

FACULTY FORUM IIT BOMBAY

REPORT OF THE STATUTES REVIEW COMMITTEE

At the First General Body Meeting of the Faculty Forum held on 2-8-1977 a resolution was passed after a considerable debate to take up the task of Statutes Review.

A committee consisting of Prof. K. C. Mukherjee, Prof. H. B. Kekre, Prof. D. K. Chakraborty, Prof. B. S. Ramachandra Rao and Prof. S. Chatterjee (Convener) was constituted.

The committee had a series of meetings to review the existing Statutes in minute details in order to suggest amendments so that the defects are eliminated either completely or to the extent possible. The suggested amendments are given alongside the existing clauses for convenience in the form of an Appendix.

The Report was subsequently placed before an Extra-Ordinary General Body Meeting and was adopted together with a few corrections/ alterations on 27-3-1979. Subsequent to this the Report was submitted to various authorities but no action has been initiated in this regard so far.

The need for Revision of Statutes was emphasized in our Memorandum submitted to the Review Committee for IITs as well as in the meeting with the Review Committee on 7.7.1984.

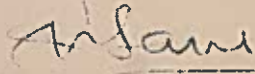
It was suggested by the Reviewing Committee that this Report be submitted for their consideration.

A subcommittee consisting of Prof. D.K.Chakraborty, Prof. S. Chatterjee and Prof. S. K. Sane was constituted to relook into the existing document in view of the amendments/changes that may have been made during the period March 1979 and July 1984.

The Report is being submitted for the consideration of the Reviewing Committee for IITs.

It may be mentioned that the Federation of Teachers' Associations of IITs would be considering this issue in its forthcoming meeting to be held on 19/20 Sept., 1984 at IIT Bombay. A suitable memorandum may be submitted to the Review Committee by the Federation after this meeting.

July 1984.


(Prof. S. K. Sane)
Secretary,
Faculty Forum, IIT Bombay.

A P P E N D I X

REVISION OF I. I. T. STATUTES

EXT NO.	EXISTING STATUTES	NEW NO.	SUGGESTED AMENDMENTS
1.	2	3	4
1.	DEFINITIONS		
(b)	'Assistant Warden' in relation to the Hall of residence of the Institute means Assistant Warden thereof	1-A (b)	'Associate Warden' in relation to the Hall of residence of the Institute means Associate Warden thereof
(c)	'Authorities', 'Officers' and 'Professors' respectively means the authorities, officers and professors of the Institute.	(c)	'Authorities', 'Officers' and 'Faculty' respectively means the authorities, officers and faculty of the Institute.
(g)	'Council' means the Council of the Institute	(g)	'Council' means the Council of the Indian Institutes of Technology.
NIL		{g ₁ }	'Dean' means Dean of the Institute.
NIL		{i ₁ }	'Faculty Forum' means Faculty Forum of the Institute.
NIL		1-B	THE COUNCIL
		(a)	The constituents of the Council, its duties and functions shall be as laid down in Sections 31 to 35 of I.I.T. Act, 1961, No.59 of 1961 (as amended by the Institute of Technology (Amendment) Act, 1963).
		(b)	One copy of the minutes of the meetings of the Council shall be made available to each Department of the Institute for the perusal of its faculty.
2.	THE BOARD		THE BOARD
(1)	The bodies entitled to nominate or elect representatives on the Board shall be invited by the Registrar to do so within a reasonable time not ordinarily exceeding eight weeks from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Board.	(1)	The bodies entitled to nominate or elect representatives on Board shall be invited by the Registrar to do so within a reasonable time not ordinarily exceeding eight weeks from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Board.
			There shall be two nominees of the Faculty Forum on the Board.

- (2) The Board shall ordinarily meet four times during a calendar year.
- (5) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided the Chairman shall have a second or casting vote.

(2) The Board shall meet as often as necessary, but not less than four times during a Calendar year.

(5) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.

In matters relating directly to any employee, where a decision cannot be taken in accordance with the publicised procedures and rules, the concerned employee shall be given an opportunity to appear before the Board to explain his case before the final decision is taken by the Board. In such cases, the reasons leading to the final decision shall be recorded in writing.

- (9) Agenda shall be circulated by the Registrar to the members at least ten days before the meeting.

(9) Agenda shall be drawn up in consultation with the Senate nominees and nominees of the Faculty Forum on the Board and circulated by the Registrar to the members at least ten days before the meeting.

- (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. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board and the Council at all times during office hours.

The last sentence of Statute 2-(12) should read :
After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, members of the Board and the Council at all times during office hours. A copy of the Agenda along with the minutes shall be made available to each Department for the perusal of its faculty.

- (14) NIL

The Statutes, Ordinances, Procedures, Rules, Regulations, and other matters as may be separately specified, that are approved by the Board shall be codified and made available to all employees in the form of a special handbook.

: 3 :

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NIL

(15)

Policy decisions and changes thereof covering provisions under Section 26 of I.I.T. Act, norms and conventions leading to such decisions shall be codified and included in the handbook mentioned in 2-(14) above.

4. THE SENATE

(1)(e) Not more than six other members of the staff for their special knowledge appointed by the Chairman after consultation with the Director for such period as may be specified by the Chairman.

NIL

(2)

Subject to the provisions of the Act, the Senate shall have powers to :

- (a) frame and revise curricula and syllabi for courses of studies for the various Depts. ;
- (b) make arrangements for the conduct of examinations ; appoint examiners, moderators, tabulators and the like ;
- (c) 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, diplomas and other academic distinctions or titles ;

4. THE SENATE

(1)(e)

Pending amendments of the Act, provision shall be made for adequate representation on the Senate of the faculty other than Professors. The following is proposed for inclusion in the Statutes under this clause :

" 20 percent from amongst the Assistant Professors and 10 percent from amongst the Lecturers subject to a minimum of one representative from each department."

(f)

Five student representatives elected by the students.

(2)

Subject to the provisions of the Act, the Senate shall have powers to :

(a) appoint committees including convenors for the following purpose :

(i) frame and revise curricula and syllabi for the courses of studies for the various Departments ;

(ii) make arrangements for the conduct of examinations ; appoint examiners, moderators, tabulators and the like, declare results of the examinations ;

(iii) make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles ;

Change the alphabetical numbering of the subsequent sub-clauses as follows :
Sub-clause (d) to be renumbered as sub-clause (b) and so on.

(1) make recommendations to the Board with regard to (i) the creation of posts on the academic staff and the abolition thereof, and (ii) the emoluments and duties attached to such posts.

NIL

NIL

(7) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could not be given.

NIL

(10) The minutes of the proceedings of a meeting of Senate shall be drawn up by the Registrar and circulated to all members of the Senate present in India provided that any such minute shall not be circulated if the Senate consider such circulation prejudicial to the interest of the Institute. The minutes along with the amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed, by the Chairman of the Senate, they shall be recorded in a minute 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.

(j)

make recommendations to the Board with regard to (i) the creation of posts on the Academic staff in existing and new areas and the abolition thereof, and (ii) qualifications, emoluments and duties attached to such posts.

(k)

nominate members to various Selection Committees as required by the Statutes 12-(3)(a), 12-(3)(b) and 12-(3)(c).

(7)(a)

Besides the items of various Senate Committees, any item suggested by any faculty member shall be given due consideration and may be included in the agenda.

(7)

A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item from any member of the Academic staff for which due notice could not be given.

(9)(a)

Decision on all matters considered at the meetings of the Senate shall be arrived at on the basis of majority, ascertained by voting, if necessary. If the votes be equally divided, the Chairman shall have a second or casting vote.

(10) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar and circulated to all members of the Senate present in India; The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed, by the Chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the faculty, the Senate, the Board and the Council at all times during office hours.

