भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(213)/2024/3335
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 approved the recommendations of the 127th meeting of Building and Works Committee held on 05.07.2024. Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To
1. Dean (Infrastructure)
2. Joint Registrar (F&A)

Copy to :
1. Associate Dean (Infrastructure)
2. Chief Engineer
3. Superintending Engineer (Electrical)
4. Joint Registrar (Audit)
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-4, FC:135-3

No. MS/B-3(213)/2024/3336
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 approved for availing loan of Rs. 150.00 Crore from Higher Education and Funding Agency (HEFA).

This is for information and necessary action please.

Registrar &
Secretary, BOG

To
1. Joint Registrar (F&A)

Copy to :
1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 213-4, FC:135-4

No. MS/B-3(213)/2024/3337
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 ratified the opening of bank accounts for operation of Centre of Excellence in Urban Planning and Design.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Chairman, Centre of Excellence in Urban Planning and Design
2. Joint Registrar (F&A)

Copy to :

1. Joint Registrar (Establishment)
2. Administrative Officer (Establishment)
3. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG: 213-4, FC:135-6

No. MS/B-3(213)/2024/3338
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 ratified utilization of funds by the Institute under the World Class Institution Scheme.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 213-4, FC:135-7

No. MS/B-3(213)/2024/3339
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 ratified the loan paid to Section 8 Company IIT Kharagpur research Park Foundation. It is also directed that status of all the Section 8 companies of IIT Kharagpur be put up in the next Finance Committee meeting.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Prof-In-Charge, Rajarhat Research Park
2. Chairman, Sophisticated Analytical and Technical Help Institute
3. Project Director, IIT Kharagpur AI4ICPS Hub Foundation
4. Project Director, Agri Business Incubation Foundation
5. Medical Superintendent, Dr. Syama Prasad Mookerjee Institute of Medical Sciences and Research

Copy to :

1. Joint Registrar (F&A)
2. Joint Registrar (Establishment)
3. Administrative Officer (Establishment)
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG: 213-4, FC:135-8

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 135th meeting held on 17.08.2024, the Board of Governors at its 213th meeting held on 17.08.2024 noted the implementation of ceiling on gratuity payment by increasing 25% of Rs. 20 lakh in respect of the Institute employees retired on or after 01.01.2024 on enhancement of Dearness Allowance from 46% to 50% of the basic pay with effect from 1st January 2024.

However, for increase in other allowances, Board of Governors has approved the recommendation of Finance Committee to wait for approval from the Ministry of Education, Integrated Finance Division, Government of India.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To
1. Joint Registrar (Establishment)
2. Administrative Officer (Establishment)
3. Joint Registrar (F&A)
4. Joint Registrar (Audit)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 213-4, FC:135-9

No. MS/B-3(213)/2024/3344
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 recorded with approval the demolition and reconstruction of the kitchen and mess areas including supply of kitchen equipment of Azad Hall of Residence.

Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Chairman, Hall Management Centre
2. Warden, Azad Hall of Residence
3. Joint Registrar (F&A)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 213-8

No. MS/B-3(213)/2024/3345
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 recorded with approval regarding to display CGPA for research scholars in the ERP portal of the Institute. Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Faculty of Engineering & Architecture (FoE&A)
2. Dean, Faculty of Bio-Technology & Bio-Sciences (BTBS)
3. Dean, Faculty of Sciences (FoS)
4. Joint Registrar (Academic)
5. Deputy Registrar (Academic)

Copy to :

1. All Deans/Associate Deans
2. All Heads of the Departments/Centres/Schools
3. Chairman, ERP
4. Head, Institute Information Cell
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-9

No. MS/B-3(213)/2024/3346
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 recorded with approval the rules and regulations regarding change of research scholar's category from Project to Institute. Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Research and Development (R&D)
2. Dean, Faculty of Engineering & Architecture (FoE&A)
3. Dean, Faculty of Bio-Technology & Bio-Sciences (BTBS)
4. Dean, Faculty of Sciences (FoS)
5. Joint Registrar (Academic)
6. Deputy Registrar (Academic)

Copy to :

1. All Deans/Associate Deans
2. All Heads of the Departments/Centres/Schools
3. Chairman, ERP
4. Head, Institute Information Cell
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-10

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

सं / No. IIT/Acad./ 352.C.I.C.12 (Suppl)/2024   दिनांक / Date: June 10, 2024

Extract [Item No. ITEM: SENATE – 352.C.I.C.12 (Suppl)] from the minutes of the 352nd meeting of the Senate held on May 28, 2024 are reproduced below for information and necessary action please.

