

*NORTH EASTERN REGIONAL INSTITUTE OF
SCIENCE AND TECHNOLOGY*



MINUTES

OF

50TH BOARD OF MANAGEMENT

Date :: 04.05.2001

Time :: 03.00 PM

*Venue : NERIST, NIRJULI
ARUNACHAL PRADESH*

**NIRJULI : ITANGAR
ARUNACHAL PRADESH
PIN - 791 109**

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NORTH EASTERN REGIONAL INSTITUTE OF
SCIENCE AND TECHNOLOGY
NIRJULI :: ARUNACHAL PRADESH
PIN # 791 109

MINUTES

OF

50th Meeting of Board of Management

Date : 04.05.2001 Time : 03.00 P.M.

Venue : NERIST, Nirjuli (Itanagar)

The following were present :-

- | | | |
|----|--|--|
| 1. | Ms. Sangey Lahden
Secretary (Education)
Govt. of Arunachal Pradesh
Itanagar | Elected Chairperson |
| 2. | Prof. A. L. Verma
Director, NERIST | Member |
| 3. | Mr. Tomi Ete
Addl. Chief Engineer
PWD AP, Itanagar | Member |
| 4. | Dr. A. K. Sahu
Asstt. Prof. (AE)
NERIST, Nirjuli | Member |
| 5. | Mr. W. Homendra Singh
Dy. Director (T & P)
Govt. of Manipur
Imphal | Member
(Represented Controller
of Tech. Education) |
| 6. | Prof. N. Upadhayay
Registrar, NERIST | Secretary |
| 7. | Mr. K. D. Ray
Dy. Registrar (Fin)
NERIST, Nirjuli | Invitee |

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As Prof. B. L. Dhoopar, Chairman, Board of Management could not attend the meeting due to his illness, Ms. Sangey Lahden, Secretary (Education), Govt. of Arunachal Pradesh was elected as Chairperson to chair the meeting.

The Chairperson welcomed the Members and the meeting was adjourned for half an hour for want of quorum and the adjourned meeting was reconvened at 3.30 PM to consider the agenda items. Comments on agenda items received from MHRD vide Nos. F.11-6/2001-TS.IV dated 01.05.2001 and F.33-30/99-IFD dated 3.5.2001 were also considered.

Item No.50.01 : To confirm the minutes of the 49th meeting held on 04.11.2000

[Note : The minutes of the 49th meeting held on 04.11.2000 is placed at Annexure-I for confirmation. The comments received by the Institute from MHRD, IFD vide letter No.33-30/99-IFD dated 27.12.2000 are also placed at Annexure-I (Page 13-14) for consideration.]

After discussion, minutes were confirmed as circulated earlier..

Item No.50.02 : To consider Action Taken Report on the decision of 49th Meeting of Board of Management

[Note : The Action Taken Report is placed at Annexure-II.]

Noted.

Item No.50.03 : To consider grant of Study Leave to faculty members and staff

(i) *grant of Study leave to Shri Shiv Kumar Bhagat, Lecturer(EE)*

[Note : On the recommendation of the Study Leave Committee in its meeting held on 05.02.2001 , Shri Shiv Kumar Bhagat, Lecturer (EE) has been granted study leave for a period of 2 years from 12.03.2001 to 11.03.2002 for pursuing Ph.D. at Roorkee on the condition that the matter will be placed before the Board for ratification. Shri Bhagat has executed a service Bond before proceeding on leave. The Board may consider the matter.]

(ii) *Grant of Study Leave to Shri A. K. Singh, Lab. Asstt.*

[Note : An application from Shri Ashok Kumar Singh, Lab. Assistant (AE) for admission in M.Sc. in Bundelkhand University, Jhansi was forwarded by the Institute on the condition that in the event of his selection leave matter be placed before the study leave committee. Based on the recommendation of the Head of Department, the study leave committee in its meeting held on 27.10.2000 has recommended grant of study leave for 2 years. Meanwhile, Shri Singh was granted two years study leave from 03.10.2000 to

02.10.2000 with the approval of the Chairman, Board of Management to enable Shri Singh to join the course. The Board may take note of the position.]

(iii) *Grant of study leave to Shri P. K. Bora, Workshop Instructor*

[Note : The Study Leave Committee in its meeting held on 13.11.2000 has recommended grant of Study Leave to Shri P. K. Bora, Workshop Instructor (ME) for admission to NERIST Degree Module against departmental quota. Accordingly, Shri Bora has been granted two years study leave from 02.01.2001 to 31.12.2002. Shri Bora has executed a service bond before joining the course. The Board may take note of the position.]

(iv) *Grant of EOL to Shri S. K. Gupta, Lecturer (CE)*

[Note : Shri S. K. Gupta, Lecturer (CE) has been selected for perusing Ph.D. at IIT, Delhi. Shri Gupta had joined this Institute on 05.12.97 and completed more than three years service in NERIST and is entitled to avail EOL without pay for two years.

The matter has also been examined and recommended by the Study Leave Committee in its meeting held on 05.02.2001 for grant of EOL as admissible under CCS Leave Rules. The Board may consider grant of EOL from 16.07.2001 to 15.07.2003 with permission to prefix summer vacation. Before proceeding on leave, he will have to execute a service bond.

