the Board.
- (5) The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of twenty five thousand rupee subject to such stipulations as may be made by the Board from time to time.
- (6) The Director shall have the power to donate obsolete equipment or store items as identified by a Committee constituted for this purpose by the Director, to any department, School or Centre in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.
- (7) Where the Director is the appointing authority, he or she shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respects of posts to which appointment can be made by him or her under the powers vested in him or her by the provision of the Act or these Statutes.
- (8) The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.
- (9) The director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the Ordinances.
- (10) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (11) If for any reason the Registrar is absent for a period not exceeding one month, the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he or she deems fit :
- Provided that if at any time the absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorise the Director to take over or assign the function of the Registrar.
- (12) All contracts for and on behalf of the Institute except a contract between the Institute and the Director shall, when authorised by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- (13) The Director may, during his or her absence from headquarters authorise in writing the Deputy Director or in his or her absence, one of the Deans or the senior most Professor present to sanction

advances for traveling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his or her behalf.

- (14) The Director may, at his or her discretion, constitute such committees, as he or she may consider appropriate for smooth functioning of the Institute.
- (15) In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his or her death, resignation or otherwise or in the event of the Chairperson being unable to discharge his or her functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.
- (16) The Director may, with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and Statutes to one or more members of Academic or Administrative Staff of the Institute.

18. Deputy Director—

- (1) The appointment of the Deputy Director shall be made by the Board on the recommendations of the Selection Committee from among the senior faculty members.
- (2) The Deputy Director shall hold office for a period of three years which may be extended for another period of two years or one year each on the recommendation of the Board.
- (3) The Deputy Director shall be governed by the terms and conditions of the contract of service entered into between the Institute and the Deputy Director in the form specified in Schedule 'B'.
- (4) The Deputy Director shall have all the powers of the Director during the absence of Director or its vacancy.
- (5) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

19. Deans.—(1) The Institute shall establish not more than seven Deanships.

- (2) The Director shall appoint the Deans with the approval of the Chairperson of the Board.
- (3) The Dean shall hold his office for a period of two years which may be extended for another one year.
- (4) The Dean shall be appointed from amongst the Professors or Associate Professors.
- (5) Broad functions of Deans are enumerated in the Schedule 'C'.

20. Head of the Departments, Schools or Centres—

- (1) Each Department or School or Centre of the Institute shall be placed in charge of a Head who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department, School or Centre :

Provided that if a Department, School or Centre has no Professor or Associate Professor, the Director may appoint an Assistant Professor of that Department, School or Centre as Head of the Department, School or Centre.

- (2) The Head of a Department, School or Centre shall hold his or her post for a term of two years :

Provided that the Head of a Department after the expiry of his or her term of office shall continue to hold office till the appointment of his or her successor:

Provided further that no person shall head a Department, School or Centre continuously for a period exceeding three years, unless such person is specially appointed at least for a second term.

- (3) The Director may himself take temporary charge of a Department, School or Centre or hand it over in the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.
- (4) The Head of Department shall be responsible for the entire work of the Department, School or Centre subject to the general control and supervision of the Director.

