

# RULES AND REGULATIONS



**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA – RANCHI (INDIA)**

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No. F. 9-2/83. U. 3

GOVERNMENT OF INDIA

Ministry of Human Resource Development

(Department of Education)

NEW DELHI

the 28th August, 1986

### NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act. 1956 (3 of 1956), the Central Government, on the advice of the Commission, hereby declare that the Birla Institute of Technology, Mesra (Ranchi) shall be deemed to be a University for the purpose of the aforesaid Act.

Sd/-

(J. D. GUPTA)

Joint Secretary to the Government of India

*Published in the gazette of India Part I Section 1*

RULES OF THE INSTITUTE  
BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI

**1. Short Title**

These Rules shall be called "Rules of the Birla Institute of Technology".

**2. Address of the Institute**

The Registered Office of the Institute shall be situated at Mesra, Ranchi.

**3. Definitions**

In these Rules unless the context otherwise requires :

- (a) 'Act' means Societies Registration Act, 1860.
- (b) 'BIT' means Birla Institute of Technology, Mesra, hereinafter referred to as the Institute; should in the larger sense of the term connote, to be understood or integrated as a Deemed University.
- (c) 'Board' in relation to the Institute, means the Board of Governors thereof.
- (d) 'Campus' means Institute Campus at Mesra, Ranchi and such other units as established or constituted by Institute for imparting instruction or conducting and supervising research, or both.
- (e) 'Centre' means a unit established by the regulations and designated as such to conduct training, design, research and development in specified areas.
- (f) 'Central Government' means the Government of India.
- (g) 'Chancellor' means the Chancellor of the Universities of Jharkhand.
- (h) 'Department' means a unit established by the regulations and designated as such, to impart instructions, conduct and supervise research in specified disciplines.
- (i) Chairman means Chairman of the Board
- (j) 'Vice-Chairman' means the Vice-Chairman of the Board.
- (k) 'Vice Chancellor in relation to the Institute means the Vice Chancellor thereof.



- (l) 'General Council' means the General Body of the Institute comprising of various categories of members as per Rules.
- (m) 'Institute' means Birla Institute of Technology.
- (n) 'Prescribed' means prescribed by Rules or Regulations of the Institute.
- (o) 'President' means President of the General Council of the Institute.
- (p) 'Registrar' means Registrar of the Institute.
- (q) 'Regulations' means Regulations of the Institute.
- (r) 'Rules' means Rules of the Institute.
- (s) 'School' means a unit established by the Regulations and designated as such, to impart instructions, conduct and supervise research in inter-disciplinary areas.
- (t) 'Society' means Birla Institute of Technology registered under the Societies Registration Act, XXI of 1860.
- (u) 'Teacher' means a Professor, Associate Professor, Assistant Professor, Lecturer or any other person by whatever designation called and engaged in imparting instructions or supervising research and designated as a teacher by the Board.
- (v) 'Technical Council' means the Technical Council of the Institute.
- (w) 'Treasurer' means Honorary Treasurer of the Institute.
- (x) 'Trust' means Hindustan Charity Trust, Calcutta, and
- (y) Words imparting the singular number also, include the plural number and vice-versa; and words imparting the masculine gender also include the feminine gender.

#### **4. Authorities of the Institute**

The following shall be the authorities of the Institute :

- (1) Chancellor;
- (2) General Council of the Institute;
- (3) Board of Governors;

- (4) Planning and Monitoring Board;
- (5) Finance Committee;
- (6) Technical Council, and
- (7) Such other authorities as may be declared by the Rules and Regulations to be authorities of the Institute.

#### 5. Chancellor

- (1) The Chancellor shall preside at the Convocation of the Institute for conferring Degrees.
- (2) The Regulations of the Institute shall be subject to approval of the Chancellor in accordance with the procedure laid down in Rule 27 hereinafter.

#### 6. General Council

'General Council' shall be the General Body of the Institute and it will comprise of the following classes of Members :

- (1) Founder Members,
- (2) Life Members.
- (3) Corporate Members,
- (4) Members by Representation, and
- (5) Alumni Members

##### 6.1 Founder Members

The following being the Founders of the Institute shall be Founder Members of the Institute :

##### *Name*

- 1. Shri Birla G. P.
- 2. Shri Birla C. K.
- 3. Shri Bhatler S.L.
- 4. Shri Bansal G. L.
- 5. Dr. Chatterjee A. K.



6. Dr. Dhawan S.
7. Dr. Das S.
8. Shri Goenka A. L.
9. Shri Ghandy Sarosh
10. Lt. Gen. Gyani P. S.
11. Dr. Kidwai A. R.
12. Shri Khaitan B. P.
13. Dr. Kothari D. S.
14. Shri Kothari G. D.
15. Shri Modi Rusi
16. Shri Nehru B. K.
17. Shri Patodia D. N.
18. Dr. Sen T.
19. Dr. Singh Karan
20. Shri Singhi K. P.

## **6.2 Life Members**

In addition to the Founder Members named above other life members shall be individuals who may be admitted by the Board of Governors for their eminence in Education, Science, Literature, Industry and the profession and who are otherwise qualified.

## **6.3 Corporate Members**

- (a) 'Corporate Members' shall be companies body corporate, firms, associations or institutions who have contributed / procured or paid to the Institute at least Rs. 10,00,000/- or over for all or any of the objects of the Institute and who are selected by the Board of Governors to be corporate members of the institute. Any such member who is selected by the Board of Governors to be a Corporate Member of the Institute shall remain Corporate Member for a period of 10 years from the date of his becoming member.
- (b) At the expiry of the corporate membership as provided in subclause (a) the Board of Governors may continue the membership of Corporate



Member on such terms and conditions as may be decided by the Governing Body.

- (c) A Corporate Member shall cease to be a member if it is wound up, dissolved or amalgamated.

#### **6.4 Members by Representation**

The following shall be members by representation:

- (a) A Representative of the Ministry of Human Resource Development, Government of India;
- (b) A Representative of University Grants Commission, New Delhi;
- (c) A Representative of Department of Science and Technology, Government of India;
- (d) A Representative of All India Council for Technical Education;
- (e) A Representative of the Department of Science and Technology, Government of Jharkhand;
- (f) A Representative of BISR; and
- (g) Vice Chancellor of the Institute.

#### **6.5 Alumni Members**

Two members from amongst the Alumni of the Birla Institute of Technology, Mesra shall be chosen by the General Council of the Institute as members thereof for a term of three years.

Any vacancy occurring amongst the Alumni members by death, resignation or otherwise may be filled in by the Board of Governors for the duration of the unexpired term.

#### **6.6 Number of Members**

The total number of members of the General Council of the Institute shall not exceed 45.

## **6.7 Meeting of the General Council of the Institute**

- (i) The Board of Governors may call meetings of the General Council of the Institute whenever it considers necessary and shall in any event call such meeting at least once in a calendar year for approval of the 'Budget' and for adopting the 'Accounts'.
- (ii) The Board of Governors shall also call a meeting of the General Council of the Institute on the written request of at least ten members.
- (iii) Every meeting of the General Council shall be called through a notice under the signature of the Registrar.
- (iv) Every notice calling a meeting of the General Council shall state the date, time and place at which the meeting will be held and shall be served upon every member of the General Council not less than twenty-one clear days before the day appointed for the meeting.
- (v) A notice may be served upon any member of the General Council either personally or by post at the address of each member as recorded in the roll of members and if so sent shall be deemed to be duly delivered, if the Institute has a proof of the fact that it was properly addressed and delivered or posted.
- (vi) Every meeting of the General Council shall be presided over by the President; in his absence by a member chosen by the members present at the meeting.
- (vii) Any business necessary for the General Council to transact may be carried out by circulation amongst all the members and any resolution as circulated and approved by a majority of the members signing shall be as effective and binding as if such resolution had been passed at a meeting of the General Council, provided that at least twelve members of the General Council have recorded their views on the resolution.
- (viii) The ruling of the President in regard to all questions of the procedure shall be final.

## **6.8 President of the General Council**

- (i) Chairman of the Board of Trustees of the Hindusthan Charity Trust, shall be the President of the General Council.



- (ii) The President shall, if present, preside at the meeting of the General Council.
- (iii) The President may by order in writing annul any proceeding of the Institute which is not in conformity with the Rules and Regulations of the Institute, provided that before any such order, the President shall call upon the Institute to show cause why such an order should not be made and, if any cause is shown within a reasonable time, the President shall consider the same.
- (iv) The President shall perform such other duties as may be specified by the Rules.

#### **6.9 Quorum**

Quorum at a meeting of the General Council shall be ten members present in person. Ten members of the General Council shall form quorum at every meeting of the General Council. Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day or on such other day and at such other time and place as the President, or presiding member, may determine and, if at such a meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall form the quorum.

#### **6.10 Voting**

In every meeting of the General Council of the Institute each member present in person shall have one vote. Except when otherwise specified in these Rules, action shall be by a majority of votes of members present and voting, or by proxy and in the event of equality of votes the Chairman shall have a second or casting vote. All disputes, questions shall be decided by majority vote. Every member of the General Council including the presiding member shall have one vote and if there is an equality of vote or any question to be decided by the General Council the presiding member shall have an additional casting vote.

#### **6.11 Membership Roll**

- (i) The Institute shall keep a roll of members of the General Council stating therein the name, occupation and address of every member. Every member of the General Council shall sign the roll.