It is also proposed that Board may delegate the Director to approve Study Leave on the basis of Study Leave Committee's recommendation. The matter shall be reported to the next Board.]

All the above cases of Study leave/EOL were approved provided the conditions prescribed under rules are fulfilled.

Item No.50.04 : To consider grant of Nursing Allowance to Smti. Mary Biswas, Nurse

[Note : Smti. Mary Biswas, Nurse who is in the pay roll of NERIST from 12.01.1998 has represented for grant of Nursing Allowance. The Govt. of India, Ministry of Health & Family Welfare vide letter No. Z-28015/46/2000-N dated 08.09.2000 has clarified that the Nursing Allowance is admissible to the nurses working in the Central Government Hospitals. As far as the other Institutes are concerned, it is for them to consider and adopt the orders issued by the Govt. of India. Copy of the letter alongwith Government's orders on the issue is placed at Annexure-III.

However, the NERIST has got the sanction for 5-bedded health unit and is not a hospital. The Board may consider whether grant of Nursing Allowance/Uniform Allowance is permissible in the health unit/dispensary of NERIST.]

Not approved.

Item No.50.05 : Grant of lien to faculty members

(i) *Grant of lien to Dr. Siby John, Asstt. Prof.*

[Note : On his selection as Assistant Professor in Punjab Engineering College, Chandigarh, Dr. Siby John, AP (CE) has been relieved on lien for two years from 05.02.2001 provisionally subject to payment of lien contributions and final approval of the Board.

Dr. Siby John is a confirmed employee and his application was forwarded through proper channel. The Board may consider grant of lien to Dr. Jhon as admissible under Central Government Rules. As per release order, he is supposed to remit lien contribution regularly which he has not done so far.]

(ii) *Grant of Lien to Shri Shiv Kumar, Lecturer (AE)*

[Note : (a) On his selection as Lecturer in Bundelkhand University, Jhansi, Shri Shiv Kumar, Lecturer (AE) has been relieved on lien for two years from 30.12.1999 provisionally subject to payment of lien contribution and final approval of the Board. Due to over sight, the matter was not placed before previous meeting. This is for formal approval of the Board.

(b) Shri Shiv Kumar is a confirmed employee and his application was forwarded through proper channel. The Board may give direction in the matter. As per release order, he was to remit lien contribution to NERIST regularly but has not done so till date.]

All the cases of lien were approved provided that either the borrowing organisations or the employees themselves pay leave salary and pension/CPF contributions at appropriate rates as per rules. Otherwise, lien have to be terminated.

Item No.50.06 : To consider recommendations of the Academic Committee meeting held on 30.01.2001

[Note : The Minutes of the 28th meeting of Academic Committee held on 30.01.2001 are placed at Annexure-IV. However, the minutes are still to be confirmed in the next meeting of the Academic Committee. The Board may take note of the same. Specific attention of the Board is drawn on the following items:

(i) *AC.28.(b) : Duration of Bridge courses*

[Note : The Academic Committee has decided that henceforth the duration of bridge courses for students holding 3-year Polytechnic Diploma and admitted in Degree module shall be one year. Earlier the duration was only one semester. A detailed report of the committee constituted by Academic Committee to frame syllabi is still awaited and shall be first considered by the Academic Committee in due course.]

(ii) AC.28.9 : Moderation Boards

[Note : For the first time , the Academic Committee has decided to set up a Moderation Board for each department. This is also in line with the requirement of affiliating University i.e. NEHU.]

(iii) Rules for sponsored Research Projects

[Note : The Academic Committee has approved the Rules for sponsored Research Projects on 30.01.2001. These Rules are placed at Annexure-V of the minutes of the Academic Committee. The Board may consider approving the same.]

The minutes of the Academic Committee may be placed before the next meeting of Board of Management for consideration after it is confirmed by the Academic Committee. However, specific proposal above at Sl. (i) to (iii) have been considered and approved by the Board in view of urgency.

Item No.50.07 : To consider constitution of the Selection Committee and procedure for scrutiny of applications

[Note : In order to overcome some errors and difficulties, the Selection Committee for Group "A" posts as approved by the Board of Management in its 42nd meeting held on 8-9.6.98 need certain modifications. A modified constitution of Selection Committee for Group "A" posts together with Selection Procedure based on NEHU norms are placed at Annexure-VI for consideration and approval by the Board.]

Approved with minor modifications and placed at Appendix-I. Board also permitted Director to go ahead for selection process as per the modified selection committee

Item No.50.08 : To report disciplinary cases in NERIST

(i) *Compulsory retirement of Shri Bidhan Chakraborty and subsequent appeal submitted by the incumbent*

[Note : After disciplinary proceeding under Rule 14 of the CCS(CCA) Rules, Shri Bidhan Chakraborty was found guilty of misappropriation of Institute's fund to the tune of Rs.1,58,336.04. After completion of all formalities, authority ordered compulsorily retirement of Shri Bidhan Chakraborty from the post of Mess Manager-cum-Caretaker with effect from 15.03.2001.