- (5) The Head of Department shall be duty bound to see that the decisions of the authorities of the Institute and of Director are properly carried out and the Head of the Department shall perform such other duties as may be assigned to him or her by the Director.
- (6) Before appointing a person to the post of Head of Department, School or Centre, the Director shall ascertain the willingness, of the persons to be appointed as Head and shall select a person by rotation from among eligible and willing persons.
- (7) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with prior approval of the Chairperson, Board of Governors and for reasons to recorded in writing and shall also be reported to the Senate and the Board along with reasons for deviation, in their next meeting.
21. **Registrar.**—(1) The Registrar shall be appointed for a fixed term of five years on deputation or contract basis.
- (2) The review of performance of the Registrar upon completion of one year of service may be carried out by the Committee to be constituted by the Board for the purpose of continuation for the remaining period of contract and thereafter, Board may carry review of the performance of Registrar as and when it may wish.
- (3) The Registrar shall act as Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes to act as such.
- (4) The Registrar shall report to the Director of the Institute for all his functions including of Secretary to the Board.
22. **Classification of the Members of the Staff—**
- (1) Except in the case of employees paid from contingencies, the members of staff of the Institute shall be classified as under :-
- (i) **Academic staff :** Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Professor Training and Placement, and such other academic posts as may be decided by the Board from time to time;
- (ii) **Technical staff :** System Manager, Workshop Superintendent, Librarian, Scientific Officers, Research Engineers, Deputy Librarian, Assistant Workshop Superintendent, System Analyst, Programmer, Foreman, Technician, Instructor, Laboratory Assistant, Mechanic, Overseer, Technical Assistant, Draftsman, and such other technical posts as may be decided by the Board from time to time; and
- (iii) **Administrative and others staff :** Registrar, Deputy Registrar and Assistant Registrar, Accounts Officer, Audit Officer, Estate Officer, Executive Engineer, Assistant Engineer, Junior Engineer, Medical Officer, Medical Assistant, Horticultural Assistant or Officer, Office Superintendent, Security Officer, Stores Officer, Store Keeper, Office Assistants, Data Entry Operators and such other Administrative and other staff as may be decided by the Board from time to time.
- (2) The posts of Academic Staff shall be vacation posts only.
23. **Appointments.**—(1) The posts at the Institute shall be filled by advertisement on all India basis:
- Provided that the ratio between the direct recruitment and promotion posts other than the post of Director or the Deputy Director shall be filled up as per the recruitment rules.
- (2) The reservation of posts shall be in accordance with the rules and instructions of the Central Government.
- (3) For the purposes of appointments, the rules as may be applicable to the Central Government employees shall apply.
- (4) The Selection Committees, for filling posts of the Institute (other than the posts on contract basis) by direct recruitment or by promotion from amongst the members of staff of the Institute, shall be constituted in the manner as laid down by the Ministry of Human Resource Development, Department of Higher Education, Government of India or Board from time to time by Ordinances.
- (5) The Selection Committees for filling up of posts under the Institute (other than on contract basis) by direct recruitment or by promotion from amongst the members of staff of the Institute shall be constituted in the following manner, namely :-

- (a) The Selection Committee for recruitment to the posts of Academic Staff (excluding the Director), or for promotion shall be as under:—

(i)	Director or Deputy Director	Chairman
(ii)	Visitor's Nominee	Member
(iii)	Two nominee of the Board one being an expert, but other than a member of the Board	Member
(iv)	One expert nominee of Senate from outside the Institute	Member
(v)	Head of Department concerned (for other than the post of Professor)	Member

- a. The Selection Committee for recruitment of Technical posts shall be as under:

(i)	Director or Deputy Director	Chairman
(ii)	One expert from outside the Institute	Member
(iii)	Nominee of Ministry of Human Resource Development	Member
(iv)	Concerned Head of Department	Member
(v)	Registrar	Member

- (b) The Selection Committee for recruitment of Administrative and Ministerial Staff shall be as under:

(i)	Director or Deputy Director	Chairman
(ii)	One expert from outside the Institute	Member
(iii)	Nominee of Ministry of Human Resource Development	Member
(iv)	Registrar	Member

- (c) The Selection Committee for Senior Administrative and other equivalent post carrying the pay scale of Assistant Professor and above shall be as under:

(i)	Director or Deputy Director	Chairman
(ii)	One expert from outside the Institute	Member
(iii)	Nominee of Ministry of Human Resource Development	Member
(iv)	Nominee of the Board	Member
(v)	Registrar	Member

- (6) In case the Selection is made for the Registrar or the equivalent post, the Board shall nominate a person as member of the Selection Committee and the Registrar shall not sit as member thereon.
- (7) In the absence of the Deputy Director, the Director may nominate any member of the staff of the Institute to be the member of the Selection Committees in his place.
- (8) Where a post is to be filled on contract basis or by invitation, the Board may, constitute such Adhoc Selection Committee, as may be necessary.
- (9) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the procedure for such appointment shall be as specified by Ordinances.