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NIL

(11) Each Department shall be provided with a copy of the minutes of the proceedings of every Senate meeting for the perusal of its faculty.

5. FINANCE COMMITTEE

FINANCE COMMITTEE

NIL

(1)(e) Two nominees of the Faculty Forum.

(2)

(2) The Committee shall perform the following functions :

(a) examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the Board.

(a) examine and scrutinise the annual budget of the Institute prepared by the Director in consultation with the nominees of the Faculty Forum and make recommendations to the Board,

6. BUILDING AND WORKS COMMITTEE

BUILDING AND WORKS COMMITTEE

(1)

It is hereby declared that the Building and Works Committee, hereafter in this sub-statute referred to as Committee consisting of not less than five and not more than seven members as may be appointed by the Board shall also be an authority within the meaning of Section 10 of the Act.

(1)

It is hereby declared that the Building and Works Committee, hereafter in this sub-statute referred to as Committee consisting of not less than five and not more than seven members, including two nominees of the Faculty Forum, as may be appointed by the Board shall also be an authority within the meaning of Section 10 of the Act.

7. THE CHAIRMAN

THE CHAIRMAN

(2)

The Chairman shall have the power to send members of the staff of 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.

(2)

The Chairman shall have the power to send members of the staff of 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, and as publicised in the handbook mentioned in Statute 2-(14).

8. TRAVELLING ALLOWANCES

TRAVELLING ALLOWANCES

(2)

Members of the Board and other Authorities of the Institute and the Committees who are Govt. employees shall receive

Members of the Board and other Authorities of the Institute and the Committees who are Govt. employees or are Institute employees shall receive

9. THE DIRECTOR

(7) The Director shall have the power to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time

(9) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.

10. THE DEPUTY DIRECTOR

The Deputy Director shall assist the Director in academic and administrative work in maintaining liaison with other institutions of higher learning and research and also with industrial undertakings and other employers.

NIL

(a)

DE/NS

Deans shall assist the Director in co-ordination of Academic Programmes, Sponsored Research/Consultancy Projects, Planning and Budget Preparation and Student Affairs.

(b)

NIL

The offices of Deputy Directors and Deans shall be held by the members of the faculty chosen from the panel suggested by the Senate. The tenure of these offices shall be three years.

10 A

REGISTRAR

10 A NIL

Statutory authorities of the Registrar may be defined.

THE DIRECTOR

The Director shall have the power to send members of the staff for training or for a course of instruction or on an assignment from the Institute inside India subject to such terms and conditions as may be laid down by the Board from time to time and as publicised in the handbook mentioned in Statute 2-(14).

The Director shall have the power to sanction in exceptional and emergent cases temporary allocation of any building for any purpose other than that for which it was constructed.

THE DEPUTY DIRECTOR/DEANS

The Deputy Director shall assist the Director in various aspects of general administration of the Institute.

11. CLASSIFICATION OF MEMBERS OF THE STAFF OF THE INSTITUTE

(a) Academic which term shall include Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Lecturer, Workshop Superintendent, Associate Lecturer, Assistant Lecturer/Instructor, Scientific Officer, Research Assistant, Librarian, Deputy Librarian, and such other Academic Posts as may be decided by the Board.

(b) Technical which term shall include Farm Superintendent, Foreman, Supervisor (Workshop), Mechanic Farm Overseer, Horticultural Assistant, Technical Assistant, Draftsman, Physical Training Instructor and such other technical posts as may be decided by the Board.

(c) Administrative and others which term shall include Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Medical Officer, House Surgeon and other Medical Staff, Chief Stores Keeper, Steward, Office Superintendent and such other Administrative staff as may be decided by the Board.

NIL

12. APPOINTMENTS

(1) All posts at the Institute shall normally be filled by advertisement but the Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.

11.

CLASSIFICATION OF MEMBERS OF THE STAFF OF THE INSTITUTE

(a) Academic which term shall include Director, Deputy Director, Dean, Professor, Assistant Professor, Lecturer, Workshop Superintendent, Scientific Officer, ... decided by the Board.

(b) Technical which term shall include Laboratory Superintendent, Assistant Workshop Superintendent, Drawing Office Superintendent, Foreman, ..., Mechanic, Overseer, Horticultural Assistant, ... decided by the Board.

(c) Administrative and others which term shall include Registrar, Training and Placement Officer, Deputy Registrar, Assistant Registrar, ..., Estate Officer, Executive Engineer, Assistant Engineer, Medical Officer, ..., Office Superintendent and such other Administrative Staff as may be decided by the Board.

(d) The classification shall be periodically revised and brought upto-date and indicated in the handbook mentioned in Statute 2-(14).

APPOINTMENTS

(1) All posts at the Institute shall normally be filled by advertisement but the Board shall have the power to (i) decide on the recommendations of the Selection Committee that a particular post be filled by invitation and (ii) give effect to Merit Promotion from amongst the members of the staff of the Institute.

- (3) Selection Committee for filling posts under the Institute (other than the post on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below namely :
- (a) In the case of posts of Deputy Director and Professor the Selection Committee shall consist of :
- | | | |
|------|---|----------|
| i) | Director | Chairman |
| ii) | One nominee of the Visitor | Member |
| iii) | Two nominees of Board, One being an expert but other than a member of the Board | Member |
| iv) | One expert nominated by the Senate other than a member of the Senate | Member |
- (b) In the case of posts of Assistant Professor, Senior Scientific Officer and Lecturer, the Selection Committee shall consist of :
- | | | |
|------|---|----------|
| i) | Director | Chairman |
| ii) | Two nominees of the Board, one being an expert but other than a member of the Board | Members |
| iii) | One expert nominated by the Senate | Member |
| iv) | Head of the Department concerned if the post for which selection is being made is lower in status than that occupied by the Head of the Department. | Member |
- (bb) In case of personal promotion to posts of Lecturer from Assistant Lecturer or Associate Lecturer, or to posts of Assistant Professor from Lecturer, the Selection Committee shall consist of :
- (3) Selection Committee..... in the manner laid down below namely :
- (a) In the case of posts of Deputy Director and Professor, the Selection Committee shall consist of :
- | | | |
|------|---|----------|
| (i) | to (iv) same as in the existing statute. | Add : |
| (v) | One Professor from another Department in the case of Professor | Member |
| (vi) | Two observers from the Faculty Forum from a Department/Departments other than the one for which selection is being made | Observer |
- (b) In the case of posts of Assistant Professor and Lecturer the Selection Committee shall consist of :
- | | | |
|------|---|-----------|
| (i) | to (iv) same as in the existing Statute. | Add : |
| (v) | One Professor from a department other than the concerned department | Member |
| (vi) | Two observers from the Faculty Forum from a Department/Department other than concerned Department | Observers |
- (bb) In case of merit promotion to posts of Assistant Professors from Lecturer, or to posts of Professor from Assistant Professor, the Selection Committee shall consist of :