- (ii) If a member of the Council changes his address, he shall notify the change to the Registrar who shall there-upon enter his new address in the roll of members. In case a member fails to notify the change, the address in the roll of members shall be deemed to be his address.

#### **6.12 Term of office of the members of General Council**

- (i) Where a person becomes a member of the General Council by reason of the office or appointment he holds, his membership of the General Council shall terminate when he ceases to hold the office or appointment.
- (ii) A member of the General Council who is not an employee of the Institute shall cease to be a member, if he accepts a full-time appointment in the Institute.
- (iii) A member of the General Council shall cease to be a member if he does not attend three consecutive meetings of the General Council without proper leave of the President.

#### **6.13 Resignation by a member of the General Council**

A resignation from the membership of the General Council shall be tendered to the Registrar and shall not take effect until it has been accepted by the President.

#### **6.14 Vacancies among members of the General Council**

- (i) Any vacancy in the membership of the General Council shall be filled in accordance with the provisions of Rule 6 Clause (3) and (5) of the Rules.
- (ii) The General Council shall function, notwithstanding any vacancy in its body, and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the General Council shall be invalidated merely by reason of the existence of vacancies in the body or of any defect in the nomination or appointment of any of its members.

#### **6.15 Powers of the General Council**

The General Council shall meet at least once a year and shall

- (i) review, from time to time, the broad policies and programmes of the Institute and suggest measures for the improvement and development of the Institute, and



- (ii) consider and pass resolutions, if any, on the Annual Report and the Annual Accounts of the Institute and the Audit Reports on such accounts.

#### **7.0 Board of Governors**

The Board of Governors shall consist of 17 members, as follows :

1. Chairman
2. Nominee of the Government of India, Ministry of Human Resource Development;
3. Nominee of the University Grants Commission;
4. Nominee of the All India Council for Technical Education;
5. Commissioner & Secretary, Science and Technology, Government of Jharkhand, (Ex-officio);
6. Commissioner & Secretary, Education, Government of Jharkhand, (Ex-officio);
7. Commissioner, Chhotanagpur Division, Jharkhand, Ranchi (Ex-officio);
8. Nominee of the Chancellor;
- 9-11. Three nominees of Hindusthan Charity Trust;
12. Vice Chancellor, Birla Institute of Technology, Ranchi, (Ex-officio);
- 13-14. Two members of the Institute Faculty ; and
- 15-17. Three members to be selected by the General Council

#### **7.1 Term of Office vacancies among and allowances payable to members of Board**

- (1) Save as otherwise provided in this section, the term of office of any member of the Board shall be three years from the date of his nomination.
- (2) A vacancy in the office of any member will be filled for the residue of the term in the case of nominated members by the Authorities empowered to nominate them and in the case of other members by the remaining members of the Board of Governors.
- (3) The members of the Board of Governors need not be members of the Institute.



- (4) The term of Office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.
- (5) The term of Office of the faculty members of the Institute shall be one year from the 1st day of January of the year in which he is nominated.
- (6) The term of Office of a member nominated to fill a casual vacancy shall be for the remainder of that term.
- (7) Notwithstanding anything contained in this section, an outgoing member shall, unless the President otherwise directs, continue in office until another person is nominated as member in his place.
- (8) The members of the Board shall be entitled to such allowances, if any, from the Institute as may be provided for in the statutes but no member other than the Vice Chancellor and the Teachers of the Institute shall be entitled to any salary by reasons of this sub-section.

## **7.2 Chairman of Board**

- (a) The first Chairman shall be Shri G. P. Birla who will serve for his life or until he desires to vacate the office. The subsequent Chairman shall be elected by the General Council of the Institute.
- (b) The subsequent Chairman shall hold the office for a term of 3 years, which may be renewed.
- (c) The Chairman shall ordinarily preside at the meetings of the Board.
- (d) It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- (e) The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by these Rules or the Regulations.
- (f) The Chairman may exercise the powers of the Board in emergent cases and inform the Board of the action taken by him for its approval.

## **7.3 Vice-Chairman of Board**

- (a) There shall be a Vice-Chairman to be nominated by the General Council from amongst the members of the Board .
- (b) The Vice-Chairman shall exercise such powers and perform such duties as may be assigned to him by the Board.



- (c) In the absence of the Chairman, the Vice-Chairman shall preside at the meetings of the Board.
- (d) The Vice-Chairman may exercise the powers of the Chairman and the Board in emergent cases and inform the Board of the actions taken by him for its approval.

#### **7.4 Powers and Functions of the Board of Governors**

- (1) Except as provided in these Rules and subject to the provisions of these rules, the Board shall be responsible for the superintendence, direction and control of the Institute. The Board of Governors shall exercise all the powers of the Institute and do all such acts and things as may be exercised or done by the Institute and are not otherwise provided in the Rules, Regulations, Ordinances or any statutory modification thereof for the time being in force expressly directed or required to be exercised or done by the General Council of the Institute. The Board shall also have the power to review the acts of the Technical Council.
- (2) Any transaction to be effected, receipts to be granted or assurances or other documents or deeds required to be signed and executed by or on behalf of the Board of Governors or members thereof shall be deemed to be duly done and executed by or on their behalf if executed by any two members thereof in pursuance of resolutions passed or ratified at a meeting of the Board of Governors.
- (3) Without prejudice to the generality of the foregoing, the Board of Governors shall have the following powers :
  - (i) to take decisions on question of policy relating to the administration and working of the Institute;
  - (ii) to institute courses of study at the Institute ;
  - (iii) to make Regulations and by-laws for the Institute;
  - (iv) to consider and modify or cancel Ordinances ;
  - (v) to institute and appoint persons to academic as well as other posts in the Institute ;
  - (vi) to regulate and enforce discipline amongst employees, and to impose penalty on the members of staff in accordance with the Rules and Regulations ;



- (vii) to appoint the Auditors of the Institute ;
- (viii) to consider and adopt the Annual Report, Annual Accounts, and to approve the Budget Estimate and Development Plans of the Institute ;
- (ix) to manage and regulate the finances, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to delegate/appoint such committees/agencies as it may deem fit;
- (x) to borrow, with the approval of the President on the security of the property of the Institute, money for the purpose of the Institute;
- (xi) to enter into arrangements with the Government of India, State Government, UGC, and other public and private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts to the Institute on mutually agreed terms and conditions, provided that the conditions of such grants-in-aid, donations or gifts, if any, shall not be in conflict with nature of objects of the Institute or with the provisions of the Rules ;
- (xii) to take over and acquire by purchase, gift or otherwise any movable or immovable properties, endowments or other funds together with any attendant obligations and engagement not inconsistent with the objects stated in the Memorandum of Association and the provisions of the Rules;
- (xiii) to fix admission/tuition and other fees to be charged from the students and scholars ;
- (xiv) to demand and receive payment of fees and other charges;
- (xv) to fix emoluments, travelling and other allowances for examiners, and moderators on the recommendations of the Technical Council and the Finance Committee ;
- (xvi) to provide buildings, premises, furniture, fixtures and apparatus and other means needed for carrying on the work of the Institute;
- (xvii) to enter into, vary, carry out and cancel contracts on behalf of the Institute;



- (xviii) to entertain, adjudicate upon and, if thought fit, to redress grievances of the employees and students and scholars of the Institute who may for any reason feel aggrieved ;
- (xix) to select a Common Seal for the Institute and provide for the custody and use of such seal ;
- (xx) to create Departments, Schools, Centres and such other units for instructions, training, research and extension ;
- (xxi) to institute courses of study leading to a degree, diploma or a certificate on the recommendation of the Technical Council ;
- (xxii) to confer Degrees, Diplomas, Certificates and other academic distinction to and on persons who have :
  - (a) pursued the approved courses of studies ; or
  - (b) carried out independent research under the conditions laid down in the Regulations.
- (xxiii) to approve the procedure for admission of students and scholars to the Institute on the recommendations of the Technical Council;
- (xxiv) to institute fellowships, scholarships, studentships, medals and prizes;
- (xxv) to review the decisions of the Technical Council ;
- (xxvi) to delegate its powers to the Chairman, Vice Chancellor or other officers of the Institute ;
- (xxvii) to appoint committees for such purposes and with such powers as the Board may think fit ;
- (xxviii) to lay down the procedures for prior consultation of the Technical Council on academic matters in so far as these are not inconsistent with the provisions of the Rules; and
- (xxix) to exercise such other power and perform such other duties as may be conferred on it under the Rules, or as may be considered expedient for achieving the objects of the Institute.

## **7.5 Meetings of the Board**

- (i) Every meeting of the Board of Governors shall be presided over by the Chairman. In the absence of Chairman, The Vice Chairman shall preside at the meetings of the Board. If the Chairman/Vice Chairman is not present, the members present shall choose one of them to be the Chairman of the meeting.
- (ii) The Board of Governors shall meet at least twice in a calendar year at such places as they may think proper and may pass such resolutions for furthering the objects of the Institute as they deem necessary, and shall report to the General Council of the Institute at its next meeting on all important actions taken by them since the last meeting of the Institute.
- (iii) Quorum at a meeting of the Board of Governors shall be one third of its members. The Board of Governors shall act on a majority of votes of the members present and voting and in the event of equality of votes the Chairman shall have a second or casting vote.