- (10) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons having special skill or knowledge to suit the emergent need of a Department, School or Centre.
- (11) If the post is to be filled by advertisement, the terms and conditions of the post shall be mentioned in the advertisement and the Screening Committee for the purpose of short listing the eligible and most desirable candidates shall screen all applications received within the date specified in the advertisement.
- (12) Some of the posts may be exempted from the interview which may be decided by the Board. In case, where the interview is compulsory, the Selection Committee shall examine credentials of all candidates who have been called for the interview, interview the eligible candidates and recommend the appointment of the most suitable candidates to the competent authority for approval.
- (13) The recommendations of the Selection Committee shall remain valid for a period of one year from the date of interview and if for any reason the recommendations are not approved by the competent authority or appointment orders not issued after the approval of recommendations within the said period of one year, the recommendations shall lapse and fresh advertisement shall be issued.
- (14) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.
- (15) Unless otherwise provided for under these Statutes, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall continue to exercise its functions in relation to that post till the appointment is made against that post.
- (16) All appointments made at the Institute shall be reported to the Board at its next meeting.
- (17) The applications of the employees eligible for promotion under Assured Career Progression shall be considered by the Departmental Promotion Committees before any promotion or up-gradation is recommended.
- (18) The Departmental Promotion Committee shall be as follows, namely:—

(i)	Director or Deputy Director	Chairman
(ii)	Concerned Head of Department	Member
(iii)	Head of Department of other Department	Member
(iv)	Registrar	Member

24. General Terms and Conditions of service of permanent employees.—Permanent employees of the Institute shall be governed by the following terms and conditions, namely:—

- (i) subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall be made on probation for a period of two years and after completion of the probation period, the employee shall be confirmed in his posts -
- Provided that if the probation of an employee is found to be not satisfactory, the appointing authority shall have the power to extend the period of probation of any employee for a further period not exceeding one year.
- (ii) as confirmed, employee shall continue to hold his or her office subject to the provisions of the Act and the Statutes, till the end of the month in which he or she is superannuated in his or her respective posts;
- (iii) the age of superannuation shall be as specified for various classes and categories of the employees of the Institute by the Central Government;
- (iv) the employees of the Institute shall be entitled to allowances in addition to pay as admissible to the Central Government Employees;
- (v) the employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as per the Central Civil Services (Medical Attendance) Rules, 1944;
- (vi) the employees of the Institute shall be governed by the Central Civil Services (Conduct) Rules, 1964;
- (vii) the employee on or after the 4th March, 2014 shall be governed by the New Pension Scheme announced by the Central Government;

- (viii) the application of the employees of the Institute shall be forwarded for employment outside the Institute only three times in a year in accordance with the procedure specified in Schedule 'D';
- (ix) the employees of the Institute shall be entitled to Leave Travel Concession as admissible to the Central Government Employees;
- (x) overtime and night allowance shall be paid to the eligible employee of the Institute as is admissible to the Central Government Employees.
25. **Code of Conduct.**—The code of conduct for employees shall be made by each Institute in consultation with the Central Government and till such time the code of conduct for employees is framed, the Institute shall follow the Central Civil Services (Classification, Control and Appeal) Rules, 1965.
26. **General terms and conditions of services of temporary employee.**—(1) The service of a temporary employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee.
- (2) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his or her letter of appointment.
27. **Appointments on contract.**—(1) Notwithstanding anything contained in these Statutes, the Board may in special circumstances with the prior approval of the Visitor appoint an eminent person on contract for a period not exceeding five years.
- (2) Subject to the provision of the Act, the Board may appoint any person on contract in the prescribed scales of pay and on terms and conditions applicable to the relevant post for a period not exceeding three years.
- (3) For making such appointments, the Chairperson, Board of Governors shall constitute such adhoc Selection Committee, as the circumstances of each case may require:
- Provided that such constitution of committee shall be reported to the Board for confirmation.
28. **Provident fund and pension schemes.**—The Central Government shall assume the liability of pension in respect of those employees who retire after conversion of erstwhile Bengal Engineering and Science University to the Institute and after takeover, the existing employees of the Institute shall be given options regarding their service conditions and accordingly the pension liabilities shall be as under:-
- (i) The liability for payment of existing pensioners covered under State Pension Rules shall continue to be on the State Government. However, the liability for payment of pension for such employees who shall superannuate after the date of conversion of Bengal Engineering and Science University to the Institute will vest on the Central Government;
- (ii) Employees recruited before 1st January, 2004 who opt for Central Government administered pension scheme shall be governed by the Central Civil Services (Pension) Rules, 1972 and if they opt for the existing pension Scheme, i.e., State Government Pension Scheme shall be governed by the said provisions;
- (iii) Employees recruited on or after 1st January, 2004 and before 4th March, 2014 who opt for Central Government administered Pension Scheme shall be governed by the New Pension Scheme and if they opt for the State Government Pension Scheme shall be governed by the said provisions; and
- (iv) Employees recruited after 4th March, 2014, i.e., the date of conversion of the Bengal Engineering and Science University to Institute shall be governed by the New Pension Scheme.
29. **Resignation.**—Notwithstanding anything contained in the foregoing provisions of these Statutes, a member of the staff of Institute may resign, -
- (i) in case of permanent employee, after giving three months' notice in writing to the appointing authority, or by paying three months salary in lieu thereof; and
- (ii) in case of temporary employee, after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof.
- Provided that the resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.
30. **Retirement.**—(1) At any time after an employee has completed twenty years qualifying service, he or she may, by giving notice, of not less than three months, in writing to the appointing authority, retire from service as per the terms and conditions laid down by the Central Government, from time to time, for its own employees.