संयुक्त कुलसचिव (शैक्षणिक) / Joint Registrar (Academic)

To
1. Dean (R&D)
2. All Heads of the Department/Centre/School/Academy
3. The Chairman, ERP
4. Joint Registrar (SRIC)
5. Assistant Registrar (Academic)

Copy to:
   (1) Dean (FoE&A / FoS / FoID&BTBS)
   (2) Associate Dean (FoE&A / FoS / FoID&BTBS)
   (3) Deputy Registrar (Academic)
   (4) Secretary to Director
   (5) Secretary, Deputy Director's Office
   (6) Secretary, Registrar's Office

<u>COPY</u>

<u>ITEM: SENATE- 352.C.I.C.12 (Suppl)</u>

To **consider and discuss** the rules and regulations regarding change of research scholar's category from Project to Institute.

Appendix - 352.C.I.C.12 (Suppl) of the Agenda

After detailed discussion and deliberations, it was RESOLVED THAT

1. The project research scholar also be selected through the regular selection process (Admission test) of the Institute with same cut-off as applicable for the regular candidates. The Chairman, ERP is requested to make necessary changes at the earliest.

2. The minimum period of the project, as well as the tenure of the project employee in the project, be at least 2 years.

Page 1 of 2

184

3. In the event of pre-mature closure of the project or non-availability of fund in the project, the said research scholar, may also be transferred to the Regular with Assistantship category for the remaining period, subject to the approval of DSC and respective Academic Deans.

4. Total period of Assistantship and the amount of the Assistantship be governed by the rules and regulations of the Institute.

5. The existing practice of admitting research scholars under project category based on an undertaking by PI's if the remaining project tenure less than 2 years from the date of joining of the candidate in PhD / MS programme, as mentioned above, be discontinued. The Chairman, ERP is requested to make necessary changes in the forms at the earliest.

6. With regard to Ms. Divyansha Mishra's request to change her 'Category' from Project to Regular with Assistantship, the Senate delegated the authority to the Chairman of the Senate to review the matter, and a decision may be taken accordingly.

7. Applications forwarded by the SRIC office with an undertaking of PI/s (i.e. where the remaining period of the project is less than 2 years from the date of joining of the candidate in the PhD program of the Institute) for admission into the PhD program and MS programme of the institute in Academic Year 2024-25 (Autumn Semester) be rejected.

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 recorded with approval regarding revised guidelines for reimbursement of financial assistance to students for presenting papers in International Conferences/ National Conferences/ Workshops/ Seminars. Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Faculty of Engineering & Architecture (FoE&A)
2. Dean, Faculty of Bio-Technology & Bio-Sciences (BTBS)
3. Dean, Faculty of Sciences (FoS)
4. Joint Registrar (Academic)
5. Deputy Registrar (Academic)

Copy to :

1. All Deans/Associate Deans
2. All Heads of the Departments/Centres/Schools
3. Chairman, ERP
4. Head, Institute Information Cell
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board
BoG: 213-1t

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

सं / No. IIT/Acad./ 352.C.I.C.4/2024   दिनांक / Date: **June 20, 2024**

Extract (Item No. ITEM: SENATE – 352.C.I.C.4) from the minutes of the 352nd meeting of the Senate held on May 28, 2024 are reproduced below for information and necessary action please.

संयुक्त कुलसचिव (शैक्षणिक) / **Joint Registrar (Academic)**

To
1. All Heads of the Department/Centre/School/Academy
2. Chairman, ERP
3. Joint Registrar (F&A)
4. Deputy Registrar (Academic)
5. Deputy Registrar (Accounts)
6. Assistant Registrar (Academic)

Copy to:
    (1) Dean (FoE&A / FoS / FoID&BSBT)
    (2) Associate Dean (FoE&A / FoS / FoID&BSBT)
    (3) Secretary to Director
    (4) Secretary, Deputy Director's Office
    (5) Secretary, Registrar's Office

COPY

ITEM: SENATE- 352.C.I.C.4

To **consider** and discuss the revision of guidelines for reimbursement of financial assistance to students for presenting papers in International Conferences / National Conferences / Workshops / Seminars.