## **7.6 Sub-Committees**

The Board of Governors may appoint sub-committees for Works & Buildings, admission of students, selection of staff and other subcommittees as it thinks fit and determine their composition and duties.

Each of the sub-committees, besides consisting of members of the Board of Governors, may include such other persons from outside the Board of Governors as the Board of Governors may deem fit.

## **8.0 Planning and Monitoring Board**

- (1) The Planning and Monitoring Board shall be the principal planning body of the Institute and shall also be responsible for the monitoring of development programmes of the Institute.
- (2) The Vice Chancellor shall be the Chairman of the Planning and Monitoring Board.
- (3) The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by Regulations.
- (4) The recommendations of the Planning and Monitoring Board shall be placed before the Board of Governors for consideration and approval.



Where considered necessary the Board of Governors may consult the Technical Council before taking a decision on the recommendations of the Planning and Monitoring Board.

#### **9.0 Finance Committee**

The Finance Committee shall consist of the following persons, namely :

- (i) Chairman-ex-officio-who shall be the Chairman of the Committee;
- (ii) Vice Chancellor of B. I. T., Mesra -ex-officio ;
- (iii) One person to be nominated by the U. G. C.
- (iv) One person to be nominated by the Chancellor;
- (v) One person to be nominated by the General Council ;
- (vi) One person to be nominated by the Board of Governors ; and
- (vii) Treasurer- honorary.

The Committee shall perform the following functions :-

- (a) The Committee shall examine and scrutinize the Annual Budget of the Institute prepared by the Vice Chancellor and make recommendations to the Board.
- (b) The Committee shall give its views and make its recommendation either on the initiative of the Board or of the on its own initiative on any financial question affecting the Institute.
- (c) The Committee shall meet at least once a year.
- (d) Three members of the Committee shall form a quorum for a meeting of the Committee.
- (e) The Chairman, if present, and in his absence the members present shall elect one from amongst themselves to preside over the meeting.
- (f) The provisions in these Rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes application to the

meetings of the Board shall, so far as may be followed in connection with the meeting of the Committee.

- (g) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

## **10 Technical Council**

The Technical Council of the Institute shall consist of the following persons, namely :

- (i) the Vice Chancellor, ex-officio, who shall be the Chairman of the Technical Council ;
- (ii) the Professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute ;
- (iii) three persons, not being employees of the Institute, to be nominated by the Chancellor, in consultation with the Vice-Chancellor from among educationists of repute, one each from the fields for Science, Engineering and Humanities ;
- (iv) such other members of the staff as may be laid down in the Regulations;
- (v) Director of Technical Education, Govt. of Jharkhand;
- (vi) Director of Education (Higher Education), Govt. of Jharkhand.

### **10.1 Functions of Technical Council**

Subject to the provisions of these Rules, the Regulations and the Ordinances the Technical Council of the Institute shall have the control and general regulations, and be responsible for the maintenance of standard of instruction on education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Regulations.

## **11 Convocation**

Convocation of the Institute for conferring degrees shall be held in such manner as may be prescribed by the Regulations.



The Chancellor shall preside at the Convocation of the Institute held for conferring degrees.

## **12 Bankers**

The Board of Governors shall open an account or accounts in the name of the Institute in any scheduled Bank which shall be operated upon by the person/ persons authorised by the Board of Governors.

## **13 Funds of the Institute**

- (1) The Institute shall maintain a fund to which shall be credited :
  - (a) all money given or collected by the Trust, and from any other source received by the Institute
  - (b) all fees and other charges received by the Institute
  - (c) all moneys received by the Institute by way of grants, gifts, donations, contributions, benefactions, bequests or transfers; and
  - (d) all moneys received by the Institute in any other manner or from any other source.
- (2) All money credited to the Fund of the Institute shall be deposited in such banks or invested in such manner as the Institute may, with the approval of the Board decide ;
- (3) The fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under these rules.

## **14 Transfer of the Properties of the Institute**

On the incorporation of the Institute as a Society and upon its declaration by the Central Government as a Deemed University under Section 3 of the UGC Act 1956 and completing necessary legal formalities the existing autonomous college shall cease to exist and all properties movable and immovable, together with the respective education facilities, hostels, staff quarters and play grounds at present enjoyed by the Institute as well as such other facilities at Ranchi as

the Trust and the Institute may agree upon, shall vest in the Holding Trustees and shall be applied to the objects and purposes for which the Institute is established.

**15 Accounts**

The Accounts of the Institute shall be prepared annually within six months of the end of its accounting year, and the Balance Sheet and Income and Expenditure Account together with a report of the Board of Governors as to the state and condition of the Institute and other recommendations, if any, shall be laid before the General Council of the Institute and after their adoption by the Institute they shall be made public.

A copy of the Annual Report of the institute in respect of the previous year together with the audited statements of accounts and budget estimates shall be submitted to the Central Government.

**16 Audit**

The Accounts of the Institute shall be audited by an Auditor or a firm of auditors to be selected by the Board of Governors from out of a panel approved by the Government of India.

**17 Pension and Provident Fund**

The Institute shall constitute for the benefit of its employees, including the Vice-Chancellor in such manner and subject to such conditions as may be in prescribed by the Regulations, such pension, insurance and provident funds as it may deem fit, as per law in force.

**18. Appointment**

All appointments of the Staff of the Institute, except that of the Vice-Chancellor shall be made in accordance with the procedure laid down in the Regulations by :-

- (a) the Board, if the appointment is made on the academic staff in the post of lecturer or above or if the appointment is made on the academic or non-academic staff in any cadre the maximum of the pay-scale for which exceeds ten thousand rupees per month;
- (b) by the Vice-Chancellor in any other case.



## **19. Officers of the Institute**

The following shall be the officers of the Institute :

- (1) The Vice-Chancellor
- (2) Deans
- (3) The Treasurer
- (4) The Registrar
- (5) Such other officers as may be prescribed for in the Rules and Regulations.

## **20. Vice - Chancellor**

The Vice-Chancellor shall be appointed by the Board out of a panel of three names recommended by a Special Search Committee consisting of the following :

- (a) A nominee of the Ministry of Human Resource Development, Government of India;
- (b) A nominee of the Chairman, University Grants Commission;
- (c) A nominee of the President ;
- (d) A nominee of the Board ; and
- (e) Chairman of the Board - Chairman.

Notwithstanding the above procedure, the first Director shall be appointed by the President for a period not exceeding five years.

### **20.1. Tenure of the Vice-Chancellor**

- (1) The Vice-Chancellor shall hold office for a term of 5 years and shall be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of five years he shall continue in office till his successor is appointed and enters upon his office.



Provided further that a person appointed as Vice-Chancellor shall retire from the office if during the term of his office or extension thereof, he completes the age of 60 years.

- (2) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or he is unable to perform his duties owing to absence, illness or any other cause, the Chairman shall appoint an Acting Vice-Chancellor till a regular appointment is made.

## **20.2. Powers and duties of the Vice - Chancellor**

- (1) The Vice-Chancellor shall be the principal academic and the executive officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and give effect to the decisions of all the authorities of the Institute.
- (2) It shall be the duty of the Vice-Chancellor to see that the Memorandum of Association, the Rules and Regulations are duly observed and he shall have all powers necessary to ensure such observance.
- (3) The Vice-Chancellor shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the authorities of the Institute.
- (4) All powers relating to proper maintenance and discipline in the Institute shall stand vested in the Vice-Chancellor
- (5) The Vice-Chancellor shall have the powers to convene or cause to be convened meetings of Technical Council, Planning and Monitoring Board, Selection and other committees of which he is the Chairman.
- (6) Subject to the provisions made for the specific purpose, the Vice-Chancellor shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (7) The Vice-Chancellor shall have the power to redelegate some of his powers to any of the officers under his control with the approval of the Board.
- (8) The Vice-Chancellor shall have the power to reappropriate funds, write off irrecoverable losses, waive recovery of over-payments within limits prescribed by, and in accordance with the procedure laid down by the Board.

- (9) The Vice-Chancellor may at his discretion, constitute such committees as he may consider appropriate.
- (10) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Regulations.
- (11) The Vice-Chancellor shall exercise such other powers as may be delegated to him by the Board.

**21. Deans :**

- (i) There shall be a Dean of each Faculty / Division who shall be responsible for the due observance of the Regulations and Ordinances relating to the Faculty /Division.
- (ii) The manner of appointment and the term of Office of the Dean shall be prescribed by the regulations.

**22. Treasurer**

- (1) The Treasurer shall be appointed by the President and shall hold office for a term of 3 years-renewable.
- (2) The Treasurer shall be the custodian of funds of the Institute and shall oversee that funds are expended for the purpose for which they are received, granted and allotted.
- (3) The Treasurer shall exercise such other powers and perform such other duties as may be determined by the Board from time to time.

**23. Registrar**

The Registrar of the Institute shall be appointed on such terms and conditions as may be laid down by the Regulations and shall be custodian of records, the common seal of the Institute and such other property of the Institute as the Board shall commit to his charge.

The Registrar shall act as the Secretary of the Board of Governors, Technical Council and such other Committees as may be prescribed by the Regulations.

The Registrar shall be responsible to the Vice-Chancellor for the proper discharge of his function.



The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the Regulations or by the Vice Chancellor.