I	2	3	4
(1) Director	Chairman	(i) to (iv)	Same as in the existing Statute.
(ii) Two nominees of the Board, one being an expert, but other than a member of the Board	Members	(iv)	One nominee of the Chairman of the Council of Institutes of Technology in case of merit promotion to posts of Assistant Professor from Lecturer
(iii) One expert nominated by the Senate	Member	(v)	One nominee of the Visitor in case of merit promotion to posts of Professor from Assistant Professor
(iv) One nominee of the Chairman of the Council of Institutes of Technology	Member	(vi)	same as (v) in the existing statute.
and		(vii)	Two observers from the Faculty Forum from a Department/Departments other than the one for which selection is being made.
(v) Head of the Department concerned, if the post for which selection is made is lower than in status than that occupied by the Head of the Department.	Member		Observers
(d) In case of posts of Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer and Medical Officer, the Selection Committee shall consist of :		(d)	In case of posts of Registrar, Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Executive Engineer, Assistant Engineer and Medical Officers, the Selection Committee shall consist of :
(i) Director	Chairman	{ i } { ii } { iii } { iv }	{ i } { ii } { iii } { iv } same as in the existing Statute.
(ii) Deputy Director	Member		Two nominees of Board, one being an expert but other than a member of the Board.
(iii) Two nominees of Board	Members		Members
(iv) Registrar, except for the post of Registrar	Member		
(e) In case of other posts not covered by categories (a), (b), (c) or (d) and carrying a scale of pay the maximum of which exceeds Rs.600/- per mensem the Selection Committee shall consist of :		(e)	In case of other posts not covered by the categories (a), (b), (bb), (c) or (d) and carrying a scale of pay the maximum of which exceeds Rs. (updated) /- per mensem shall consist of :
(i) Director of his nominee	Chairman		(same as in the existing Statute).
(ii) A nominee of the Board	Member		
(iii) Head of the Department concerned or Registrar as the case may be	Member		
(iv) An expert from the staff of the Institute nominated by the Director	Member		

(7) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period of not exceeding twelve months the Board shall lay down the procedure to be followed.

(7)

Where a post is to be filled temporarily for a period of not exceeding twelve months, the Board shall lay down the procedure to be followed.

NIL

(7)a

Where a post is to be filled by merit promotion from amongst the members of the Institute, the Board shall give effect to the procedure for merit promotion mutually agreed to by the Institute Authority and the Faculty Forum/Non-Academic Staff Association, and other associations. Notwithstanding..... as it may deem appropriate. The Board will maintain a schedule of such 'approved' programmes which will be included in the handbook mentioned in Statute 2-(14).

recognized

(8)

(8) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons trained under 'approved' programmes in such manner as it may deem appropriate. The Board will maintain a schedule of such 'approved' programmes.

(10)

(10) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman cause a written test or tests to be held among all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Board or the Director as the case may be, the names of the selected candidates being arranged in order of merit.

(13)

(13) A candidate applying for a post under the Institute shall be charged application fees at the rates detailed below :

The Selection Committee shall examine the credentials of all persons who have applied. The Selection Committee may interview any of the candidates....., the names of the selected candidates being arranged in order of merit. The Selection Committee may make recommendations in respect of candidates from amongst the members of the Institute failing to appear before it due to genuine reasons such as serious illness, death or serious mishap in the family even without an interview.

(13) Initial salary mentioned in (a), (b) and (c) should be updated.

- (a) Post carrying a scale of pay, the initial salary of which is less than Rs.210/- per mensem. Re.1.00
- (b) Post carrying a scale of pay, the initial salary of which is Rs.210/- or over but less than Rs.400/- per mensem Re.3.00
- (c) Post carrying a scale of pay, the initial salary of which is Rs.400/- p.m. or over. Rs.7.00

Provided that candidates belonging to Scheduled Castes and Scheduled Tribes and Displaced persons may be granted such concessions in the payment of application fees as may be decided by the Board from time to time.

13.

TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEES

- (3) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if after the period of probation, the official is not confirmed and his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.

13.

TERMS AND CONDITIONS OF SERVICES OF PERMANENT EMPLOYEES

The appointing authority shall have the power to extend the period of probation of any employee of the Institute and intimate the employee in writing the reasons leading to the decision of the appointing authority for such extension at least one month before the expiry of the probation period. In absence of such an intimation for extension of probation, if an order of confirmation is not issued to the employee at the end of the period of probation, his probation shall be deemed to have been automatically extended by three months or till such time as the order of confirmation is issued whichever is earlier. If no order of confirmation is issued even at the end of the period specified here-in before, the employee shall be deemed to have been confirmed in his post. Under no circumstances shall the total probationary period last for more than two years.

(3)

(3)(a) Every graduate engineer appointed at the Institute on or after 1st July 1969 shall, if so required, be liable to serve in India or abroad in any defence services or post connected with the defence of India for a period of not less than four years including the period spent on training, if any. Provided that such person-

- i) shall not be required to serve as aforesaid after expiry of ten years from the date of such appointment, and
- ii) shall not ordinarily be required to serve as aforesaid after attaining the age of forty years.

(5) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the periods of probation.

(6) The appointing authority shall have the power to terminate the services of any member of the staff by 3 months notice or on payment of 3 months' salary in lieu thereof, if on medical grounds, certified by a medical authority nominated by the Board, his retention in service is considered undesirable by such appointing authority.

(3)(a) Delete the whole clause.

(5) The services of an employee shall not be terminated during or at the end of the probationary period stipulated in the offer of appointment without informing him of the charges against him and of the specific manner in which he has not satisfactorily discharged his duties and responsibilities. The employee shall be given an opportunity to appear before a committee appointed by the Board to explain his case before any decision is taken to terminate his services. In the event of termination, the employee shall be given a minimum notice of three months or paid three months' salary in lieu thereof.

(6) The appointing authority shall have the power to terminate the services of any member of staff by 3 months' notice in writing or on payment of 3 months' salary in lieu thereof, if on fresh medical grounds excluding those already taken into consideration at the time of appointment, certified by a medical authority nominated by the Board, his retention in service is considered undesirable by such appointing authority.

- (7) The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving the person concerned six month's notice in writing or on payment of six month's salary in lieu thereof.
- (8) An employee of the Institute may terminate his engagement by giving to the appointing authority six month's notice provided that the appointing authority may for sufficient reasons either reduce their period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

- (9) The Director may place a member of the staff appointed at the Institute under suspension -
- (a) where a disciplinary proceeding against him is contemplated or is pending, or
- (b) where a case against him in respect of any criminal offence is under investigation or trial.

Provided that where a member of the staff is detained in custody for a period exceeding forty eight hours, whether in connection with a criminal offence or under any law for the time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Director under suspension with effect from the date on which he was so detained.

The Board shall have the power to terminate..... six month's salary in lieu thereof. Such termination shall be on the basis of last come first go and such staff shall be appointed first against future vacancies.

An employee of the Institute may terminate his engagement by giving to the appointing authority six month's notice in writing. The appointing authority may, however, reduce this period of notice on specific request from the concerned employee, or, for sufficient reasons, call upon the employee concerned to continue till the end of the academic semester in which the notice is received provided that the total period of notice does not exceed 6 months.

The appointing authority may place a member of the staff appointed at the Institute under suspension -

- (a) where a disciplinary proceeding against him is contemplated or is pending, or
- (b) where a case against him in respect of any criminal offence is under investigation or trial.

Delete - 'Provided that where a member of staff is detained in custody date on which he was so detained.'

During the first year of suspension the member of the staff concerned shall be entitled to the subsistence allowance at an amount equal to the leave salary which he would have drawn if he had been on leave on half average pay and any period subsequent thereto at three quarters of such an amount. In addition he may be granted any allowances of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Director may specify.

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff :

- i) Censure ;
- ii) withholding of increments or promotion ;
- iii) recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders ;
- iv) reduction to lower service, grade or post or to a lower time-scale, or to a lower stage in a time-scale ;
- v) compulsory retirement ;
- vi) removal from service which shall not be a disqualification for future employment under the Institute,
- vii) dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

Add : 'Such suspension as at (a) above, shall not exceed a period of one year, within which period the final decision of the authority conducting the disciplinary proceedings shall be conveyed to the employee. If no decision is conveyed by the end of the period of one year, the suspension shall stand automatically cancelled.
Substitute the para 'During the first year of suspension as the Director may specify' by :--

During the period of suspension, the employee shall be entitled to his full pay and allowances, from which adjustments, if any, shall be made on the basis of the final decision. An employee on suspension shall have the option to retain his residential accommodation provided to him prior to his suspension on a licence fee that was chargeable to him prior to his suspension." The following penalties may for good and sufficient reasons (vii) dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

No order imposing on any member of the staff any of the penalties specified at (i) to (vii) above shall be passed by opportunity of showing cause of action proposed to be taken in regard to him.