Shri Chakraborty submitted an appeal before the Director for reinstatement and agreed to pay the amount from CPF account and the balance amount within six months. Matter is submitted before the Board for consideration and further direction.]

The Board did not consider the appeal. The Board further appreciated the Director for taking appropriate action to stop such act of misappropriations.

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(ii) To report unauthorised absence of Dr. B.R.K. Rao, Lecturer (EC)

[Note : Dr. B. R. K. Rao, Lecturer (EC) proceeded on earned leave w.e.f. 18.09.2000 and failed to resume duty on 25.09.2000 and is absconding from duty. Institute has initiated disciplinary action to terminate his services as per CCS rules as approved by Chairman, BoM.]

Dr. B. R. K. Rao has already submitted the resignation and the Director is taking necessary steps to relieve him as per the rules and his resignation be accepted provisionally subject to final settlement of dues against him.

(iii) To report unauthorised absence of Dr. Mary P.P., Lecturer (AS)

[Note : Dr. Mary P.P., Lecturer (AS) has proceed on EL (subsequently converted into Study Leave by the BOM) from 31.07.2000 to 15.10.2000 to attend a short term course in Germany. She did not return to the country to join duty and requested for extension of leave on medical ground without any medical certificate up to the end of last semester. Authority has refused to grant leave and asked her to join duty which she failed inspite of repeated reminders. Disciplinary action has been initiated against her with the approval of Chairman, BoM.]

(iv) To report unauthorised absence of Mrs. Usha Singh Sisodia., Lecturer (English)

[Note : Mrs. Usha Singh Sisodia, Lecturer in English, was permitted to visit IIT-Delhi for Ph.D. programme under QIP Scheme from 07.11.2000 to 22.11.2000 and since then she is absenting herself. Subsequently, she left for Rwanda, South Africa, without even informing Institute authorities and requested for leave from Rwanda. Her leave was not granted and she was informed through registered letter to join back her duty here. Disciplinary action has been initiated against her with the approval of Chairman, BoM.]

It may be worth pointing out that she was also absent from her duties from 22.07.1999 till 10.04.2000 in the past without any prior approval of leave.]

(vi) To report unauthorised absence of Shri N.K. Vidyarthi., Lecturer (Mech.)

[Note : Shri N.K. Vidyarthi, Lecturer in Mechanical Engineering, proceeded on earned leave for 4 days from 10.08.2000 to 13.08.2000 and since then he is remaining absent. He was informed telegraphically to resume duty failing which disciplinary action as per rules shall be initiated. However, he neither responded nor joined the duty till date.

It is proposed to take disciplinary action for such willful absence from duty.]

Regarding cases above at (iii) to (v), the Board decided that in future, such cases may be dealt by the Institute as per rules and final result of disciplinary proceedings be reported to the Board.

Item No.50.09: To report ratification on the resolution of the 48th BOM regarding rationalization of staff structure

[Note : The Board of Management in its 48th meeting held on 25.09.2000 has approved the proposal regarding rationalization of staff structure to be placed before MHRD for final approval. After careful scrutiny, it was noticed that some of the posts/cadres were left out from the proposal. The same was ratified by the Chairman, BOM and submitted to the MHRD for approval. A copy of the same is placed at Annexure-VIII for information of the Board.]

Noted.

Item No.50.10 : To consider review of delegation of powers to different functionaries

[Note : At the time of inception of the Institute certain Financial and Administrative powers were delegated to Chairman, BoM and Director on 19.07.1983 in the first meeting of Society. Subsequently the entire Memorandum of Association (MOA) was modified and replaced by new MOA from May 1997.

The clause 34(xvi) of MOA stipulates " To delegate such powers as may be necessary to the office bearers of the Board of Management including the Chairman, BoM, and officers of the Institute."

The Director is the Principal Executive of the Institute and is bestowed with appropriate authority for academic, administration and financial matters.

The delegation made in the year 1983, needs modification. The proposal shall be placed before the Board for consideration and approval.]

Approved with minor modifications and placed at Appendix-II.

Item No.50.11 : To consider Children Education Allowance at NERIST

[Note : NERIST is located in remote area. As of now CCS rules are applicable in case of NERIST employees so far as financial benefits are extended. Accordingly Second Board Meeting in its agenda under item No. A-2(2) decided that Reimbursement of Children's educational allowance, TA, Leave Travel Concession, medical facilities as per Central Government Rules from time to time. "Admissibility is confined to when a Government Servant is compelled to send his child/children to a school away from the station at which he is posted or residing owing to the absence of a school of the requisite standard at the station." Special dispensation is, however, available for Government Servant of North Eastern Region under G.I. M.F. O.M. No. 20014/3/83-E.IV dated 14.12.1983 and 20014/16/86-E.IV/E.II(B) dated 01.12.1988.

"Where the Children do not accompany the Government servant to the North-Eastern Region, Children Education Allowance up to Class XII will be admissible in respect of children studying at the last station of posting of the employee concerned or any other station where the children reside, without any restriction of pay drawn by the Government servant. If children studying in schools are put in hostels at the last station of posting or any other station, the Government servant concerned will be given hostel subsidy without other restrictions. The rates of Children Education Allowance/Hostel Subsidy will be as per the D.O.P. and T., O.M. No. 18011/87-Estt.(Allowances), dated 31.12.1987, as amended from time to time."