**24. Power to alter Rules**

The Institute may appoint a Rule-making Committee which may recommend such additions or alterations to the Rules of the Institute from time to time as may be necessary for the proper working of the Institute. Such additions or alterations shall not come into force until they are adopted by the General Body of the Institute in accordance with the procedure laid down in the Societies Registration Act.

These Rules and any alterations there in shall be subject to the approval of the Government of India.

**25. Suspension of Rules**

Any rule may be suspended temporarily by an affirmative vote of three-fourths of the members present and voting at a meeting of the General Body but at least as many affirmative votes shall be required as shall constitute a quorum for the General Body of the Institute.

**26. Regulations**

Subject to the provisions of these Rules, the Regulations may provide for all or any of the following matters, namely-

- (a) the designation and powers of the officers of the Institute;
- (b) the formation of departments of teaching;
- (c) the institution of fellowships, scholarships, exhibitions, medals and prizes;
- (d) the term of office and the method of appointment of officers of the Institute;
- (e) the qualifications of teachers of the Institute;
- (f) the classification, the method of appointment and the determination of the terms and conditions of service of teachers and other staff of the Institute;
- (g) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;



- (d) the constitution, powers, functions and duties of the authorities of the Institute;
- (e) the establishment and maintenance of halls and hostels;
- (f) the conditions of residence of students of the Institute and the leaving of fees for residence in the halls and hostels and of other charges;
- (g) the manner of filling vacancies among members of the Board;
- (h) the allowance to be paid to the members of the Board;
- (i) the authentication of the orders and decisions of the Board ;
- (j) the meeting of the Board, the Technical Council or any Committee, the quorum at such meetings and the procedure to be followed in the conduct of their business ;
- (k) any other matter which by these Rules is to be or may be prescribed by the Regulations.

#### **27. Regulations how made**

- (1) The Regulations of the Institute shall be framed by the Board with the previous approval of the Chancellor.
- (2) The Board may, from time to time, make new or additional Regulations or any amendment or repeal the Regulations in the manner hereafter in this section provided.
- (3) Every new Regulations or addition to the Regulations or any amendment or repeal of Regulations shall require the previous approval of the Chancellor who may assent thereto or withhold assent or remit it to the Board for consideration.
- (4) A new Regulation or Regulations. amending or repealing an existing Regulation shall have no validity unless it has been assented by the Chancellor.

#### **28. Ordinance**

Subject to the provisions of these Rules and the Regulations, the Ordinances of the Institute may provide for all or any of the following matters, namely-

- (a) the admission of the students to the Institute and their enrolment as such;

- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute ; and
- (h) any other matter which by these Rules or the Regulations is to be or may be provided for by the Ordinances.

#### **29. Ordinances how made**

- (1) Save as otherwise provided in this section, Ordinances shall be made by the Technical Council ;
- (2) All Ordinances made by the Technical Council shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next succeeding meeting.
- (3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

#### **30. Completion of Courses of Studies as an Autonomous College**

Every student who, immediately before the date on which the Institute came into existence, was studying or was eligible for award of the degree of the University of Ranchi, shall be permitted to continue his studies in the Institute in preparation for the corresponding degree of the Institute or at the option of the students and subject the approval of the Chancellor, to continue to pursue his studies for the degree examination of the Ranchi University.



## 11 Miscellaneous

- (1) No act of the Institute or Board or Technical Council or any other body set up under these Rules or the Regulations, shall be invalid merely by reasons of -
  - (a) any vacancy in, or defect in the constitution thereof, or
  - (b) any defect in the election, nomination or appointment of a person acting as a member thereof, or
  - (c) any irregularity in its procedure not affecting the merits of the case.
- (2) Wherever any question arises as to whether any person has been duly elected, appointed, chosen or nominated as; or entitled to be a member or any authority of the Board of the institute or whether any decision or any of the authority of the Vice Chancellor is in conformity with these Rules, the Regulations and the Ordinances, the question shall be referred to the President whose decision thereon shall be final:
- (3) If any difficulty arises in giving effect to the provisions of these Rules, the President may, by order make such provision or give such direction not inconsistent with the purposes of these Rules, as appears to him to be necessary or expedient for removing the difficulty.
- (4) The present Director and all other members of the staff, teaching and administrative shall continue to enjoy the existing terms and conditions of their service till such time as the Board, with the approval of the Chancellor, amends the same.

are issued by him. The same procedure shall be followed for filling casual vacancies on the Board.

- (2) The Board shall ordinarily meet two times during a calendar year.
- (3) Meetings of the Board shall be convened by the Chairman either on his own initiative or at the request of the Vice-Chancellor or on a requisition signed by not less than three members of the Board.
- (4) One-third members shall form a quorum for a meeting of the Board. Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or on such other day and such other time and place as the Chairman may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be a quorum.
- (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.
- (6) The Chairman, if present, shall preside at every meeting of the Board. In his absence, the Vice-Chairman shall preside. In absence of both, the Chairman and the Vice-Chairman, the members present shall elect one from amongst themselves to preside at the meeting.
- (7) A written notice of every meeting shall be sent by the Registrar to every member at least three weeks before the date of the meeting. The notice shall state the place, the date and time of the meeting. Provided that the Chairman may call a special meeting of the Board at short notice to consider urgent special issues.
- (8) The notice may be delivered either by hand or sent by registered post at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (9) Agenda shall be circulated by the Registrar to the members at least ten days before the meeting.
- (10) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting. The Chairman may,



however, permit inclusion of any item for which due notice has not been received.

- (11) The ruling of the Chairman in regard to all questions of procedure shall be final.
- (12) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board present in India. 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.
- (13) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board he shall cease to be a member of the Board.

### **3. Authentication of Orders and Decisions of the Board :**

All orders and decisions of the Board shall be authenticated by the signature of the Registrar or any other person authorised by the Board in this behalf.

### **4. The Technical Council :**

#### **(1) Members :**

In addition to the persons mentioned in Rule 10, the following shall be the members of the Technical Council, namely :

- (a) Deans, Professors, Heads of Departments, Centres, Schools or Divisions other than Professors ;
- (b) The Librarian of the Institute ;
- (c) One Warden by rotation in order of seniority in service as Warden, for a period of one year ;
- (d) Workshop Superintendent of the Institute ;
- (e) Not more than six other members of the staff for their special knowledge appointed by the Chairman after consultation with the Vice-Chancellor for such period as may be specified by the Chairman.

## REGULATIONS

### Short Title

These Regulations may be called the Birla Institute of Technology, Mesra, Ranchi Regulations.

### Definitions :

- (a) 'Act' means the Societies Registration Act, 1860 ;
- (b) 'Authorities', 'Officers' and 'Professors' respectively mean the authorities, officers and professors of the Institute ;
- (c) 'Board' means the Board of Governors of the Institute ;
- (d) 'Building and Works Committee' means the Building and Works Committee of the Institute.
- (e) 'Chairman' means the Chairman of the Board ;
- (f) Vice-Chancellor means the Vice-Chancellor of the Institute ;
- (g) 'Finance Committee' means the Finance Committee of the Institute ;
- (h) 'General Council' means the General Council of the Institute ;
- (i) 'Institute' means Institute known as the Birla Institute of Technology, Mesra, Ranchi ;
- (j) 'Ordinances' means the Ordinances of the Institute;
- (k) 'Registrar' means the Registrar of the Institute ;
- (l) 'Rules' means the Rules of the Institute ;
- (m) 'Technical Council' means the Technical Council of the Institute;
- (n) 'Warden in relation to a Hall of residence of the Institute means a Warden thereof.

### 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



(2) *Power of the Technical Council:*

Subject to the provisions of the Rules, the Technical Council shall have the power to :

- (a) Frame and revise curricula and syllabi for the courses of studies for the various Departments ;
- (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 Committee 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 ;
- (d) Appoint Advisory Committees or Expert Committees or both for the Departments of the Institute to make recommendations on academic matters connected with the working of the Department, the Head of the Department concerned shall act as convener of such Committees ;
- (e) Appoint Committees from amongst the members of the Technical Council, other teachers of the Institute and experts from outside to advise on such specific academic matters as may be referred to any such committees, by the Technical Council ;
- (f) Consider the recommendations of the Advisory Committee attached to various departments and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as circumstances of each case may require;
- (g) Make periodical review of the activities of the departments and take appropriate action (including the making of recommendations to the Board);
- (h) Supervise the working of the Library ;
- (i) Promote research within the Institute and require reports on such research from the persons engaged thereon ;
- (j) Provide for the inspection of the classes and the Halls of Residence in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board ;



- (k) Award stipends, scholarships, medals and prizes and make other awards in accordance with the Ordinances and such other conditions as may be attached to the awards ;
- (l) 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.
- (3) *Meetings of the Technical Council:*
- (a) The Technical Council shall meet as often as is necessary but not less than four times during a calendar year.
- (b) Meetings of the Technical Council shall be convened by the Chairman of the Technical Council either on his own initiative or on a requisition signed by not less than 20% of the members of the Technical Council. Requisitioned meeting shall be a special meeting to discuss only those items of agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairman of the Technical Council on date and time convenient to him within 15 days of the notice given for such a requisition.
- (c) One third of the total number of members of the Technical Council shall form a quorum for a meeting of the Technical Council.
- (d) The Vice-Chancellor if present, shall preside at every meeting of the Technical Council. In his absence the senior most of the Deans present shall preside at the meeting and in absence of the Vice-Chancellor and Dean the senior most of the Professor present shall preside at the meeting.
- (e) A written notice of every meeting, together with the agenda, shall be circulated by the Registrar to the members of the Technical Council at least a week before the meeting. The Chairman of the Technical Council may permit inclusion of any item for which due notice could not be given.
- (f) Notwithstanding the provisions of Clause (e), the Vice-Chancellor may call an emergency meeting of the Technical Council at short notice to consider urgent special issues.
- (g) The ruling of the Chairman of the Technical Council in regard to all questions of procedure shall be final.