Delete : 'No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be an opportunity to make a representation to the appointing authority.'

No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases :

- (a) where an employee is dismissed or removed reduced in rank on the ground of conduct which led to his conviction on a criminal charge ;
- (b) where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause ; or
- (c) where the Visitor is satisfied that in the interest of the security of the state it is not expedient to give to that person such an opportunity.

Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases :

- (a) where an employee is dismissed or removed or reduced in rank on the ground of conduct with the Institute which has led to his conviction on a criminal charge ;

Delete (b)

Renumber (c) as (b) i.e.

- (b) where the visitor is satisfied that in the interests of the security of the State it is not expedient to give to that person such an opportunity.

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank as the case may be shall be final.

(10) A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal from the decision of the Board and a member of the staff aggrieved by any order passed by the Board against him inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against the order.

No appeal under this sub-statute shall be entertained unless it is submitted within a period of three months from the date on which appellant receives a copy of the order appealed against provided that the Appellate Authority may entertain the appeal after expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

(11) The authority to whom an appeal against an order imposing penalty lies under sub-statute (10) may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such case and pass such order as it deems fit as if the member of the staff concerned had preferred an appeal against such order.

Delete : " If any question arises whether it is reasonably practicable to give or to reduce him in rank as the case may be shall be final."

(10) A member of the staff aggrieved. shall be entitled to prefer an appeal to the Visitor against the order.

No appeal under this sub-statute shall be entertained unless it is submitted within a period of six months from the date..... for not submitting the appeal in time.

(11) The authority to whom an appeal..... the staff concerned had preferred an appeal against such order.

Provided that no action under this sub-statute shall be initiated more than six months after the date of the order to be reviewed.

- (12) Notwithstanding anything contained in this Statute, the Visitor may, on his own motion or otherwise after calling for the records of the case, review any order which is made under this Statute or is appealable thereunder, and -

- (a) confirm, modify or set aside the order,
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,
- (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or
- (d) pass such other orders as he deems fit; provided that:
 - (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;

Provided that no action under this sub-statute shall be initiated more than one year after the date of the order to be reviewed.

- (12) No change from (a) to (d)(i).

(ii) If the Visitor proposes to impose any of the penalties specified in clause (iv) to (vii) of sub-statute (9) in a case where proper enquiry has not been held and thereafter on consideration of the proceedings of such enquiry and after giving the member of the staff concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

(15) The employees of the Institute shall be entitled to travelling and daily allowances according to the scales laid down by the Board from time to time.

(16) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as set out in Schedule 'A'.

NIL

(NIL

d(ii) If the Visitor proposes to impose any of the penalties specified in clause (iv) to (vii) of sub-statute (9) in a case where proper enquiry has not been held, he shall order a proper enquiry to be held and thereafter on consideration of pass such orders as he may deem fit.

(15) The employees of the Institute shall be entitled to travelling and daily allowances according to the scales laid down by the Board from time to time. Such scales of travelling and daily allowances shall be included in the handbook mentioned in Statute 2-(14).

(16) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families whether in station or out of station as set out in Schedule 'AA'.

(19) All employees shall be entitled to a scheme of Merit Promotion according to norms mutually agreed upon by the appointing authority and the Faculty Forum/other Associations and included in the Handbook mentioned in Statutes 2-(14). Deficiencies preventing an employee from securing merit promotion shall be communicated to him in writing, to give him an opportunity to remedy these deficiencies and promotion shall be effected as soon as such deficiencies are removed.

(20) All rules, service regulations and benefits applicable to the corresponding cadres in the Central Government shall be made applicable to the employees of the Institute within three months of the date of implementation to the Central Government employees or the date of formal approval of the Board, whichever is earlier.

implementation to the Central Government employees or the date of formal approval of the Board, whichever is earlier.

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14.

TERMS AND CONDITIONS OF SERVICE OF TEMPORARY EMPLOYEES

- (1) The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee.

15.

APPOINTMENT ON CONTRACTS

- (1) Notwithstanding anything contained in these Statutes, the Board may in special circumstances appoint an eminent person on contract for a period not exceeding 5 years, with a provision of renewal for further period, provided that every such appointment and terms thereof, shall be subject to the prior approval of the Visitor.
- (2) Subject to the provisions contained in 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 5 years with a provision of renewal for further period. For making such appointments, the Chairman may, at his discretion constitute such adhoc Selection Committees, as the circumstances of each case may require.

14.

TERMS AND CONDITIONS OF SERVICE OF TEMPORARY EMPLOYEES

- (1) The service of a temporary employee by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise mutually agreed to by the Institute and the employee.

15. APPOINTMENT ON CONTRACTS

- (1) Notwithstanding anything contained in these Statutes, the Board may in special circumstances, on recommendation of the Senate, appoint an eminent person on contract prior approval of the Visitor.
- (2) Subject to the provisions contained in the Act, the Board may, on recommendation of the Senate, appoint any person on contract..... as the circumstances of each case may require.

16. CONTRIBUTORY PROVIDENT FUND

- (1) A compulsory Contributory Provident Fund shall be constituted, maintained and administered for the employees of the Institute in accordance with the provision set out in Schedule 'C'. All accumulations of the subscribers in the Contributory Provident Fund maintained for the benefit of the employees of the Institute immediately before the commencement of these Statutes shall stand transferred to the Compulsory Provident Fund constituted under the Statute, and shall be credited to the accounts of the employees entitled thereto in the fund so constituted. A subscriber shall contribute to the fund so constituted an amount not less than 8-1+3 p.c. of his emoluments but the contribution of the Institute to the said fund shall be limited to 8-1/4 p.c. of the emoluments of the subscriber.

16.

CONTRIBUTORY PROVIDENT FUND

The Institute shall constitute, maintain and administer the following two schemes, of Provident Fund for the employees of the Institute in accordance with the provision set out in the Schedule 'C', 'E' and 'F' :

- (A) Contributory Provident Fund-cum-Gratuity Scheme.
- (B) General Provident Fund-cum-Pension-cum-Gratuity Scheme.

(1) Every employee of the Institute

- (i) who is a permanent employee and who is appointed or reappointed before the 1st January 1971, or
- (ii) who holds an appointment on a temporary basis but is subscribing or is required to subscribe to the contributory provident fund in terms of subparagraph (2A) of Schedule C, or

- (iii) who may be appointed either for the first time or re-appointed on or after the 1st January 1971,

shall join one of the two schemes (A) or (B) referred to above, provided that no employee appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of the Contributory Provident Fund shall be eligible to join any such scheme.

(2) Subject to the provisions contained in Schedule 'C', all permanent employees of the Institute who are appointed or reappointed before the 1st January 1971, and who have not otherwise exercised an option to join the Contributory Provident Fund-cum-Gratuity Scheme referred to in Statute 18A/16A or the General Provident Fund-cum-Pension-cum-Gratuity Scheme referred to in Statute 18B/16B shall join the Contributory Provident Fund.

(3) No employee of the Institute shall be entitled to the benefits of the Contributory Provident Fund, whose services in the Institute entitle him to a pension and gratuity or on whose account the Institute contributes towards pension or who has been appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of the Provident Fund.

(2) Every employee of the Institute referred to in Statute 16(1) may exercise option to join only one of the schemes (A) or (B). In absence of any such option the employee shall automatically join the scheme (A) as per the provisions set out in Schedule 'E'. Employees opting for scheme (B) in General Provident Fund-cum-Pension-cum-Gratuity, shall be subject to the provisions contained in Schedule 'F'.