Reimbursement of journey fare from Institution to place of posting is governed by

"Reimbursement will be limited to -

- a) second class fare by rail at student's concessional rate from the Railway station nearest to the place of the educational institution to the Railway station nearest to the place of posting of the Government servant by shortest route, if the journey is between places connected by rail;
- b) by ordinary bus for journey by road;
- c) by bunk class (lowest class) for the journey by ship/steamer.

It has been brought to the notice of the Institute for reimbursement of tuition fees, hostel subsidy and journey fare. However, Institute has not considered the hostel subsidy, as service of NERIST employees are not transferable like other Govt. services. Special dispensation and BoM's resolution is solicited in this matter.

It may be pointed out that this Institute is located at remote place and is often felt that standard of the school is not at par with the school in the other parts of the country. Moreover, to attract and retain the faculty members, certain facilities as extended to the transferable Govt. servant be made applicable mutatis mutandis to NERIST employees.

Board may, therefore, take the view and deliberate on the interpretation of its earlier decision made in 2nd meeting of BoM and give order for implementation to NERIST employees as per Central Govt. rates for approval of all the three items by deleting condition of transferability.]

Approved subject to limit of two children.

Item No.50.12 : To consider increase of the Library Caution Money for students

[Note : At present a sum of Rs. 100/- per student is deposited as Library Caution Money which is too small an amount compared to cost of books. Rs. 100/= is not enough to meet cost of even a single book. So the LAC in its meeting on 07.11.2000 suggested to increase the caution money to Rs. 350/- per Library Card per student.

The Board may consider approving the same.]

Approved.

Item No.50.13 : To report on the recently filed Court cases of Technical Staff against NERIST

- [Note : a) Shri Satyajit Gupta & others Vs NERIST & others
- b) Shri D. Roy Choudhary & others Vs NERIST & others

Shri D. Roy Choudhary with 7 other employees and Shri Satyajit Gupta with 4 other employees have filed cases against NERIST at the Hon'ble High Court, Guwahati for not promoting them to next higher grades. The Hon'ble High Court has admitted their petitions issued notices WP(C) No. 1804/2001 and WP(C) No. 1793/2001 to the Institute and called for records.

The Institute could not conducted DPC due to non-availability of vacancies at suitable levels. The Board may kindly note and decide that the cases for promotion through DPC are considered against vacant posts at higher levels with appropriate qualifications whereas Carrier Advancement Scheme is applicable after certain specified period as per GOI norms which Institute has implemented. Affidavit shall be filed from the Institute through legal counsel.

Board may take cognizance of the same.]

The Board authorised the Director to appoint a Senior legal counsel to look after the interest of the Institute and defend the cases of the Institute. The matter of transfer of court cases from Guwahati High Court to Itanagar Branch may be taken up in due course of time..

ADDITIONAL AGENDA ITEM

Item No.50.14 : To report release of Rs. 7.59 crore to BRO

[Note : The Institute paid Rs. 7.59 crore to BRO against deposit work of A & C Degree block, the details of which are given below :

<i>Date</i>	<i>Amount (in lakh)</i>	<i>Description of work</i>
05.06.2000	200.00	A & C Degree Block
29.06.2000	159.00	A & C Degree Block
30.11.2000	200.00	A & C Degree Block
31.03.2001	200.00	A & C Degree Block

The Board may take note of the position.]

Noted.

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Item No.50.15 : To consider report for escalation of cost of construction

[Note : The IE office assessed the revised cost estimate of the tune of Es. 807.70 lakh (with an escalation of 67.57 %) for the construction of Certificate and Diploma Block against the original approximate estimate of Rs. 482.00 lakh by GREF. A Committee was constituted vide Office Order No.EST-48/2/94/Vol.VII dated 30.11.2000 for examining various aspects of construction related matters. The details of item-wise increase in cost were verified and have been presented in Table-I pending the amount to be settled on account of Miscellaneous and T & P @ 12% which is contradictory to the MOU signed between the BRO and the NERIST.

It is proposed that the BOM may consider the recommendation of IE for grant of cost acceptance for Rs. 758.88 lakh against D & C Block (Job No.10/205) to the BRO. For want of justification from BRO for Rs. 12.54 lakh out of total escalation cost of Rs. 72.59 lakh was not considered by IE. So far NERIST has deposited funds of the tune of Rs. 603.708 lakh in the account of BRO (details placed at Table-II) and hence, the balance payment for Rs. 155.172 lakh may be released after the acceptance of recommendation of IE by the Board. After vetting & satisfaction of IE Office for justification, if any, by BRO, the claim for Rs. 12.54 lakhs may be decided by Institute authorities.]

Resolved that the recommendations of the Committee for escalation be approved and necessary steps be taken by the Director to resolve the matter.

Item No. 50.16 : To consider grant of lien to Dr. P. K. Lahiri, Asstt. Prof. (ME)

[Note : On his selection to the post of Assistant Professor in REC, Durgapur, Dr. P. K. Lahiri, Assistant Professor (ME) has requested the Institute to grant him lien for 2 years.