- (h) The minutes of the proceedings of a meeting of the Technical Council shall be drawn up by the Registrar and circulated to all the members of the Technical Council present in India, provided that any such minute or part thereof shall not be circulated if the Technical Council considers such circulation prejudicial to the interests of the Institute. The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Technical Council. After the minutes are confirmed and signed by the Chairman of the Technical Council, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Technical Council, the Board and the General Council at all times during office hours.

**5. Finance Committee :**

The Finance Committee shall be constituted and function in accordance with the provisions of Rule 9.

The provisions in these Regulations regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as may be, be followed in connection with the meetings of the Finance Committee.

**6. Building and Works Committee :**

- (i) The Building and Works Committee shall consist of the following persons :

- |     |  |          |
|-----|--|----------|
| (a) | The Vice-Chancellor Ex-officio who shall be the Chairman ;                     |          |
| (b) | The appropriate Dean Ex-officio  | - Member |
| (c) | The Treasurer, Ex-officio  | - Member |
| (d) | Representative of the Institute Architects                                     | - Member |
| (e) | An Engineer from Central or State PWD not below the rank of Executive Engineer | - Member |
| (f) | One person nominated by the Chairman   | - Member |



- (g) Head of the Civil Engineering Department of the Institute - Member
- (h) Registrar - Member-Secretary.
- (ii) The Committee shall perform the following functions and have the following powers :
  - (a) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
  - (b) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs within the grant placed at the disposal of the Institute for the purpose.
  - (c) It shall cause to be prepared estimates of cost of buildings, and other capital works, minor works, repairs, maintenance and the like.
  - (d) It shall be responsible for making technical scrutiny as may be considered necessary by it.
  - (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
  - (f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (iii) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.
- (iv) In emergent cases the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by him to the Committee and the Board at the next meeting of the Committee and of the Board.
- (v) The Committee shall meet as often as necessary but at least once in a calendar year.
- (vi) Three members shall form quorum for a meeting of the Committee.



- (vii) The provisions in these Regulations regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as may be, be followed in connection with meeting of the Committee.
- (viii) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

#### **7. Planning and Monitoring Board :**

Subject to the provisions of Rule 8 the Planning and Monitoring Board shall be constituted as follows :

- |   |   |                   |
|---|---|-------------------|
| 1. Vice-Chancellor                                  | - | Chairman          |
| 2. One nominee of the President,<br>General Council | - | Member            |
| 3. One nominee of the Board<br>of Governors         | - | Member            |
| 4.-5. Two nominees of the<br>Technical Council      | - | Member            |
| 6. Registrar  | - | Member-Secretary. |

The Planning & Monitoring Board shall be the principal Planning and Advisory Body of the Institute and shall also be responsible for the monitoring of development programme of the Institute.

Planning and Monitoring Board also shall periodically prepare Development Plan and place their recommendations for consideration of the Board.

#### **8. The Chairman :**

In addition to the powers and functions of the Chairman mentioned in Rule 7, the Chairman shall have the power:

- (i) To fix on the recommendations of the Selection Committee, the Initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which appointments can be made by the Board under the provisions of the Rules.
- (ii) To send members of the staff of the Institute for training 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.



- (iii) Contract of service between the Institute and the Vice-Chancellor shall be in writing and be expressed to be made in the name of the Institute, and every such contract shall be executed by the Chairman; but the Chairman shall not be personally liable in respect of anything under such contract.
- (iv) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

**9. The Vice Chancellor :**

In addition to the powers and functions mentioned in Rule 20.2, the Vice-Chancellor shall have power :

- (i) Subject to the Budget provisions made for the specific purpose to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (ii) To waive recovery of over payment up to Rs. 1000/- to a member of staff whose basic pay is Rs. 1000/- p.m. or less not detected within 24 months of payment. Every such waiver shall, as soon as possible be reported to the Board.
- (iii) To reappropriate funds with respect to different items constituting the recurring budget upto a limit of Rs. 20,000/- for each item provided that such reappropriation will not involve any liability in future years. Every such reappropriation shall as soon as possible be reported to the Board.
- (iv) To write off irrecoverable losses upto Rs. 1,000/- and of irrecoverable value or stores lost or rendered unserviceable due to fair wear and tear upto Rs. 5,000/- in any individual case subject to such stipulations as may be made by the Board from time to time.
- (v) To fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointment can be made by him under the powers vested in him by the provisions of the Rules.
- (vi) To employ technicians and workmen paid from contingencies involving emoluments not exceeding the minimum wage applicable on date per head per day.



- (vii) To send members of the staff for training or for a course of instruction inside India subject to terms and conditions as may be laid down by the Board from time to time.
- (viii) To sanction remission or reduction of rents for buildings rendered wholly or partially unsuitable.
- (ix) To sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (x) In exceptional cases, subject to availability of funds, to create temporary posts on the recommendation of the Technical Council with the approval of the Chairman for not more than two years duration on approved scales of pay under report to the Board.
- (xi) If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Vice-Chancellor may take over, or assign to any member of the staff of the Institute, any of the functions of the Registrar as he deems fit. Provided that if, at any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Vice-Chancellor to take over or assign the function of the Registrar as aforesaid, period exceeding one month.
- (xii) All contracts for and on behalf the Institute except the one between the Institute and the Vice-Chancellor shall when authorized by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the institute and every such contract shall be executed on behalf of the Institute by the Vice-Chancellor or the Registrar or such other persons as may be authorized by the Board, but the signatory shall not be personally liable in respect of anything under such contract.
- (xiii) The Vice-Chancellor may during his absence from Ranchi authorize the Dean Finance or Registrar to sanction advance up to Rs. 10,000/- in each case for T. A. contingencies and medical treatment of the staff and sign and countersign bills on his behalf.
- (xiv) The Vice-Chancellor may, at his discretion, constitute such Committee as he may consider appropriate.
- (xv) In the absence of both the Vice-Chancellor and Dean Finance, the Chairman shall appoint a staff member to perform the current duties of the Vice-Chancellor



- (xvi) The Vice-Chancellor may, with the approval of the Board delegate any of his powers, responsibilities and authorities vested in him by Rules & Regulations to one or more members of academic or administrative staff of the Institute.

**10. Deans :**

- (i) There shall be a Dean of each Faculty / Division who shall be responsible for the due observance of the Regulation and Ordinances relating to the Faculty /Division.
- (ii) The manner of appointment and the term of Office of the Dean shall be prescribed by the regulation.

**11. Classification of Members of the Staff of the Institute :**

Except in the case of employees paid from contingencies the members of staff of the Institute shall be classified as :

- (a) *Academic* - which term shall include :

Vice-Chancellor, Dean, Professor, Associate Professor, Reader, Lecturer, Associate Lecturer, Workshop Superintendent and such other academic posts as may be decided the Board.

- (b) *Technical* - which term shall include :

Librarian, Farm Superintendent, System Analyst, Programmers, Foreman, Supervisors, Mechanics, Overseer, Horticultural Assistant, Demonstrator, 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, Treasurer, Training & Placement Officer, Asst. Treasurer, Dy. Registrar, Asst. Registrar, Accounts Officer, Audit Officer, Purchase Officer, Administrative Officer, Establishment Officer, Store Officer, Estate Engineer, Medical Officer, House Surgeon other Medical Staff, Storekeeper, Caretaker, Security Officer. Superintendent and such other Administrative and other staff as may be decided by the Board.

**Note :** The academic staff shall also be called 'Vacation Staff' and they will be entitled to vacation as set out in the Leave Rules.



The Technical, Administrative and other staff will be termed as 'Non-Vacation staff' and will not be entitled for vacation.

## 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 Vice Chancellor, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- (2) While making appointments, the appointing authority shall take into consideration the claims of the members of the scheduled castes and scheduled tribes consistent with maintenance of efficiency of administration and the teaching at the Institute.
- (3) Selection Committees for filling up of posts under the Institute (other than the posts 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 Professor : the Selection Committee shall consist of :

- |   |   |          |
|---|---|----------|
| (i) Vice-Chancellor   | - | Chairman |
| (ii) One nominee of the Chancellor  | - | Member   |
| (iii) One nominee of the President,<br>General Council  | - | Member   |
| (iv) One nominee of the Board, other<br>than a member of the Board                                    | - | Member   |
| (v) Two experts nominated by the<br>Technical Council other than a<br>member of the Technical Council | - | Member   |
| (vi) One nominee (expert) of the UGC  | - | Member   |

Out of the three experts mentioned at (v) and (vi) above, a minimum of two should be present for selection.