(3) Any such option referred to in sub-clause (2) shall be exercised in Form I prescribed for the purpose in Appendix I to Schedule 'E' for Scheme 'A' and in Appendix I to Schedule 'F' for Scheme 'B'.

(i) in case of an employee referred to in sub-clause (1)-(i) (other than a permanent employee appointed or reappointed before the 1st April 1962) or sub-clause (1)-(ii), within a period of three months from 1st January 1971.

(i)a in case of an employee appointed or reappointed before the 1st April 1962, within a period of three months from the 1st December, 1971, and ;

(ii) in case of an employee referred to in sub-clause (1)-(iii), within a period of three months from the date of completion of one year's temporary continuous service or confirmation whichever is earlier. ;

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(4) Save as otherwise provided in the Statute 16A or Statute 16B in the case of an employee leaving the Institute to join any of the other Institutes incorporated under the Act, or the Indian Institute of Technology (Kharagpur) Act, 1956, his accumulations in the Contributory Provident Fund shall be transferred to the Institute he joins.

The liability of total pension and gratuity ultimately payable to such an employee shall be distributed between the Institutes in proportion to the period for which the employee concerned has drawn pay or leave salary from each of the Institutes.

(4)

Any such employee shall be permitted to exercise one change in his option referred to under sub-clause (3) during the period of service in the Institute. Further, a final option shall be permitted one month prior to retirement from service.

(5)

No such employee of the Institute who has opted for one of the schemes referred to in Statute 16 shall be entitled to the benefits of other schemes.

(6)

Any such employee leaving the Institute to join any of the other Institutes incorporated under the Act, or the Indian Institute of Technology (Kharagpur) Act, 1956, shall have the option to join the corresponding scheme of the new Institute whereupon all his accumulations in the fund shall be transferred to the corresponding fund of the new Institute.

(7)

The liability of total gratuity in case of scheme (A) and total gratuity and pension in case of Scheme (B) shall be distributed between the Institutes in proportion to the length of qualifying service at each Institute.

NIL

(8)

Any dispute arising between the Institute and an employee may be referred by either party to the 'Provident Fund Commissioner' for arbitration.

NIL

(9)

Any amendment to the common provisions of the clauses 16A and 16B should be effected simultaneously and automatically.

NIL

(10)(i)

All accumulations of the subscribers in the Contributory Provident Fund maintained for the benefit of the employees of the Institute immediately before the commencement of these Statutes shall stand transferred to the Compulsory

: 23 :

Statute, and shall be credited to the accounts of the employees entitled thereto in the Fund so constituted. A subscriber shall contribute to the fund so constituted an amount not less than 8-1/3 p.c. of his emoluments but the contribution of the Institute to the said fund shall be limited to 8-1/3 p.c. of the emoluments of the subscriber.

NIL

- (10)(ii) Save as otherwise provided in this Statute, in all other respects the provisions as contained in the Schedule 'C' to these Statutes shall be applicable for the purposes of this scheme.

16A. CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY SCHEME

(1) Every employee of the Institute,

i) Who is referred to in clause (2) of Statute 16,
or

ii) Who holds an appointment on a temporary basis but is subscribing or is required to subscribe to the contributory provident fund in terms of sub-paragraph (2A) of Schedule C, or

iii) who may be appointed either for the first time or reappointed on or after the 1st January 1971, may exercise an option to join the Contributory Provident fund-cum-gratuity Scheme sponsored by the Institute for the benefit of its employees; Provided that no such option shall be exercised by an employee who has been appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of the Contributory Provident Fund or who has exercised an

16A

SCHEME(A)-CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY SCHEME

i) On receipt of an option referred to in Statute 16-(2) for this scheme in the prescribed form mentioned in sub-clause (3) from any employee referred to in sub-clause (1), all accumulations of any such employee in the Contributory Provident Fund maintained for the benefit of the employees of the Institute immediately before such option was exercised shall stand transferred to the new Contributory Provident Fund less one-third percent of the contribution which shall revert to the Institute and be credited to its fund.

ii) Any such employee shall contribute to the Fund so constituted an amount not less than eight and one-third percent of his emoluments but the contribution of the Institute to the said fund shall be restricted to eight percent of his emoluments.

option for the General Provident Fund-cum-Pension -cum-Gratuity Scheme referred to in Statute 16B.

(2) Any such option shall be exercised in Form I prescribed for the purpose in Appendix I to Schedule E, -

i) in case of an employee referred to in sub-clause (i) (other than a permanent employee appointed or re-appointed before the 1st April, 1962) or subclause (ii), within a period of three months from the 1st January 1971.

(ia) in case of an employee appointed or re-appointed before the 1st April, 1962, within a period of three months from the first December 1971, and;

ii) in case of an employee referred to in sub-clause (iii), within a period of three months from the date of completion of one year's temporary continuous service or confirmation whichever is earlier; and any such option once exercised shall be final.

(3) On receipt of such option from any of the employee referred to in sub-clause (i) or (ii), all accumulations of any such employee in the Contributory Provident Fund maintained for the benefit of the employees of the Institute immediately before such option was exercised shall stand transferred to the new Contributory Provident Fund less one-third per cent of the contribution of the Institute, together with interest thereon which shall revert to the Institute and be credited to its fund.

iii) Any such employee shall, in addition, be also entitled to gratuity, equal to one-fourth of his monthly emoluments drawn immediately prior to retirement/leaving the service for each completed six-monthly period of service subject to a maximum of 16-1/2 times the emoluments or rupees 30,000/- whichever is less.

iv) Save as otherwise provided in this Statute, in all other respects the provisions as contained in the Schedule E to these Statutes shall be applicable for the purposes of this Scheme.

(4) Any such employee shall contribute to the Fund so constituted an amount not less than eight and one-third percent of his emoluments but the contribution of the Institute to the said fund shall be restricted to eight per cent of his emoluments.

(5) Any such employee shall, in addition, be also entitled to gratuity, equal to one-fourth of his emoluments for each completed six-monthly period of service subject to a maximum of fifteen times the emoluments or rupees twenty-four thousand whichever is less.

(6) Any such employee leaving the Institute to join any of the other Institute incorporated under the Act shall join the corresponding Scheme of the new Institute and all his accumulations in the fund shall be transferred to the corresponding fund of the new Institute.

(7) The liability of total gratuity ultimately payable to any such employee shall be distributed between the Institutes in proportion to the length of qualifying service at each Institute.

(8) Save as otherwise provided in this Statute, in all other respects the provisions as contained in the Schedule E to these Statutes shall be applicable for the purpose of this Scheme.

16B

GENERAL PROVIDENT FUND-CUM-PENSION-CUM-GRATUITY
SCHEME

16B

SCHEME (B) - GENERAL PROVIDENT FUND-CUM-PENSION-CUM-GRATUITY SCHEME.

(1) Every employee of the Institute -

- i) who is referred to in clause (2) of Statute 16,
or
- ii) who holds an appointment on a temporary basis -

i) On receipt of an option referred to in Statute 16-(2) in the prescribed form mentioned in sub-clause (3) from any employee referred to in

but is subscribing or is required to subscribe to the Contributory Provident Fund in terms of Sub-paragraph (2A) of Schedule C, or

- iii) who may be appointed either for the first time or re-appointed on or after the 1st January, 1971, may exercise an option to join the General Provident Fund cum-Pension-cum-Gratuity Scheme, sponsored by the Institute for the benefit of its employees;

Provided that no such option shall be exercised by an employee who has been appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of the Contributory Provident Fund Scheme or who has exercised an option for the Contributory Provident Fund-cum-Gratuity Scheme referred to in Statute 16A.