Dr. Lahiri is a confirmed employee of the Institute and his application was forwarded by the Institute. The Board may consider the matter and grant lien to Dr. Lahiri for 2 years on the condition that lien contributions have to be paid either by REC, Durgapur or by him.]

Same as decided under Item No.50.05.

Item No.50.17 : To consider representation of local contractors

[Note : The Nirjuli and other local contractors want to take contract for all type of construction work of NERIST while NERIST follows GOI norms for award of work. Major work is being done by GREF as per earlier decisions. Board may advise modalities for entrusting construction work of NERIST.]

The Board decided that possibility may be explored to engage other Government Agencies in addition to GREF, and or invite global tenders with standard government

norms for timely completion of the construction works. So that funds are utilised within the Plan period.

Item No.50.18 : To consider matching grant for book bank for SC/ST students

[Note : The Government of India has a special scheme for Central assistance to state/UT for setting up Book Bank for SC/ST students. Since none of the state Government is prepared to forward the proposal by giving consent for providing 50% matching grant , it is proposed that the BOM may request the NEC to provide the matching grant through any state of the seven NE states preferably through Arunachal Pradesh.]

Resolved that NEC be requested to consider sanction of matching grant as the Scheme is for the benefit of SC/ST students who constitute 70% of students of NE region. A detailed proposal may be submitted to the NEC for consideration.

Item No.50.19 :Reporting extension of contract for engagement of ESA

One year extension under existing norms is approved.

Dr. A.K. Sahu raised the point for appointments of faculty at senior levels. The board authorised the director to take up the issue in due course of time.

The Meeting ended with thanks to the chair.

**CONSTITUTION OF THE SELECTION COMMITTEE
FOR GROUP "A" POSTS**

(Approved in the 50th meeting of Board of Management held on 04.50.2001 at NERIST, Nirjuli under Item No. 50.07)

(a) In case of post of Professor, the Selection Committee shall consist of :

- i) Director Chairman
- ii) Two nominees of the Board of Management nominated by the Chairman on behalf of the Board Member
- iii) Two experts selected by the Director from the panel made by the Director and approved by the Chairman, BOM Member
- iv) One Nominee of MHRD in the rank of Professor out of a panel of three names suggested by the Director Member
- v) One nominee of the Chairman, Society in the rank of Professor from a panel of three names suggested by the Director Member
- vi) One nominee of VC of affiliating University and One Subject Expert to be nominated by affiliating University in the rank of Professor Member

(b) In case of posts of Assistant Professor, Senior Scientific Officer and Lecturer, the Selection Committee shall consist of :

- i) Director Chairman
- ii) One nominee of the Board of Management nominated by the Chairman on behalf of the Board Member
- iii) Head of the Department if he/she is a Professor or one rank higher than the post for which selection is conducted otherwise another professor in the relevant field nominated by the Director Member
- iv) One expert selected by the Director from the panel made by the Director and approved by the Chairman, BOM Member
- v) One Nominee of MHRD in the rank of Professor out of a panel of three names suggested by the Director Member
- vi) One nominee of the Chairman, Society in the rank of Professor from a panel of three names suggested by the Director Member

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- vii) One nominee of VC of affiliating University and One Subject Expert to be nominated by affiliating University in the rank of Professor Member
- viii) One Representative from SC/ST to be nominated by the Director (for the post of Lecturer only) Member
- (c) In case of personal promotion to posts of Lecturer (Senior Scale) and Lecturer (Selection Grade), the Selection Committee shall consist of:
- i) Director Chairman
- ii) One nominee of the Board of Management to be nominated by the Chairman, BOM Member
- iii) One expert to be selected by the Director Member
- vi) Head of the Department if he/she is a Professor or one rank higher than the post for which selection is conducted otherwise another professor in the relevant field nominated by the Director Member
- (d) In case of posts of Registrar, Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer and Medical Officer, the Selection Committee shall consist of:
- i) Director Chairman
- ii) One nominee of the Board of Management to be nominated by the Chairman, BOM Member
- iii) One expert to be selected by the Director from the panel made by the Director and approved by the Chairman, BOM Member
- vi) Head of the Department if he/she is holding a post one rank higher than the post for which selection is conducted otherwise another professor/official in the relevant field nominated by the Director Member
- v) One nominee of the Chairman, Society in the rank of Professor from a panel of three names suggested by the Director Member
- vi) The Registrar (Except for the post of Registrar) Member
- vii) One representative from SC/ST to be nominated by the Director (in case of post having scale identical to Lecturer) Member

DECENTRALISATION AND DELEGATION OF POWERS IN NERIST

Based on the recommendation of a committee constituted for this purpose vide office order No. EST-48/2/94/Vol-viii dated 29.02.2001. The Board approved the proposal for decentralisation and delegation of power in NERIST as given in this Appendix.