(b) In the case of Associate Professor, Reader, Scientific Officer and Lecturer, the Selection Committee shall consist of :

- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Vice-Chancellor  | - | Chairman |
| (ii)  | one nominee of the Chancellor  | - | Member   |
| (iii) | One nominee of the President,<br>General Council   | - | Member   |
| (iv)  | one nominee of the Board, other<br>than a member of the Board  | - | Member   |
| (v)   | Two experts nominated by the<br>Technical Council and  | - | Member   |
| (vi)  | Head of the Department<br>concerned, if the post for which<br>selection is made is lower in<br>status than that occupied<br>by the Head of the Department. | - | Member   |

(c) In the case of posts of Librarian, Workshop Superintendent, Training & Placement Officer, Programmer, System Analysts the Selection Committee shall consist of :

- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Vice-Chancellor  | - | Chairman |
| (ii)  | One nominee of the Chancellor  | - | Member   |
| (iii) | One nominee of the President,<br>General Council                     | - | Member   |
| (iv)  | One nominee of the Board,<br>but other than a member of<br>the Board | - | Member   |
| (v)   | Two experts nominated by the<br>Technical Council                    | - | Member   |

(d) In the case of the posts of Registrar, Dy. Registrar, Assistant Registrar, Accounts Officer, Purchase Officer, Audit Officer, Stores Officer, Administrative Officer, Establishment, Officer, Estate Officer and Medical Officer, the Selection Committee shall consist of :

- |      |                               |   |          |
|------|-------------------------------|---|----------|
| (i)  | Vice-Chancellor               | - | Chairman |
| (ii) | One nominee of the Chancellor | - | Member   |



- |       |   |   |        |
|-------|---|---|--------|
| (iii) | One nominee of the President<br>General Council | - | Member |
| (iv)  | Dean (Administration)                           | - | Member |
| (v)   | Registrar, except for the post<br>of Registrar  | - | Member |
- (e) In the 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. 10,000/- per mensem, the Selection Committee shall consist of :
- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Vice-Chancellor or his nominee   | - | Chairman |
| (ii)  | A nominee of the Board   | - | Member   |
| (iii) | Head of the Department<br>concerned or Registrar, as the<br>case may be          | - | Member   |
| (iv)  | An expert from the staff of<br>the Institute nominated by<br>the Vice-Chancellor | - | Member   |
| (v)   | Registrar  | - | Member.  |
- (f) In the case of all other posts, the Vice-Chancellor may at his discretion, constitute such Selection Committees as may be considered appropriate by him.
- (4) In the absence of the Vice-Chancellor any member of the staff of the Institute, who is appointed to perform the current duties of the Vice-Chancellor shall be the Chairman of the Selection Committees in place of the Vice-Chancellor
- (5) In the absence of the senior most Dean the Vice-Chancellor may nominate any member of the staff of the Institute to work on the Selection Committees in his place.
- (6) Where a post is to be filled on contract basis or by invitation, the Chairman may, at his discretion, constitute such ad hoc Selection Committees, as circumstances of each case may require.



- (7) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (8) Notwithstanding anything contained in these Regulations, 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.
- (9) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement shall be considered by the Selection Committee.

Provided that the Selection Committee may, for sufficient reasons, consider any application received after the date so specified.

- (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. 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 for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Board or the Vice-Chancellor as the case may be, the names of the selected candidates being arranged in order of merit.
- (11) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.

Provided that, if any meeting of the Selection Committee is found necessary, the Registrar shall give notice of the meeting to the members of the Committee at least a fortnight before the date of the meeting.

- (12) Unless otherwise provided for in these Regulations, a Selection Committee constituted for the purpose of making recommendation for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (13) Candidates selected for interview for a post under the Institute may be paid such travelling allowance as may be determined by the Board from time to time in this behalf.



- (14) All appointments in the Institute in any cadre the maximum of pay scale of which exceeds Rs. 10,000 p.m. shall be reported to the Board at next meeting.

**13. Terms and Conditions of Service of Permanent Employees :**

Permanent employees of the Institute shall be governed by the following terms and conditions :

- (1) Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in India by a medical authority nominated by the Board.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

- (2) Subject to the provisions of the Rules & Regulations all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Rules & Regulations, till the end of the month in which he attains the age of 60 years.

Provided that where the Board considers that in the interest of students and for the purpose of teaching and guiding the research scholars any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester or the academic session as may be considered appropriate in the circumstances of each case.

Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the Board may with the previous approval of the President, re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the academic session in which he attains the age of 65 years. Provided also that in no circumstances such member shall be re-employed for any purposes other than those of teaching and guiding the research scholars.

- (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 months salary in lieu thereof.

- (4) An employee of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Vice-Chancellor, which may be given subject to such conditions as regards the acceptance of remuneration as may be laid down by the Board.
- (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 period of probation.
- (6) The appointing authority shall have the power to terminate the services of any member of the staff by three months' notice or on payment of three months' salary in lieu thereof, if, on medical grounds, certified by the 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 to the persons concerned three months' notice in writing or on payment of three months' salary in lieu thereof.
- (8) An employee of the Institute may terminate his engagement by giving the appointing authority 3 (three) months' notice, provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- (9) The Institute may require any employee who has completed twenty one years of duty and twenty five years of total service calculated from the date of his first appointment in the Institute to retire from service, if it considers that his efficiency or conduct is not such as to justify his retention in service. Where any employee is so required to retire, no claim to any special compensation shall be entertained.



- (10) (i) Notwithstanding anything contained in the preceding Rule an employee may, after giving at least three months previous notice, in writing, to the appointing authority retire from service on the date on which such an employee completes 30 years of service or attains fifty years of age or any date thereafter to be specified in the notice :

Provided that no employee under suspension shall retire from service except with the specific approval of the Board.

- (ii) The appointing authority may after giving an employee at least three months' previous notice in writing, or an amount equal to three months' pay and allowance in lieu of such notice, require him in Institute interest, to retire from service on the date on which such an employee completes thirty years of service or attains fifty years of age or on any date thereafter to be specified in the notice.
- (iii) An employee who retires voluntarily or is required to retire in Institute interest under this rule on attaining the age of 50 years, or completing service of 30 years, shall be entitled to the usual retirement benefits.

Note : 1. Compulsory retirement effected in pursuance of this rule does not amount to dismissal or removal from service within the meaning of clause (2) of Article 311 of the Constitution of India and an employee so retired cannot claim, as a matter of right, that he should be given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him. It shall also not be necessary, in such cases to follow the procedure laid down for the institute of departmental proceedings against the employee before retiring him compulsorily from the Institute.

2. The grant, under Regulation 13 (18) Schedule 'A' of leave extending beyond the date on which an employee must compulsorily retire or beyond the date up to which he/she has been permitted to retain in service shall be treated as a sanction to an extension of service up to the date on which the leave expires.

(11) The Vice-Chancellor may place a member of the staff appointed at 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 time being in force providing for preventive detention such member of staff shall be deemed to have been placed by the Vice-Chancellor under suspension with effect from the date on which he was so detained.

(12). During the period of suspension, the member of the staff shall be entitled to the following payments, namely :

- (a) a subsistence allowance at an amount equal to the leave salary which the staff member would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds six months, the Vice-Chancellor shall be empowered to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period the first six months, if, in the opinion of Vice Chancellor the period of suspension has been prolonged for reason to be recorded in writing, not directly attributable to the staff member;
- (ii) The amount of subsistence allowance may be reduced, by a suitable amount, if, in the opinion of the Vice-Chancellor the period of suspension has been prolonged due to reason to be recorded in writing, directly attributable to the staff member;



- (iii) The rate of dearness allowance will be based on the increase, or as the case may be decreased amount of subsistence allowance admissible under sub-clauses (i) and (ii) above.
- (b) any other compensatory allowance admissible from time to time on the basis of pay of which the staff member was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the drawl of such allowances.

However, no payment shall be made unless the staff member furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

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 in the Institute.

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 the 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 or reduced in rank on the ground of conduct which has 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 that person an opportunity of showing cause ; or
- (c) where the Chancellor is satisfied that, in the interest of the security of the State, it is not expedient to give that person such an opportunity.

If any question arises whether it is reasonably practicable to give 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.

- (13) A member of the staff aggrieved by any order imposing penalty passed by the Vice-Chancellor 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 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 Chancellor against the order.

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



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

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

- (15) Notwithstanding anything contained in these Regulations, the Chancellor may, on his own motion or otherwise, after calling for the records of the case, review any order which is made under these Regulations 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;
- (ii) if the Chancellor proposes to impose any of the penalties specified in Clause (iv) to (vii) of Clause (12) (b) 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 deems fit.

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

- (16) The decision of the Appellate Authority under Clause (13) or (14) shall, subject to the provisions of Clause (15), be final.
- (17) (i) When a member of the staff of the Institute who has been dismissed, removed or suspended is reinstated, the authority, competent to order the reinstatement shall consider and make a specific order.
- (a) regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his absence from duty ; and
- (b) whether or not the said period shall be treated as a period spent on duty.
- (ii) Where such competent authority holds that the member of the staff of the institute has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the member of the staff of the Institute shall be given the full pay to which he would have been entitled had he not been dismissed, removed or suspended, as the case may be, together with any allowance of which he was in receipt prior to his dismissal, removal or suspension.
- (iii) In other cases, the member of the staff of the Institute shall be given such proportion of such pay and allowance as such competent authority may prescribe.
- Provided that the payment of allowance under Clause (ii) or Clause (iii) shall be subject to all other conditions under which such allowances are admissible.
- (iv) In cases falling under Clause (ii) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (v) In cases falling under Clause (iii) the period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be so treated for any specified purpose.
- (18) *Vacation and Leave :*
- (1) Employees of the Institute shall be entitled to vacation and leave as laid down in Schedule "B" appended here to.