- (2) Any such option shall be exercised in Form I prescribed for the purpose in Appendix I to Schedule F, -

- i) In the case of an employee referred to in Sub-clause (i) (other than a permanent employee appointed or re-appointed before the 1st April 1962) for Sub-Clause (ii) within a period of three months from 1st January, 1971.

- ia) in case of an employee appointed or re-appointed before the 1st April 1962, within a period of three months from 1-12-1971, and;

- ii) in the case of an employee referred to in sub-clause (iii), within a period of three months from the date of completion of one year's temporary service or confirmation whichever is earlier; and any such option once exercised shall be final.

sub-clause (1), the amount of the contribution of the Institute and interest thereon standing to the credit of the employee in the Contributory Provident Fund shall revert to the Institute and be credited to its fund and the amount of the employee's own contribution to the Contributory Provident Fund after adjustment of advances, if any, taken from the said fund, shall, together with interest thereon, be maintained as his contribution to General Provident Fund to be opened by the Institute for the purpose.

- ii) Any such employee shall, in addition, be also entitled to gratuity, equal to one-fourth of his monthly emoluments drawn immediately prior to retirement/leaving the service for each completed six monthly period of service subject to a maximum of 16-1/2 times the emoluments or rupees 30,000/- whichever is less.

- iii) A permanent employee or an employee referred in sub-clause (ii) of clause (1) who has retired or retires with the Contributory Provident Fund benefits on or after the 1st April, 1970, but before the 1st January 1971, shall be granted the benefit of the Scheme if he exercises an option in form II prescribed for the purpose in Appendix I to Schedule F within three months from the 1st January 1971, the contribution of the Institute to his provident fund together with interest thereon, if already paid being adjusted against the Death-cum-Pension Gratuity admissible to him under the said Scheme and the balance, if any, being refunded to the Institute in cash.

(3) On receipt of such option from any of the employees referred to in sub-clause (i) or (ii), the amount of the contribution of the interest thereon standing to the credit of the employee in the Contributory Provident Fund shall revert to the Institute and be credited to its fund and the amount of the employee's own contribution to the Contributory Provident Fund after adjustment of Advances, if any, taken from the said fund, shall, together with interest thereon, be maintained as his contribution to General Provident Fund to be opened by the Institute for the purpose.

(4) A permanent employee or an employee referred to in sub-clause (ii) of clause (1) who has retired or retires with the Contributory Provident Fund benefits on or after the 1st April, 1970, but before the 1st January, 1971, shall be granted the benefit of the General Provident Fund-cum-Pension -Cum-Gratuity Scheme, if he exercises an option in Form II prescribed for the purpose in Appendix I to Schedule F within three months from the 1st January 1971, the Contribution of the Institute to his Provident Fund together with interest thereon, if already paid being adjusted against the Death-cum-Retirement Gratuity admissible to him under the said Scheme and the balance, if any, being refunded to the Institute in cash.

(5) Any such employee shall, in addition, be also entitled to gratuity, equal to one-fourth of his emoluments for each completed six monthly period of service subject to a maximum fifteen times emoluments or rupees twenty-four thousand whichever is less.

iv)

Save as otherwise provided in the Statute in all other respects the provisions as contained in Schedule F to these statutes shall be applicable for the purpose of the Scheme :

Provided that as respects payments towards policies of life insurance from suchscriptions to the General Provident Fund, the provision in this behalf contained in Schedule E shall be applicable.

(6) Any such employee leaving the Institute to join any of the other Institutes incorporated under the Act shall join the corresponding scheme of the new Institute and his accumulations in the fund shall be transferred to the corresponding fund of the new Institute.

(7) The liability of total gratuity and pension ultimately payable to such an employee shall be distributed between the Institute in proportion to the length of qualifying service at each Institute.

(8) Save as otherwise provided in the Statute in all other respects the provisions as contained in Schedule F to these Statutes shall be applicable for the purpose of this Scheme :

Provided that as respects payments towards policies of life insurance from the subscriptions to the General provident Fund, the provisions in this behalf contained in Schedule E shall be applicable.

19. DEPARTMENTS

20. HEAD OF THE DEPARTMENT

(1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from among the Professors, Associate Professors and Assistant Professors.

19. DEPARTMENTS

Add : Industrial Design

20. HEAD OF THE DEPARTMENT

(1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by consensus of the faculty of the department from among the Professors and Assistant Professors of the Department.

Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of a Department or place it under the Deputy Director or a Professor from another Department for a period not exceeding six months.

NIL

20A

POLICY COMMITTEES

(1) Institute Policy Committee :

The Director shall constitute an Institute Policy Committee consisting of three faculty members of the Department nominated by him and three elected members of the Faculty Forum. This Committee shall advise the Director on Policy matters related to the Institute.

(2) Departmental Policy Committee :

The Director shall constitute a Departmental Policy Committee in each Department in the Institute consisting of three members nominated by him and three elected members of the Faculty Forum belonging to the concerned department. This committee shall advise the Head of the Department on policy matters related to the department and shall be in close liaison with the Institute Policy Committee.

21. INSTITUTIONS OF FELLOWSHIPS, SCHOLARSHIPS, EXHIBITIONS, MEDALS AND PRIZES

21.

INSTITUTIONS OF FELLOWSHIPS, SCHOLARSHIPS, EXHIBITIONS, MEDALS AND PRIZES.

The various Fellowships, Scholarships, Free-studentships, Exhibitions, Medals and Prizes instituted by the Institute shall be listed down and incorporated in the Information Bulletin of the Institute.

provided that when in the opinion..... not exceeding six months.

(1A)

The tenure of the office of a Head of department shall be three years in the first instance. The office of a Head of a department may be held by a Professor/Assistant Professor for a maximum of two consecutive terms of three years each.

Further, the Board may, on the recommendation of the Senate institute such exhibitions, medals and prizes as it considers desirable. The awards shall be made in accordance with the provision made in this behalf.

Delete : The existing sub-clauses (1) to (7).

22. FEES

22. FEES

The various fees payable to the Institute by students, scholars and Fellows shall be as approved by the Board and listed down and incorporated in the Information Bulletin of the Institute. Delete all other details from the Statutes.

23. HALLS AND HOSTELS

23. HALLS AND HOSTELS

- (3) For such 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 offices of Warden and Assistant Warden shall be held by the members of the Academic staff of the Institute. The appointments shall be made by Director.
- (5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition they shall be paid Rs.50/- per mensem provided that in case a Professor is appointed as Warden, he shall not be entitled to receive any allowance.

(3)

(4)

(5)

For each such Hall of Residence there shall be a Warden and such number of Associate Wardens and other staff..... by the Board from time to time.

The offices of Warden and Associate Warden shall be held shall be made by the Director.

Wardens and Associate Wardens shall be entitled to..... as teachers of the Institute. In addition they shall be paid an allowance as fixed by the Board from time to time.

Delete : 'provided that in case a Professor is... to receive any allowance.'

Institute. In addition they shall be paid Rs.50/- per mensem provided that in case a Professor is appointed as Warden, he shall not be entitled to receive any allowance.

Delete : 'provided that in case a Professor is... to receive any allowance.'

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SCHEDULE AA

MEDICAL ATTENDANCE AND TREATMENT INCLUDING REIMBURSEMENT OF MEDICAL EXPENSES INCURRED BY THE MEMBERS OF THE STAFF ON THEMSELVES AND THEIR FAMILIES.

1. (a) Those members of the staff who are on leave or deputation abroad.