Appointment of Deans and Director i/c :

- 1) It is proposed to have four positions of Deans for smooth running of the activities of institute, namely Dean (Administration), Dean (Academic), Dean (Planning & Development), and Dean (Student Affairs).
- 2) Every Dean of NERIST shall be appointed by the Director from among the Professors in various departments for a period of 3 years preferably on the basis of seniority.
- 3) All the positions of the Deans shall be rotated among Professors. No two consecutive terms shall be given to one person except in extra-ordinary circumstances.
- 4) When the office of any Dean is vacant for a short time (on tour or leave) and or any Dean is unable to perform his duties, the duties of the office of Dean shall be performed by such person, as the Director may appoint for the purpose.
- 5) In absence of Director senior most Professor will act as Director i/c.

Deans: Responsibilities & functions:

1) Dean 'Administration'

a) Purchase:

i) He/she will assist the Director in purchase of equipment's / items for any department under recurring and non-recurring grants of the concerned department. He shall be authorised to sanction up to Rs 15,000 based on the recommendation of concerned HOD with in the allocated budget.

ii) He/she will assist the Director in purchase of liveries, office stationery, medicines and books for the library in consultation with the concerned chairman\official.

b) Campus amenities:

He/she will assist the Director in matters related to the management of Dispensary, Canteen, Guest house and co-operative stores etc. in consultation with concerned chairman\official.

c) Security:

He/she will assist the Director in matters related to security in the campus in consultation with concerned chairman/official.

d) Faculty matters:

He/she will assist the Director in matters related to organising and attending short term training programmes by the faculty.

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e) Reporting officials:

DR(Admin), purchase officer and any other concerned official shall be reporting to the Dean(Admin) for the purposes listed above.

f) Unions\Associations:

He/she will assist the Director in matters related to unions\associations .

g) Other duties:

He/she will perform any other works/duties assigned by Director.

Dean (Academic Affairs)

a) Student Instructions:

i) He/she will assist the Director in finalization of Prospectus, syllabi, academic calender, registration, examination and classroom arrangement for proper teaching.

ii) He/she will assist the Director in conduct of mid semester, end semester or any other component of examination.

iii) He/she will be responsible for maintenance of up-to-date academic records of students .

b) Academic committee:

i) He/she will assist the Director in organisation of academic committee meetings and all matters related with it.

ii) He/she will assist and provide necessary liaison with the affiliating university (NEHU) and other academic organisations.

c) Issue of certificate\medals:

He/she will assist Director for issue of certificates / medals/ scholarships and prizes to students as per norms.

d) R&D activities :

He/she will advise the faculty in getting new research proposals/projects approved by different funding agencies. Co-ordinator SRIC shall be assisting him/her for research and development activities.

e) Reporting officials:

DR(Academic), Chairman CETC, shall be reporting to the Dean(Acad) for related official matters.

f) Formulation of new courses:

He/she will assist the Director in formulation of new courses.

g) Purchase:

He/she will be authorised to sanction up to Rs. 15,000.00 from the allocated budget on the recommendation of the concerned official.

h) Other duties:

He/she will assist the Director for any other work\duties assigned to him by the Director.

Dean(P&D):

a) Development proposals:

He/she will assist the Director in planning, expansion and diversification of institutional activities and preparation of all developmental plans and progress reports etc.

b) Monitoring targets:

He/she will assist the Director in monitoring the physical targets and utilisation of funds in respect of all planned and developmental schemes.

c) Campus maintenance:

He/she will assist the Director in proper maintenance of civil/electrical/other works through concerned officials.

d) Building and works committee meetings:

He/she will assist the Director in preparation and conducting the meetings of buildings and works committee.

e) Reporting officials:

I.B., E.E., Estate officer and any other concerned official shall be reporting to the Dean(P&D) for the purpose listed above.

f) Other works:

He/she will assist the Director in any other work/duties assigned to him/her by Director.

Dean(student affairs):

a) Student Discipline:

He/she will assist the Director in all matters of students discipline in the campus.

b) Hostels:

He/she will assist the Director for proper management of all hostels of the Institute in consultation with Chairman, HMC and team of Wardens.

c) Students welfare:

He/she will be managing the correspondence with parents/guardians of students about their problems/welfare along with concerned Chairman and officials.

d) Training and placement:

He/she will assist the Director in matters of training and placement of students in consultation with incharge T&P Cell.

e) Extra curricular activities:

He/she will assist the Director in matters related to student gymkhana, NCC, NSS and any other co-curricular activities of the students in consultation with respective chairman/official.

f) Student bodies :

He/she will assist the Director in the matters of organisation and development of students bodies etc.

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g) Purchase:

He/she will assist the Director in purchase of items for all the hostels along with Chairman , HMC and will be authorised to sanction up to Rs 15,000.00 from the allocated budget on the recommendation of the concerned chairman/official.

h) Meetings:

He/she will assist the Director in arranging the meeting with students and shall provide the necessary liaison. He will chair the meetings of student disciplinary committee.

i) Other works:

He/she will assist the Director in any other work\duties assigned to him/her by the Director.

HOD's (Appointment)

i) Every HOD shall be appointed by the Director from among the Professors or a group of teachers from the concerned department for a period of 3 years, preferably on the basis of seniority.

ii) The position of HOD in department shall be rotated among the professors. If in any department at a given time the number of Professors is less than 2 then a group of 4 senior most teachers may be considered for Headship of the department and Head-ship shall be rotated in this group of teachers.

iii) No two consecutive terms of HOD shall be given to one person except in extra-ordinary circumstances.

iv) The HOD shall be looking after all the activities of the concerned department.

v) When office of the HOD is vacant for a short term (on tour or leave) the next senior teacher available in the department shall be officiating . However in extra ordinary situation any other member of the faculty may act as HOD for short term.