- (2) The amount of accumulated leave at the credit of a member of the staff in the service of the Institute immediately before promulgation of these Regulations shall become available to him after the date subject to the prescribed limit of leave.

(19) *Group Insurance Cover :*

There shall be a group insurance cover for permanent employees of the Institute.

(20) *Residential Accommodation for Staff :*

- (1) The employees of the Institute may be provided with houses as per Institute Rules, if available, situated within the Campus of the Institute, in which they shall be required to reside, subject to the conditions as may be laid down by the Board;
- (2) In addition, such charges for water, electricity and any other services rendered shall be recovered as may be determined by the Vice-Chancellor from time to time and in the case of Vice-Chancellor, by the Board ;
- (3) The Board may authorize the grant of rent-free furnished or unfurnished accommodation or accommodation at concessional rent, to any category of staff if it considers it necessary to do so in the interest of the Institute.

(21) *Conduct Rules :*

The employees of the Institute shall be governed by the Conduct Rules as laid down by the Board. The Conduct Rules are set out in Schedule "B" appended here to.

(22) *Contributory Provident Fund :*

The employees shall be entitled to Contributory Provident Fund benefit as per Contributory Provident Fund Scheme of the Institute. The current Contributory Provident Fund Rules of the Institute are set out in Schedule "C" printed in a separate volume/booklet – available in the institute Library.

Subject to the provision of the Contributory Provident Fund Rules, all employees of the Institute shall join the Contributory Provident Fund after completion of one year's service.

(23) *Medical Rules :*

The employees of the Institute shall be entitled to medical facilities as per rules made by the Board from time to time.

The current Medical rules for the employees and their dependants are set out in Schedule "D" printed in a separate volume/booklet – available in the institute Library.

(24) *Traveling Rules :*

Members of the Board and other authorities of the Institute and members of the Committees constituted under the Rules or these Regulations or appointed by the Board and employees of the Institute shall be entitled to travelling allowance and daily allow-ance as laid down by the Board from time to time.

The current T. A. Rules of the Institute are set out in Schedule "E" printed in a separate volume/booklet – available in the institute Library.

**14. Terms and Conditions of Service of Temporary Employees :**

- (i) 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 employees. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee.
- (ii) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.

**15. Appointment on Contracts :**

- (1) Notwithstanding anything contained in these Regulations, the Board may, in special circumstances, appoint an eminent person on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be subject to the prior approval of the Chairman.
- (2) Subject to the provisions contained in the Rules, the Board may appoint any person on contract in the prescribed scales of pay and the terms and conditions applicable to the relevant post for a period not exceeding five years with a provision of renewal for further period. For making such



appointments, the Chairman at his discretion may constitute such ad hoc selection committee, as the circumstances of each case may require.

**16. Contributory Provident Fund :**

- (i) A Contributory Provident Fund shall be constituted, maintained and administered for the employees of Institute in accordance with the rules as may be framed in this behalf. 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 Regulations shall stand transferred to the Contributory Provident Fund constituted under the regulations and shall be credited to the account of the employees entitled thereto in the fund so constituted.

Note : Since inception, the Institute is a member of Hindustan Charity Provident Fund Institution, and under these Regulations it has been decided to adopt the H.C.T. Provident Fund Rules for the employees of the Institute-the P. F. Rules are set out in Schedule 'C' printed in a separate volume available in Institute Library.

- (ii) Subject to the provisions contained in the H.C.T. P. F. Rules referred to in Note below (i) above, all permanent employees of Institute shall join the Contributory Provident Fund after completion of one year's service.

**17. Departments :**

The Institute may have the following Departments:

- I. Aeronautical Engineering;
- II. Agricultural Engineering;
- III. Applied Mathematics;
- IV. Applied Chemistry;
- V. Applied Physics;
- VI. Architecture;
- VII. Applied Mechanics;
- VIII. Bio-Technology

- IX. Bio-Medical Engineering;
- X. Chemical Engineering;
- XI. Civil Engineering;
- XII. Computer Engineering;
- XIII. Electrical & Electronics Engineering;
- XIV. Electronics & Communication Engineering;
- XV. Environmental Sciences;
- XVI. Food Processing & Technology
- XVII. Forestry ;
- XVIII. Humanities and Social Sciences;
- XIX. Hotel Management & Tourism
- XX. Industrial Research ;
- XXI. Management & Business Administration;
- XXII. Mechanical Engineering;
- XXIII. Media Science
- XXIV. Metallurgy ;
- XXV. Mining & Geology;
- XXVI. Pharmaceutical Sciences;
- XXVII. Production Engineering;
- XXVIII. Remote Sensing
- XXIX. Space Engineering & Rocketry;
- XXX. Any other department as may be decided by the Board of Governors.



**18. Head of the Department :**

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

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

- (2) The Head of a Department shall be responsible for the entire working of the Department, subject to the general control of the Vice-Chancellor.
- (3) It shall be the duty of the Head of the Department to see that the decision of the authorities of the Institute and of the Vice-Chancellor are faithfully carried out. He shall perform such other duties as may be assigned to him by the Vice-Chancellor.
- (4) Each Head of the Department is normally required to be present on duty even during vacations for which he/she will be entitled compensatory leave.

**19. Board of Studies :**

- (1) There shall be one Board of Studies for each Department/School of the Institute.
- (2) The membership of the Board of Studies of each Department/ School shall consist of :
  - (a) Head of the Department/School, Ex-Officio -Chairman;
  - (b) all Professors of the Department/School -Ex-Officio;
  - (c) one Associate Professor of the Department/School by rotation according to seniority;
  - (d) one Reader or Lecturer of the Department/School by rotation according to seniority ;
  - (e) not more than two Professors/Associate Professors from, cognate subjects appointed by the Vice-Chancellor ;
  - (f) two experts, not being employees of the Institute nominated by the Technical Council.



- (3) The term of appointment of all members, other than ex-officio members, shall be two years.
- (4) One third of the total number of members of the Board of Studies of a Department/School shall form the quorum.
- (5) The powers and functions of the Board of Studies shall be prescribed by the Technical Council.
- (6) Procedure for meetings and minutes of the Board of Studies shall be prescribed by the Technical Council.

**20. Institution of Fellowships, Scholarships, Exhibitions, Medals and Prizes:**

These may be instituted by the Board on the recommendation of the Technical Council.

**21. Fees :**

The admission, tuition and other fees to be charged from the students and scholars may be fixed by the Board, from time to time.

**22. Halls and Hostels :**

- (1) The Institute shall be a residential institution and all students, research scholars and research fellows shall reside in the Halls of Residence and Hostels built by the Institute for the purpose.

In exceptional cases, the Vice-Chancellor may permit a student, scholar or fellow to reside with his parent or guardian, but where any such permission is accorded to a student, scholar or fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the Hostel.

- (2) Every resident in the Halls and Hostels shall conform to the rules laid down by the Technical Council for the purpose.
- (3) For each 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 the Vice-Chancellor.



- (5) Wardens and Assistant Wardens shall be entitled to an allowance as may be fixed by the Board, provided that in case a Professor is appointed as Warden, he shall not be entitled to receive any allowance.
- (6) The management of the Halls of Residence and Hostels shall be in accordance with the rules laid down by the Vice-Chancellor.

**23. Conferment of Honorary Degrees :**

All proposals for the conferment of honorary degree shall be made by Technical Council and shall require the assent of the Board before submission to the Chancellor for confirmation. Provided that in cases of urgency, the Chairman may submit on behalf of the Board, such proposal to the Chancellor.

**24. Convocation :**

The students who successfully complete the prescribed course of study and thereby become eligible for the award of degree/diploma, will be conferred the degree/diploma at a Convocation of the Institute held after prior notification. Those who are unable to take the degree/ diploma in person, will be conferred the degree/diploma in absentia and their certificates will be sent to them by post on payment of the prescribed fees.

Students taking their degrees in person at a Convocation will be supplied with prescribed academic robes on payment of necessary charges which should be returned after the Convocation function.

A communication will be sent well in advance to all the students who graduate from the Institute regarding the date of Convocation which will usually be held in the same calendar year.

Schedule - A

LEAVE RULES

SEE REGULATION 13 (18)

**1. Applicability :**

The provisions contained in this Schedule shall apply to all employees of the Institute.

**2. Definitions :**

In this Schedule unless the context otherwise require :

- (a) "Commutated Leave" means leave as provided under paragraph 17.
- (b) "Completed years of service" means continuous service of the specified duration under the Institute and includes periods spent on duty as well as on deputation and extraordinary leave.
- (c) "Earned Leave" means leave earned in respect of periods spent on duty.
- (d) "Half pay Leave" means leave earned in respect of completed years of service calculated according to the provisions herein after contained.
- (e) "Leave" includes earned leave, half-pay leave, commuted leave, leave not due and extraordinary leave.
- (f) "Study Leave" means leave granted to any member of the academic staff referred to in Clause 21/C of the leave rules for any of the objects mentioned in that paragraph.

**3. Right of Leave :**

Leave cannot be claimed as of right and when the exigencies so demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

**4. Authority empowered to sanction Leave :**

- (1) Applications for leave shall be addressed to the Board by the Vice Chancellor and to the Vice-Chancellor by the other members of the staff.