2. (1) Those holding posts carrying a scale of pay, the initial salary of which is Rs.400 p.m. or above except the Secretary to the Director and Superintendents of Sections: Gr.A

(2) The Secretary to the Director, the Superintendents of Sections and all those holding posts carrying a scale of pay, the initial salary of Rs.110 p.m. or above but less than Rs.400 p.m. : Gr.B

(3) Those holding posts carrying a scale of pay, the initial salary of which is less than Rs.110 p.m. : Gr.C

3. In this schedule unless there is anything repugnant in the subject or context. -
(a) 'Authorised Medical Attendant' means -
(1) In respect of members of the Institute belonging to Gr.A Medical Adviser of the Institute and in his absence the Medical Officer of the Institute
(2) In respect of members of the Institute belonging to Gr.B.

SCHEDULE AA

MEDICAL ATTENDANCE AND TREATMENT INCLUDING REIMBURSEMENT OF MEDICAL EXPENSES INCURRED BY THE MEMBERS OF THE STAFF ON THEMSELVES AND THEIR FAMILIES.

1. (a) Those members of the staff who are on leave abroad or deputation abroad.

2. (1) Those holding posts carrying a scale of pay, the initial salary of which is Rs....(updated) or above.

Delete : 'except the Secretary to the Director and Superintendents of Sections.'

(2) All those holding posts carrying a scale of pay, the initial salary of which is Rs.... (updated) or above but less than Rs..... (updated as in (1) above).

(3) Those holding posts is less than Rs....p.m. (updated as in (2) above).

3. In this schedule unless there is anything repugnant in the subject or context -
(a) 'Authorised Medical Attendant' means -
(1) Medical Adviser of the Institute and in his absence the Medical Officer of the Institute.
(2) Assistant Surgeon of Government in a District or Govt. Medical Officer of equivalent rank in a city in respect of members of the Institute on duty or on leave in India (outside head quarters).

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(3) In respect of members of the Institute belonging to Gr.C.

(4) In respect of members of the Institute on duty or on leave in India (outside headquarters)

Medical Officer of the Institute

i) For those belonging to Group 'A' of para 2.
Chief or Principal Medical-Officer of Govt. in a District or Presidency Surgeon or Govt. Medical Officer or equivalent rank in a City.

ii) For those belonging to Group 'B' and 'C' of para 3 :

Assistant Surgeon of Govt. in a District or Govt. Medical Officer of equivalent rank in a city.

(b) 'Hospital' means the hospital recognized by the Board of Governors as hospitals for the purpose of those provisions.

(c) The term 'family' shall mean wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the members of staff.

(d) The term 'leave' includes vacation.

8. No reimbursement of charges for special nursing will be admissible unless it is certified by the authorised medical attendant and Medical Superintendent of the Hospital that their services were absolutely essential.

Note : Such cases of special nursing will be decided on merits having regard to the nature of the disease and where hardship is involved. In such cases a member of the staff should bear upto 25 per cent of his monthly pay, for the period for which special nursing was necessary the rest being borne by the Institute.

NIL

13(a)

If the authorised medical attendant is of the opinion that for a particular ailment of a patient better treatment can be had in a hospital other than those recognized by the Board, the patient may receive treatment in such a hospital and he shall be entitled to receive towards cost of such treatment a sum equivalent to the cost of such treatment in an authorised hospital which he may be entitled to.

14.

If the authorised medical attendant is of the opinion that owing to the severity of the illness a patient (member of the staff) cannot be given treatment at the authorised hospitals, the patient may receive treatment at his residence.

No reimbursement of charges..... that their services were absolutely essential.

Note : Such cases of special nursing..... where hardship is involved. In such cases a member of the staff should bear upto 10 percent of his average daily pay for every day of such special nursing necessary the rest being borne by the Institute.

If the authorised medical attendant is of the opinion that owing to the severity of the illness, a patient (member of the staff or a member of his family) cannot be..... at his residence.

21. ii) It should be ensured that the cost of medicines claimed for reimbursement are not those included in the list of excluded medicines and preparations as shown in the Central Govt. Compilation of Medical Attendant Rules and Orders, as amended from time to time.

v) Reimbursement of the cost of Ayurvedic and indigenous systems of medicines is not admissible.

21. ii) It should be ensured that the cost of medicines as amended from time to time. This list shall be included in the Handbook mentioned in Statutes 2-(14).

v) Reimbursement of the cost of Ayurvedic and indigenous systems of medicines shall be made on the merit of each case.

(Remarks : When the Govt. of India is encouraging Ayurvedic and Indigenous system of treatment, it seems illogical to debar reimbursement of the cost incurred on such treatment).

SCHEDULE B

(See Statute 13(17))

CONDUCT RULES

3. General

(c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall include attendance at meetings of committees to which he may be appointed by the Institute.

(f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

SCHEDULE B

(See Statute 13(17))

CONDUCT RULES

General

(c) Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform his duties, beyond scheduled working hours and on closed holidays and Sundays. These duties appointed by the Institute.

(f) No employee shall leave station without the previous permission of proper authority, and during leave or vacation without prior intimation.

(f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

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4.

Taking part in politics and election :

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

5.

Connection with Press or Radio or Patents :

- i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper
 - ii) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter wither anonymously or in his own name or in the name of any other person to any newspaper or periodical.
- Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note : Subject to the restrictions noted below, members of the staff are at liberty, without any sanction as contemplated in paragraph 5(2) above,

(f) No employee shall leave station without the previous permission of proper authority, and during leave or vacation without prior intimation.

4.

Taking part in politics and election :

- i) An employee may take part in political activity in a private capacity provided it does not affect discharge of his duties.
 - ii) An employee may contest in election to a legislative body or local authority. In the event of his success in election he shall be entitled to special leave for the term of his elected office. On rejoining the Institute he shall be entitled to all benefits of continued service.
- Connection with Press or Radio or Patents :
- i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part any newspaper or other periodical publications.
 - ii) Delete this clause completely including the 'Note' accompanying it.

5.

to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political tinge. Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the competent authority.

6. Criticism of the Institute:

No employee shall, in any radio broadcast or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion, -

- i) which has the effect of an adverse criticism of any current or recent policy or action of the Institute, or
- ii) which is capable of embarrassing the relations between the Institute and of the Central Govt. or any other Institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6. Criticism of the Institute :

No employee shall, in the press, any radio or television broadcast or in any document..... make any statement of fact or opinion, -

- i) as existing.
- ii) as existing.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee that can be substantiated by the employee.

7. Evidence before Committee or any other authority :
(2) Delete this clause completely.

9. Gifts :
No employee shall except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of 'trifling value'. Interpretation of the term 'trifling value' shall be the same as laid down in Government Servants' Conduct Rules.

10. Private Trade or Employment :
No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private practice, or undertake any employment outside his official assignments. When previous permission of the competent authority is obtained for any of the above activities conditions as regards acceptance of remuneration may be laid down by the Board.

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

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12.	Insolvency, habitual indebtedness and criminal Proceedings:	12.	Insolvency, habitual indebtedness and criminal Proceedings:
(1)	An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the Institute.	(1)	as existing.
(2)	An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.	(2)	as existing.
13.	Marriage etc. An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority. No employee who has wife living shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules lead to immediate dismissal from the Institute Service.	13.	Marriage etc. Delete an employee intending to marry..... permission of the competent authority. 'No employee who has wife living shall.. dismissal from the Institute Service.'

applicable to him and violation of these rules lead to immediate dismissal from the Institute Service.

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16. Representations :

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

16. Representations :

(a) Whenever an employee wishes to put forth any claim, ... and shall not forward such advance copies of his application to any authority higher than the appointing authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than one month.

(b) Delete this sub-clause completely.

SCHEDULE C

SCHEDULE C

13.(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct ; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four.

A subscriber may, at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

13.(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct ; but such number shall not be less than twenty four unless the subscriber so elects, or in any case more than sixty.