HOD's (Responsibilities and functions)

a) students instructions:

i) He/she will assist the Dean and Director in smooth running of all the courses\programmes offered by the department.

ii) He/she will organise the teaching and research work in the department in consultation with faculty.

iii) He/she will allocate teaching and other works to the teachers of the department.

b) Faculty matters:

He/she will assist the Dean and Director in various activities of faculty from his department.

c) Syllabi preparation\revision:

He/she will prepare and revise the syllabi of the programmes offered by the department in consultation with faculty.

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d) Purchase:

He/she will assist the Director in purchase of major equipment/items for various laboratories of the department. However, for purchase of items/equipment up to Rs. 10,000.00 he/she will be the sanctioning authority within the allocated budget of the department.

e) Leave:

He/she will sanction C.L. to all teaching and non teaching staff under his administrative control. All other kinds of leaves of teachers may be sanctioned by Dean/Director on the recommendation of the HOD's concerned for the faculty.

f) Over all Incharge :

He/she will be over all incharge of the department. He/she will appoint on rotation the lab in-charge or other functionaries in the department.

g) He/she shall be part of selection committee for all position of the department. However, the grade and rank of such positions shall be at least one rank below than that of HOD concerned.

h) He/she will perform any other duties/work assigned by the Director.

Chairman's (Appointment) :

1 Every Chairman of any unit/cell of NERIST shall be appointed by the Director from among the teachers for a period of three years. The teachers considered for appointment of chairman shall have 3 years of service. However suitability (relevant experience) and seniority shall be given due consideration in such appointments. However, in special situation, Director may consider appointing any suitable person as Chairman.

2 All positions of Chairman shall be rotated among the teachers. No two consecutive terms shall be given to one person except in extra-ordinary circumstances.

3 When office of any Chairman is vacant for a short period on tour or leave, the duties of the Chairman shall be performed by such person as the Director may appoint for the purpose.

4 It is proposed to have 7 positions of Chairman's for smooth running of the Institute. One each in the area of Health Unit, CETC, Transport, Gymkhana, Security, Telephone and SRIC. The chairman NEE appointment and functioning is not covered under these rules as already guidelines are available for the purpose passed by Academic Committee in this regard.

Chairman's Functions :

a) He/she will assist the Director in smooth running of the concerned cell/section.

b) He/she will assist the Director in purchase of items related to his section/cell. He/she will have power to sanction Rs 10,000 for the purpose with in the allocated budget.

c) He/she will sanction CL to all staff working under his administrative control.

d) He/she will organise the work of his cell/section and will report to the Director.

e) He/she will take up any other duties/work assigned by the Director.

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DELEGATION OF POWERS\RESPONSIBILITIES

IN ABSTRACT

(A) LEAVE MATTERS

A.1.1 CASUAL LEAVE:

- Staff : Sanctioning authority.
- a) Dean\HOD's\Head of Sections Registrar : Director.
- b) Faculty and staff in the deptt. : HOD
- c) Officers and staff working in sections : Head of the section.

A1.2 SPECIAL CASUAL LEAVE:

- Staff : Sanctioning authority.
- a) Deans\HOD's\Registrar\Head of sections : Director
- b) Faculty and staff in the deptt. : Dean (Admin)
- c) Staff working in sections : Registrar

A1.3 VACATION\E.L.\EXTRA-ORDINARY LEAVE\ETC:

- a) Dean's\HOD's\Registrar\Head of Section : Director
- b) For all other academic staff : Director
- c) For all non-teaching staff. : Registrar

A1.4) MATERNITY\HOSPITAL\COMMUTED LEAVE\PATERNITY LEAVE

- Staff : Sanctioning authority.
- a) Dean's\HOD's\Registrar\Head of Section : Director
- b) All other academic staff. : Dean (Admin)
- c) All other staff. : Registrar.

A1.5) SABBATICAL\FORIGN TRAVEL LEAVE.

- a) All cases as per rules approved by BOM : Director.
- b) All other cases. : Chairman BOM.

B.FINANCIAL POWERS.

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Director is the Principal executive of the Institute and is bestowed with appropriate authority for all the academics, administrative and financial matters of the Institute. In addition to this, the following specific financial & administrative powers are delegated.