- (2) leave may be sanctioned by the Vice-Chancellor or by a member of the staff to whom the power has been delegated by the Vice-Chancellor.
- (3) The Board may sanction leave to the Vice-Chancellor but the Vice-Chancellor can avail himself of casual leave on his own authority.

**5. Commencement and Termination of Leave :**

- (1) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- (2) Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

**6. Combination of Leave :**

Except as otherwise provided in this Schedule, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

**7. Grant of Leave beyond the date of Retirement and in the event of Resignation :**

- (1) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.

Provided that the authority empowered to grant leave may allow any member of the staff who had been denied earned leave in whole or in part on account of exigencies of service, the whole or any portion of the earned leave so denied even though it extends to a date beyond the date on which such member of the staff must compulsorily retire.

Provided further that a member of the staff whose service has been extended in the interest of public service beyond the date of his / her compulsory retirement, may be granted earned leave as under :

- (i) during the period of extension any earned leave due in respect of the period of such extension, and to the extent necessary the earned leave which would have been granted to him/her

under the preceding proviso had he / she retired on the date of compulsory retirement ;

- (ii) after the expiry of the period of extension –
  - (a) the earned leave which could have been granted to him / her under the preceding proviso, had he / her retired on the date of compulsory retirement, diminished by the amount of such leave as availed of during the period of extension ; and
  - (b) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his / her duties in sufficient time during the period of extension and refused to him / her on account of exigencies of public service;
- (iii) in determining the amount of earned leave due during the period of extension, the earned leave, if any, admissible under the preceding proviso shall be taken into account.

**Note :** For the purpose of this paragraph, a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which he must compulsorily retire or the date on which his duties finally cease he / she has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave if applied for would not be granted on the aforesaid ground.

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

#### **8. Conversion of one kind of leave into another kind :**

- (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.



- (2) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amounts over-drawn recovered, as the case may be.

**9. Rejoining of duty on return from Leave on Medical Grounds :**

A member of the staff who has been granted leave on medical certificate shall be required to produce a medical certificate of fitness before resuming duty.

**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/her.

**11. General :**

- (1) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (2) Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

**12. Kinds of Leave :**

The following kinds of leave shall be admissible to members of the staff :

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Special Leave
- (d) Half-pay Leave
- (e) Commuted Leave
- (f) Earned Leave
- (g) Extraordinary Leave
- (h) Maternity, Leave
- (i) Hospital Leave

- (j) Quarantine Leave
- (k) Leave not due
- (l) Study Leave

**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.
- (3) Casual leave cannot be combined with any other kind of 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.
- (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.

Provided that Special Leave shall be admissible to a member of the academic staff -

- (i) After completion of six years continuous service, or more with the Institute.
- (ii) Where he avails of special leave, after the completion of six years' service or more with the Institute after his return from such special leave ; but in any case such leave shall not exceed three times (inclusive of special leave in case such leave has been granted) during the entire service of such member.

**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.

**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 :
  - (a) When commuted leave is granted, twice the amount of such leave shall be debited against half-pay leave due.

(b) 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.

(2) Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service where such leave is utilized for an approved course of study such as a course which is certified to be in public interest by the leave sanctioning authority.

#### 18. Earned Leave :

Earned leave admissible to members of the vacation staff :

- (1) During the period of academic year, the period of vacation for an employee entitled to it will be 60 days.
- (2) In case such a member of staff is required to return on duty during the whole or any part of the vacation, he shall be eligible to the following amount of earned leave on fully pay :

Eligibility to earned leave on full-pay

*Duration of duty  
during vacation*

*Eligibility to earned leave  
on full-pay:*

Entire vacation

30 days

Part of vacation 30 x

No. of days of vacation not availed of  
No. of days of the entire vacation

The earned leave admissible to members of the non-vacation staff :

- (3) The earned leave admissible to a member of the staff other than vacation staff, shall be 30 days in a calendar year.



- (4) The leave account of every employee shall be credited with earned leave in advance in two installments of 15 days each on the first January and first July every year.
- (5) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 180 days.
- (6) A member of the staff shall cease to earn such leave when the earned leave amounts to 180 days.
- (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. Extraordinary Leave :**

- (1) Extraordinary leave shall always be without leave salary and may be granted when no other kind of leave is admissible or when other leave being admissible, the member of the staff concerned specifically applied in writing for the grant of extraordinary leave.
- (2) The period of extraordinary 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 extraordinary leave taken was for prosecuting higher studies or not, the decision of the Chairman shall be final.
- (3) (a) Except in the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits :
  - (i) three months;
  - (ii) six months in case of employee who has completed three years continuous service on the date of expiry of the leave admissible to him under the rules and his request for such leave is supported by a medical certificate;



- (iii) eighteen months where the employee is suffering from Tuberculosis or leprosy or cancer and undergoing treatment in a recognized clinic or under a specialist.
- (b) Where an employee other than a permanent employee fails to resume duty on expiry of the maximum amount of extra ordinary leave granted to him or where such an employee who was granted a lesser amount of extraordinary leave then the maximum amount admissible to him, remains absent from duty for any period which, together with the period of extraordinary leave granted to him exceeds the limit up to which he could have been granted extraordinary leave under sub-clause(a), he / she shall, unless the Board in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his appointment and shall cease to be in Institute employment.
- (4) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

Note : The power of commuting retrospectively periods of absence without leave into extraordinary leave is absolute and not subject to the conditions mentioned in (i) above.

## **20. Maternity Leave :**

- (1) (a) Maternity leave may be granted to a woman member of the staff on full pay for a period up to 90 days from the date of its commencement.
- (b) Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate.
- (2) Maternity leave shall not be debited to the leave account.
- (3) Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.



## **21. Hospital Leave :**

- (1) Hospital leave may be granted to a member of the staff under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such members of the staff, the nature of whose duties exposes them to such illness or injury and whose appointing authority is the Vice-Chancellor.
- (2) Hospital leave may be granted on leave salary, either average or half average as the authority granting it may consider necessary.
- (3) Members of staff eligible for Hospital leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- (4) Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible, provided that the total period of leave after such combination shall not exceed 28 months.

### **21-A. Quarantine Leave :**

- (1) Quarantine leave is granted when a member of staff is precluded under order of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or public health officer. Maximum duration of Quarantine leave is ordinarily twenty-one days and may be extended upto thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine leave is not treated as absent from duty and his pay is not interrupted.
- (2) Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease.
- (3) Cholera, Smallpox, Plague, Diphtheria, Typhus fever and Cerebrospinal, Meningitis can be treated as infectious diseases for the grant of Quarantine leave. In the case of Chicken-pox, however, no Quarantine

leave can be granted unless the Health Officer considers that in view of some doubt about the nature of the disease there is reason for grant of such leave.

**21-B. Leave Not due :**

- (1) Save as in the case of leave preparatory to retirement, leave not due may be granted to a permanent member of staff both on medical certificate and on private affairs for a period not exceeding 360 days during his entire service out of which not more than 180 days in all can be on private affairs.
- (2) Leave not due shall be granted to a member of staff only if the sanctioning authority is satisfied that there is reasonable chance of the member of staff returning to duty on expiry of leave and shall be limited to half-pay leave which he is likely to earn thereafter.
- (3) Leave not due is admissible when no other kind of leave is due and admissible.
- (4) A member of staff while on leave not due is entitled to the same leave salary as during half-pay leave.

**21-C. Study Leave :**

- (1) Study leave may be granted for one or more of the following objects, namely :
  - (a) to conduct research or advanced studies in India or abroad;
  - (b) to write text-books, standard works and other literature;
  - (c) to visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields ;
  - (d) to visit or work in a University, Industry or Government research laboratories in India and abroad ; and
  - (e) any other purpose for the academic development of the staff member as approved by the Board of Governors.



(2) The grant of Study Leave shall be subject to the following conditions, namely .

- (a) the period of study leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave upto a maximum of 120 days which the member might have earned during the service at the Institute.
- (b) a member of the academic staff shall, during the period of study leave, be paid full salary and allowance as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad;
- (c) no substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty.
- (d) a member of the academic staff shall not undertake during the period of study leave, any regular appointment under any other organization in India or abroad ; he shall, however, be free to receive a scholarship or fellowship or bursary or any other ad hoc honorarium other than his regular employment ;
- (e) a member of the academic staff availing study leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

## **22. Vacation and Leave Salary :**

- (1) An employee of the Institute entitled to vacation shall be eligible for pay, and allowances at full rates during the period of vacation.
- (2) A member of the staff who proceeds on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) A member of staff on half-pay leave is entitled to leave salary equal to the half amount specified in sub-para (2) subject to a maximum of Rs. 750/- provided that the limit will not apply if the leave is on medical certificate.
- 4) A member of the staff on commuted leave is entitled to leave salary equal to twice the amount admissible under sub-rule (3).

**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 expiry (last day) of the leave as such, without prejudice to the normal date of increment.

**24. Limit of Total Absence :**

A member of staff ceases to be in the services 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.

**25. Cash equivalent of leave salary in certain cases :**

In case an employee dies while he is in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family subject to a maximum of leave salary for 180 days.

**26. Cash payment in lieu of unutilized earned leave on the date of retirement :**

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit at the time of retirement on superannuation in one lump sum as a one time settlement subject to a maximum of 180 days, and further subject to other conditions laid down by the Board from time to time.