- (2) The appointing authority has the right to retire the employee before superannuation as premature retirement in accordance with the provision of Central Civil Services (Pension) Rules, 1972.
- (3) An employee may retire from service on account of any bodily or mental infirmity that permanently incapacitates him or her from service subject to the following conditions, namely :-
- (i) the employee shall submit application to the Registrar through proper channel and produce a medical certificate from medical authority as may be specified by the Ordinances;
 - (ii) if the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post, if available; and
 - (iii) the medical report shall precede or coincide with the date of retirement.
31. **Advances.**—The permanent employee of the Institute shall be entitled to draw advances for various purposes as admissible to the Central Government Employees.
32. **Deputation.**—Deputation is permissible for appointment (temporary transfer) in public interest outside the Institute to Central Government, State Governments Universities or Autonomous Bodies including Public Sector undertaking and subject to such terms and conditions as may be specified in the recruitment rules.
33. **Residential accommodation.**—(1) Every employee of the institute may be allotted an unfurnished house, if available within the campus of the Institute for residential use, subject to such conditions as may be laid down by the house allotment rules of the Institute.
- (2) An employee of the Institute who has been allotted house for residential use shall be charged with monthly license fee at the rate as fixed by the Board from time to time.
 - (3) In addition to the license fee, water, electricity and charges for any other service rendered shall be recovered from an employee on actual basis or at such rates as may be determined by the Board from time to time.
 - (4) The Board may, allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the Institute.
34. **Leave.**—The leave for all the employees of the Institute shall be governed by the Central Civil Services (Leave) Rules 1972.
35. **Scholarships, fellowships, medals and prizes** - The Board may, on the recommendation of the Senate, institute such scholarships, fellowships, medals and prizes as it may consider necessary.
36. **Fees.**—The Institute shall charge the following fees, namely :-
- (i) the tuition and the hostel fee shall comprise of (a) fees determined by the National Institutes of Technology, Science Education and Research Council, and (b) fees which shall be determined by the Board of Governors ;
 - (ii) the caution money which shall be refundable to student, scholars and fellows at the time of finally leaving the Institute, after deduction of dues, if any and where no claim for a refund is received within two years of leaving the Institute, the caution money shall be credited into the Student Welfare Fund;
 - (iii) the fee for concession and scholarships as may be determined by the Central Government from time to time.
37. **Students' hostels and halls.**—(1) Every Institute shall be a residential institution and all students and research scholars shall reside in the hostels and halls of residence built by the Institute for the purpose:
- Provided that for certain cases, the Director after giving reasons in writing may permit a student or scholar to reside with his or her parent or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such rent as he or she shall have been liable for the payment of rent had he or she resided in the hostel.
- (2) Every resident in the hostels and halls shall conform to rules laid down by the Institute for the purpose.
 - (3) For each hostel or hall of residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.
 - (4) The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.

- (5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished residential accommodation corresponding to the type of accommodation to which they are normally entitled.
- (6) The Board shall lay down rules for the management of the hostels and halls of residence.
38. **Conferment of honorary degrees.**—The Institute may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields:
- Provided that all proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Board.