B.1.1 Declaring of officers as DDO	:	Director full power
B.1.2 Expenditure on scheme\projects	:	Chairman BOM full power on schemes approved by BOM Director up to Rs 250 lakhs in each case provided Schemes are approved by BOM
B.1.3. Purchase : Stationery, machinery, furniture, equipment	:	Director full powers
B.1.4. Expenditures on legal charges	:	Director full power. Registrar up to Rs 5000/-
B.1.5. Installation of phones, office and residence	:	Director full powers
B.1.6. Electricity, gas water charge etc.	:	Director/Registrar full powers
B.1.7. Repair\maintenance of buildings/furniture equipments	:	Director full powers
B.1.8. Freight and Demurrage /Wharfage charges	:	Director, full powers.
B.1.9. Purchase of motor vehicles and Repair, maintenance/Up keep of vehicles	:	Director full powers
B.1.10. Postal, telegraph	:	Registrar full powers
B.1.11. Printing, binding, uniform charges, Telephone etc.:	:	Director full Powers
B.1.12. Expenditure on entertainment	:	Chairman BOM full power Director full power subject to 2.0 lakh per annum.
B.1.13. Expenditure on books\periodical\map etc.	:	Chairman, BOM full powers Director full powers subject to budget provision.
B.1.14. Powers to write off Surplus\obsolete stores. Losses	:	Director full powers. Director Up to Rs 50,000
B.1.15. Acceptance of open tenders	:	Chairman, BOM full powers Director full powers for acceptance of tenders upto 50 lakhs when open tenders are

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invited and more than one valid tenders are received or on the basis of DGS&D rate contract.

B.1.16. Purchase of controlled rate items without calling for tenders :

Director full powers.

B.1.17. Acceptance of single tender by negotiation. :

Chairman, BOM full powers
Director upto Rs.20 lakhs by negotiation after inviting the tenders to be recorded in writing.

B.1.18. Grant of Overtime allowance. :

Director full powers

B.1.19. Powers to accord administrative approval and expenditure sanction of PWD\other agencies work. :

Chairman Bom full powers subject to condition that each approval\sanction has to be reported to the BOM/ Society in the immediate next meeting

Director full powers on the recommendation of Building and works committee subject to the condition that each approval\ sanction has to be reported to the BOM in the immediate next meeting.

B1.20 Sanction of loan\advance for purchase of land etc.:

Director full powers subject to the provision of budget.

B1.21. Reappropriation of funds :

Chairman BOM full powers
Director up to 25 % of the budgeted individual amount

B1.22 FINANCIAL SANCTION OF LTC ADVANCE\LEAVE SALARY ADVANCE\TA&DA. :

Registrar

B1.23) SANCTION OF TRAVEL IN INDIA.

- a) Deans\HOD's\Registrar\Head of section :
- b) All other academic staff. :
- c) All other staff. :

Director
Director
Dean (Admin)

B1.24) SANCTION OF TRAVEL & ADVANCE OUTSIDE INDIA.

- a) Director :

Chairman BOM

b) All academic staff.

Director

c) All other staff.

Director.

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B1.25) PROVIDENT FUND\GRATUITY \PENSION\TERMINAL BENEFITS.

a) Sanction and withdrawals including part
withdrawals.

Director.

B1.25) SANCTION OF PURCHASE INDENTS\ORDERS.

a) All purchase with in allocated budget of the department\
section up to Rs. 10,000.00

HOD concerned

b) Purchase above Rs.10,000.00 and up to 15,000.00
under allocated budget for different section\
departments.

Concerned Dean

c) Purchase above Rs. 15,000.00

Director.

B1.27) Power to fix higher initial pay

Chairman BOM full powers
subject to the condition that such
fixation is recommended by the
concerned selection committee/
GOI norms for salary fixation..

Director full powers in respect of
posts for which he is appointing
authority and subject to the
condition that such fixation is
recommended by the concerned
selection board/committee/GOI
norms for salary fixation.

B1.28 Powers to appoint faculty on contract

Chairman BOM Full powers
subject to the condition that each
appointment is reported to the
BOM.

Director full powers subject to the
condition that each appointment is
reported to Chairman BOM.

B1.29 Powers to appointment contingent staff

Chairman BOM Full Powers

Director Full powers for period
not exceeding one year. Each
appointment to be reported to the
chairman BOM.

B1.30 Powers to sanction salary & TA bill of Institute
employees

Chairman BOM Full Powers

Director Full Powers

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B1.31) SANCTION OF MEDICAL ADVANCE : Director

B1.31) MISCELLANEOUS SANCTIONS NOT COVERED : Director

C - ADMINISTRATIVE MATTERS

C1.1) Sanction of increments for additional qualifications as per rule. : Director

C1.2) Permission of foreign travel. : Director.

C1.3) Issue of appointment letters to all posts (on approval by Director) : Registrar/DR.

C1.4) Deputation of non-teaching staff for course\training. : Director

C1.5) Sanction of employment of Daily wages : Director

C1.6) Appointment of all academic staff and group "A" posts : Chairman BOM full powers
: Director Full powers up to the rank of Assistant Professor or equivalent posts.

C1.7) Forwarding of application for outside job.

a)- All academic staff\Head of section : Dean (Admin)

b) All other staff. : Registrar.

C1.8) Issue of NOC for passport.

a) All academic staff. : Dean (Admin)

b) All other staff. : Registrar/DR.

C1.9) Issue of service certificates.

a) All academic staff. : Dean(Admin)

b) All other staff. : Registrar/DR.

C1.10) Permission to be a Day scholar. : Dean (SA)

C1.11) Permission for late Registration. : Dean (Acad)

C1.12) Issue of provisional certificate (on approval) : DR(Acad).

C1.13) Any other matter not covered above : Director