'A subscriber may, ... to admit of the fixation of such instalments.'

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14. (A), (B)

14. (A) after completion of Fifteen years

15.(1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in para 14 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or 6 month's pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to three-fourths of the amount of subscriptions and interest thereon standing to the credit of the subscriber having due regard to (i) the object of the which the withdrawn is being made, (ii) the status of the subscriber and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

31.(b)

SCHEDULE D
LEAVE PROVISIONS

2. Definitions

NIL

NIL

15.(1)

Any sum withdrawn standing to his credit in Fund shall not ordinarily exceed 80 per cent of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

Delete : rest of the paragraph.

31.(b) Delete.

SCHEDULE D
LEAVE PROVISIONS

2. Definitions

(f)

'Sabbatical leave' means leave granted to any member of the academic staff referred in clause (a) of Statute 11 for any one of the objects mentioned in paragraph 21-C'.

(g)

Except as otherwise provided in this Statute 'Leave' means leave with full pay and allowances.

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7. GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND IN THE EVENT OF RESIGNATION.

- (2) If any employee of the Institute resigns, he shall not be granted either prior or subsequent to his resignation, any leave due to his credit. Provided that the Director, may, in any case, grant leave to an employee prior to his resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

8. CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND OF LEAVE

- (1) At the request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave, but the member of the staff cannot claim such conversion as a matter of right.

10. REJOINING OF DUTY BEFORE THE EXPIRY OF LEAVE.

Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

7. GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND IN THE EVENT OF RESIGNATION.

- (2) If an employee of the Institute resigns, he shall be entitled to compensation corresponding to the earned leave due to him.

8. CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND OF LEAVE.

- (1) At the request of a member of the staff
..... the day on which the member of the staff proceeded on leave.

Delete: 'but the member of the staff cannot claim such conversion as a matter of right.'

10. REJOINING OF DUTY BEFORE THE EXPIRY OF LEAVE.

A member of the staff on leave may return to duty before the expiry of the period of leave granted to him, with prior intimation to the authority which granted the leave.

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13. CASUAL LEAVE

(1) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 12 days in the aggregate in a calendar year.

(2) Casual leave may be granted at the discretion of the sanctioning authority, as and when occasion arises, provided that the total period of absence including Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed eight days at a time. Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.

14. SPECIAL CASUAL LEAVE

(1) Special casual leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he is -

- i) Summoned to serve as a juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
- ii) deputed to attend a reference library of other Institutes or conferences and scientific gatherings of learned and professional societies in the interest of the Institute;
- iii) required to be absent for any other purposes approved by the Board of Governors.

13. CASUAL LEAVE

(1) Casual leave is not earned by duty. A member of the staff on casual leave..... his pay is not intermitted. Casual leave is granted subject to a maximum of 12 days in the aggregate in a Calendar year.

(2) Casual leave may be granted as and when occasion arises, provided that..... shall not be counted as casual leave.

14. SPECIAL CASUAL LEAVE

(1) as existing upto (ii).

- iii) required to attend selection committees, Board of studies, Ph.D./M.Tech. defence and other committee meetings of Academic and Research

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- (2) The period of such leave admissible in a year shall ordinarily not exceed fifteen days but should, however, be sufficient to cover the period of absence necessary. The conditions under which such leave will be granted will, if necessary, be laid down by the Board.

15.

SPECIAL LEAVE

Members of the staff deputed for practical training in or out of India shall be entitled to special leave as may be determined by the Board in each case.

16.

HALF-PAY LEAVE

- (1) The half-pay leave admissible to a member of the staff in respect of each completed year of service shall be 20 days.

(2)

Half-pay leave may be granted to a member of the staff on medical certificate or on private affairs. No half-pay leave may be granted to a member of the staff in temporary appointment except on medical certificate.

Provided that in case of a temporary member of staff no half-pay leave will be granted unless the authority competent to sanction leave is ready to believe that the officer will return to duty on the expiry of the leave, except in the case of an officer who has been declared completely and permanently incapacitated for further service by medical authorities.

- iv) required to be absent for any other purposes approved by the Board.

(2)

The period of such leave admissible in a year shall ordinarily not exceed twenty days but should, however, be.....laid down by the Board.

15.

SPECIAL LEAVE

Members of the staff deputed for practical training higher studies or research in or out of India shall be by the Board in each case.

16.

HALF-PAY LEAVE

- (1) and (2) as existing.

Delete : 'Provided that in case of a temporary member..... for further service by medical authorities.'

17. COMMUTED LEAVE

- (1) Commuted leave not exceeding half the amount of half-pay leave may be granted on medical certificate to a member of the staff subject to the following conditions :

(c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

18. EARNED LEAVE

- (7) The maximum amount of earned leave that can be granted to a member of the staff at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylon, Nepal and Pakistan, provided that when earned leave exceeding 120 days is so granted the period of such leave spent within India, Burma, Ceylon, Nepal and Pakistan shall not in the aggregate exceed 120 days.

19. EXTRA-ORDINARY LEAVE

- (2) The period of extra-ordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt whether the extra-ordinary leave taken was for prosecuting higher studies or not, the decision of the Chairman shall be final.

17. COMMUTED LEAVE

- (1) Commuted leave not exceeding half the may be granted on medical certificate or at the direction of the sanctioning authority on other grounds to a member of the staff subject to the following conditions :

(t) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

18. EARNED LEAVE

- (7) The maximum amount of earned leave that can be granted shall be 120 days. Earned leave may be granted for a period exceeding 120 days if the entire leave so granted or any portion thereof spent outside India.

19. EXTRA-ORDINARY LEAVE

- (2) Delete this clause completely.

the extra-ordinary leave taken was for prosecuting higher studies or not, the decision of the Chairman shall be final.

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NIL

21-C

SABBATICAL LEAVE

Insert here the provisions of Sabbatical leave approved by the Ministry of Education vide their letter No. F-24-42/63-T.6(Vol.II) dated 14th July 1975 with the following change in the sentence after (iii)-(ii) in the said letter -

Substitute : 'Such leave shall not exceed three times'

by : 'Such leave shall not be availed more than thrice.'

22. VACATION AND LEAVE SALARY

(2) (b) A member of the staff who proceeds on earned leave from a post the maximum of which does not exceed Rs.110.00 per month is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

(3) A member of the staff on half-pay leave is entitled to leave salary equal to half the amount specified in sub-para 2(a) or 2(b) as the case may be subject to a maximum of Rs. 750.00 provided that the limit will not apply if the leave is on medical certificate.

VACATION AND LEAVE SALARY

(2) (b) A member of the staff who proceeds on earned leave from a post carrying a pay scale the maximum salary of which does not exceed..... (updated) per month is before proceeding on leave.

(3) A member of the staff on half-pay leave is entitled to leave salary equal to half the amount specified in sub para 2(a) and 2(b) as the case may be.

23. INCREMENT DURING LEAVE

If the increment falls during the leave other than casual leave, the effect of increase in pay shall be given from the day following the date of expiry (last day) of the leave as such, without prejudice to the normal date of increment.

INCREMENT DURING LEAVE

Even if the increment of pay of a member of staff of the Institute falls during the leave of concerned staff the increase in his pay shall be effected on the normal date of increment.

LIMIT OF TOTAL ABSENCE

24.

LIMIT OF TOTAL ABSENCE

A member of the staff ceases to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave, unless such absence is absence on foreign service in India.

(a) A member of the staff ceases to be in the service of the Institute if he is continuously absent from duty for five years with sanctioned leave, unless on foreign service in India.

(b) A member of the staff ceases to be in the service of the Institute if he is continuously absent from duty for one year without sanctioned leave.