THE INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY

SCHEDULE 'A'

[See Statute 17(2)]

WHEREAS in terms sub-section (1) of Section 17 of the National Institutes of Technology, Science Education and Research Act, 2007, (hereinafter called the Act) and sub-statute (2) of Statute 17 (in case of IEST, Shibpur) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of the appointee as the Director of the Institute on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

- [1] This agreement of service shall be deemed to have been entered into subject to the provisions of the Act, and Statutes covering the Institutes as in force from time to time as applicable to permanent confirmed employees.
- [2] The appointee shall be on service under the agreement for a period of five years with effect from the date of joining the post. Provided that if the appointee on conclusion of the period of service mentioned above is below 70 years of age, his or her service shall continue till the 30th June of the year in which the appointee completed the said period of service or till he or she attains the age of 70 years whichever is earlier.
- [3] The appointee shall be the Principal academic and Executive Officer of the Institute and serve the Institute as the whole time Director of the Institute with powers and duties provided in said Act and Statutes.
- [4] The appointee shall devote his or her whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes. Any information obtained by appointee during or in connection with his or her service and the work upon which he or she is engaged shall be treated as secret and confidential and the appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923 as amended from time to time.
- [5] During the period of his or her service except in respect of the period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs.....in the scale of Rs.....that if any time the appointee proceeds on deputation out of India, his or her pay and allowances during the period his or her deputation shall be such as may be decided by the Board of Governors. In addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. may be admissible from time to time as per rules of the Institute.
- [6] During his or her service, the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employee of any other similar institute of national importance of the Government of India and enjoying the benefits either under Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he or she shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he or she shall continue to be governed by Contributory Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his or her service under this contract like other permanent employees of the institutes as per the Statutes.
- [7] Notwithstanding anything hereinbefore contained, the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

- [8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.
- [9] The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.
- [10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.
- [11] (i) The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.
- (ii) If the appointee is required to travel in the interest of the Institute work, he or she shall be entitled to travelling allowance and the scale provided for in the travelling allowance Rules of the institute in force from time to time. Similarly, the appointee shall be entitled to leave travel concession for visiting his or her hometown as per the Rules of the Institute.
- [12] Any amount received by the appointee from books and articles published by him or her at own cost shall be left to him or her as an encouragement for continuing his/her work in that line. He / She would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.
- [13] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned: Provided that always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his/her basic pay for three months. The appointee may terminate his or her service by giving to the Institute three calendar months notice in writing.
- [14] The appointee will be allowed the status of Professor of the Department of his or her specialty and taken part in teaching and research in the said Department subject to his or her convenience.
- [15] In respect of any matter for which no provision has been made in this agreement the appointee shall be governed by the said National Institutes of Technology, Science Education and Research Act, 2007 or any modification thereof for the time being in force and the Statutes made there under for time being in force.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his or her hand and the appointee has hereinto set his or her hand.

Signed and delivered for the

Indian Institute of Engineering Science and Technology, Shibpur

By the Chairperson,

Board of Governors of the Institute

In the presence of Signature of Witnesses with addresses Signed and delivered by the said appointee. In the presence of

Signature of Witnesses with addresses

Director, Indian Institute of Engineering Science and Technology, Shibpur.

SCHEDULE 'B'

[See Statute 18 (3)]

CONTRACT OF SERVICE FOR THE POST OF DEPUTY DIRECTOR

An AGREEMENT for service made this daydate of One thousand nine hundred between (herein after called the appointee) of the one part and the Indian Institute of Engineering Science and Technology incorporated under the National Institutes of Technology, Science Education and Research Act, 2007.

"WHEREAS in terms of Section 17(5) of the National Institutes of Technology, Science Education and Research Act, 2007 (hereinafter called the Act) and sub- Statute (3) of Statute 18 (in case of IEST, Shibpur) (hereinafter called Statutes), the appointment of the Deputy Director shall be made by the Board on the recommendations of the Selection Committee from among the senior most faculty members by Chairperson of the Board on contract for a period of three years initially which may be extended by two times for one year each on the recommendation of the Board and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

- (1) This agreement of service shall be deemed to have been entered into subject to all times to the provision of the Act, and Statutes covering the Institutes as in force from time to time as applicable to permanent confirmed employees.
- (2) The appointee shall be on service under the agreement for a period of three years extendable by two years on year to year basis with effect from (that is date of joining the post) provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30th June of the year in which the appointee concludes the said period of service of till he attains the age of 65, whichever is earlier.
- (3) The appointee shall serve the Institute as the whole time Deputy Director of the Institute with powers and duties provided in the Act and Statutes. He shall report to the Director for discharge of his duties.
- (4) The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rule and other provisions of the said Act and the Statutes. Any information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.
- (5) During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors. In addition the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.
- (6) During his service under these presents the appointee shall subscribe to the Contributory Provident Fund Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provision as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other Indian Institute of Engineering Science and Technology (IEST) and enjoying the benefits either under Contributory Provident Fund Cum Gratuity Scheme or General Provident Fund Cum Pension Cum Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by contributory Provident Fund cum Gratuity Scheme or General Provident Fund cum Pension cum Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the Institutes as per the Statutes.
- (7) Notwithstanding anything hereinbefore contained the appointee shall unless otherwise decided by the Institute be entitled to received the whole or in part be determined by the Institute the benefit of any improvement in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provision of these presents.
- (8) The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.
- (9) The appointee shall be entitled to furnished free of license fee accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.
- (10) The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.
- (11) The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowance Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.
If the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance and the scale provided for in the T.A. Rules of the Institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.
- (12) Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.

- (13) The service of appointee may during the period of contract be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.
- (14) The appointee will be allowed the status of Professor of department of his specialization to the part in teaching and research in the Department of subject to his convenience.
- (15) In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology, Science Education and Research Act, 2007 or any modification thereon for the time being in force and the Statutes made there under for time being in force.

IN WITNESS WHEREOF on the day and the year first written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the

Indian Institute of Engineering Science and Technology, Shibpur,

by the Chairperson,

Board of Governors of the Institute

In the presence of

Signature of Witnesses with addresses

Signed and delivered by the said appointee

In the presence of Signature of witnesses with addresses

Deputy Director, Indian Institute of Engineering Science and Technology, Shibpur.

SCHEDULE 'C'

[See Statute 19 (5)]

DEANSHIPS

The institute may have not more than seven deanships. There may be following Deanships in Indian Institute of Engineering Science and Technology with the approval of the Board of Governors.

Dean Academic

Dean Planning and Development

Dean Student Welfare

Dean Faculty Welfare

Dean (Research and Consultancy)

Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors/ Associate Professors, but should not be Head of the Department.

The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve an or all Dean before such period.

DUTIES AND RESPONSIBILITIES OF DEANS

The following duties and responsibilities have been entrusted to the Deans.

1. Dean (Academic)

He / She will advice the Director in:

- (a) Admission and enrolment of students;
- (b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirement for proper conduct of class work.
- (c) Conduct of class tests and co-ordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-do-date academic records of all categories of students;

- (e) Publication and distribution of the syllabi;
- (f) Organizing meeting of all the Institute level academic bodies;
- (g) Arranging the issue of all academic certificate, medals and prizes to the students;
- (h) To arrange for conduct of those examination which are to be conducted by the Institute and stipulated in the Institute regulations.
- (i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/ Senate decision.
- (j) To execute the policy of the Senate in the conduct of P.G., Ph.D and other research programmes including the examination of the thesis.
- (k) To co-ordinate for the conduct of Convocation.
- (l) All proposals to modify the teaching programmes will be considered by, BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be send to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time strive for the high academic standard.

2. Dean (Planning and Development)

He or she will advice the Director in the following:

- (a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up of submission of plan and estimates related to Civil, electrical, Works, Sanitary, network system, etc.
- (b) Maintenance of all necessary statistical data regarding plan and projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.
- (c) Monitoring the physical targets and utilization of funds in respect of Projects and Consultancy and in the preparation of relevant papers for submission of Progress reports.
- (d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- (e) In the effort to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- (f) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- (g) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing and consultancy.
- (h) Providing necessary data for the budget and new estimates and plans to the Building and Works Committee to the Registrar.

3. Dean (Students Welfare)

- (a) He or she will advice the Director in organizing the students' counseling.
- (b) He or she will be responsible for the publication of students' Magazines, News Bulletins, News letters etc.
- (c) He or she will advice the Director in matters related to students; discipline and welfare.
- (d) He or she will assist the Director in matters related to the Students Union/ Association or Council.
- (e) He or she will co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of students.
- (f) He or she will keep a record of Alumni and correspond with them.
- (g) He or she will conduct the enquiries of students indulged in indiscipline.
- (h) He or she will correspond with Parents/ Guardians of the Students about their progress and individual problems/ welfare.

4. Dean Faculty Welfare

He or she will advise the Director in matter related to:

- (a) Deputation of faculty to various institutions under Quality Improvement Programme under rules applicable to them.
- (b) He or she will advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching/ training assignments etc.
- (c) He or she will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences or seminars by the faculty members.
- (d) He or she will assist the Director in organizing training programmes for faculty.
- (e) He or she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads water supply, sanitation, lawns and gardens.
- (f) He or she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (g) He or she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- (h) Supervision over faculty discipline, integrity and commitment.

5. Dean (Research and Consultancy)

He or she will advise the Director in matter related to:

- (a) Frame rules for industrial sponsored research and consultancy.
- (b) Create and maintain database regarding faculty expertise.
- (c) Facilitate through his or her office faculty in procuring equipments necessary to conduct research or consultancy work, recruitment of project staff.
- (d) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- (e) Provide guidance for submitting proposals to funding agencies such as Departments of Science and Technology, Bhabha Atomic Research Centre, Board of Research in Nuclear Science, Indian Space Research Organization, Defense Research and Development Organization, Aeronautics Research and Development Board, Ministry of Information Technology, etc.

SCHEDULE 'D'

[See Statute 24 (vii)]

FORWARDING OF APPLICATIONS FOR EMPLOYMENT ELSEWHERE

Applications for employment shall be forwarded only as per the norms approved by the Board of Governors:

All employees are under terms of their service, required to observe following norms for applying for other jobs in Government / Private of elsewhere:

1. General Principles:

- (i) A permanent employee, having good promotion prospects, is under a normal obligation to devote his energies whole-heartedly to the duties of his post. It will not be unjust if his application for other employment is withheld and not forwarded.
- (ii) Application of a temporary employee should not be withheld unless there are compelling grounds to be recorded and communicated to such temporary employees. Application from a temporary employee, who may have good prospects of being made permanent in due course, should be dealt with on merits.
- (iii) Employees who have been give some technical training at Government or Institute expense, should continue to serve the institute at least for the bond period and withholding of application in such a case is justifiable. Board may decide the policy in such cases.
- (iv) Where an employee cannot be spared without serious detriment to important work in hand, his application can be withheld.

2. Application for post advertised by Union Public Service Commission

Institute employees can apply directly to posts advertised by Union Public Service Commission but should keep the Head of the Department and Director informed. Subsequently, he should seek the permission for such appointment, but before appearing for the interview.

3. Posts in the other Indian Institute of Engineering Science and Technology or Central Universities and other comparable Institutions of Higher Education.
- (a) The application from permanent employee should accompany with an undertaking that he will either join back to the concerned Indian Institute of Engineering Science and Technology or resign from post held by him in that Indian Institute of Engineering Science and Technology after 3 years.
 - (b) Temporary employee should give an undertaking to resign in the event of his selection and acceptance of the new appointment.

Foreign assignments against open advertisement:

- (a) The employee can apply with prior permission of the Chairperson, Board of Governors to be confirmed by the Board of Governors.
- (b) If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson, Board of Governors for approval through proper channel.
- (c) Such employee shall not be considered as an official nominee of Indian Institute of Engineering Science and Technology concerned.

Post not Advertised or Circulated.

The application shall not be forwarded.

Registration with Employment Exchange.

Temporary employees can register with permission, but should resign when selected.

Permanent employee can register.

- (a) Only for higher post under the Government/ Public Sector Undertaking or Autonomous Body.
- (b) On production of a No objection Certificate, from the Indian Institute of Engineering Science and Technology, and
- (c) An undertaking that he will after the completion of three years of joining the new post either rejoin to the concerned Indian Institute of Engineering Science and Technology or resign.
- (d) When an employee rejoins his parent office, he will not be granted a "no objection certificate" for a period of three years to register his name with the Employment Exchange again.

Employee under Suspension or Charge Sheeted.

No application should be forwarded if the employee is under suspension or a charge sheet has been issued or filed in the court or sanction for his prosecution has been accorded.

Employees whose conduct is under Investigation.

An application of an employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he would not be released if the employee is placed under suspension or a charge sheet is issued or filed in the court in sanction for his prosecution is accorded before his selection.

[F. No. 33-10/2014-T.S.-III]

S. P. GOYAL, Jt. Secy.