After detailed discussion and deliberations, it was RESOLVED THAT:

i) The existing provision of one-year gap between two conferences be waived for Research Scholars for conference in India, subject to maximum 4 conferences during her / his entire tenure;

ii) The approval granted to the final year under-graduate / post-graduate students for financial assistance for presenting papers in International Conferences / National Conferences / Workshops / Seminars will remain valid till 31st May of the respective year. The date for Conferences / Workshops / Seminars must be before 31st May of the same year.

Page 1 of 2

iii) The approval given to Research Scholars for financial assistance for presenting papers in International Conferences / National Conferences / Workshops / Seminars will be valid till date of thesis submission. The date for Conferences / Workshops / Seminars must be before the date of thesis submission.

iv) The students/research scholars are entitled to travel by air in SAARC countries, other than India for presenting papers in International Conferences / National Conferences / Workshops / Seminars with the approval of the respective Academic Dean. To & fro economy class air fare by the direct shortest route be reimbursed, subject to the production of the supporting documents.

vi) For travel within India, the rules & regulation applicable to the research personnel engaged in R&D programme as mentioned MoE, GOI letter no. 32-18/2023-TS-I dated 13.09.2023 may be followed.

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(213)/2024/3348
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 recorded with approval the recommendation of the Senate regarding financial assistance to the top two (02) CGPA holders admitted through JEE (Advanced) from each program of 3rd Year B.Tech/B.S. and 4th Year Dual Degree/ B.Arch./BS-MS for participating in Best Conferences approved by the Institute, in accordance with existing rules for Post Graduate students (PG) and Research Scholars.

The Board of Governors further resolved that, details of quality and number of publications by the faculty be presented in the next BoG meeting.

Details are given in the **Annexure.**

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Faculty of Engineering & Architecture (FoE&A)
2. Dean, Faculty of Bio-Technology & Bio-Sciences (BTBS)
3. Dean, Faculty of Sciences (FoS)
4. Joint Registrar (Academic)
5. Deputy Registrar (Academic)

Copy to :

1. All Deans/Associate Deans
2. All Heads of the Departments/Centres/Schools
3. Chairman, ERP
4. Head, Institute Information Cell
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-12

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

सं / No. IIT/Acad./ 352.C.I.C.13 (Suppl)/2024   दिनांक / Date: June 20, 2024

Extract [Item No. ITEM: SENATE – 352.C.I.C.13 (Suppl)] from the minutes of the 352nd meeting of the Senate held on May 28, 2024 are reproduced below for information and necessary action please.

संयुक्त कुलसचिव (शैक्षणिक) / **Joint Registrar (Academic)**

To
1. All Heads of the Department
2. Chairman, ERP
3. Joint Registrar (F&A)
4. Deputy Registrar (Academic)
5. Deputy Registrar (Accounts)
6. Assistant Registrar (Academic)

Copy to:
(1) Dean (FoE&A / FoS / FoID&BSBT)
(2) Associate Dean (FoE&A / FoS / FoID&BSBT)
(3) Secretary to Director
(4) Secretary, Deputy Director's Office
(5) Secretary, Registrar's Office

COPY

ITEM: SENATE- 352.C.I.C.13 (Suppl)

To **consider** providing financial assistance to the top two (02) CGPA holders admitted through JEE (Advanced) from each program of 3rd Year B.Tech./B.S. and 4th Year Dual Degree/B.Arch./BS-MS for participating in Best Conferences, approved by the Institute, in accordance with the existing rules for Post Graduate students (PG) and Research Scholars.

After detailed discussion and deliberations, it was RESOLVED THAT

(i)   A student may be eligible for financial assistance to attend a best conference, approved by the Institute, once in an academic year.

(ii)   Application of the student may be forwarded to the Academic section through the Head of the Department. The CGPA is to be considered up to 4th Semester for B. Tech./B.S. and up to 6th Semester for Dual Degree/BS-MS/B.Arch. students.

Page 1 of 2

(iii)   The student, after attending the conference, is required to submit a 2-page report and also present her/his learning experience in the conference before a committee of the Department / Centre/ school.

(iv)   Financial Assistance may be granted as per rules of the Institute as applicable for Post Graduate students (PG) and Research Scholars.

No. MS/B-3(213)/2024/3349
Dated: 18th September, 2024

M   E   M   O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 noted the presentation regarding salient aspects of the "Centre for Disability Studies" at IIT Kharagpur by Prof. Dipa Dube, Dean, Rajiv Gandhi School of Intellectual Property Law.

The Board of Governors also directed that : -

(a) The issue of renaming of the centre as **"Centre for Differently Abled Studies"** be taken up with the Ministry of Education.

(b) Progress made by the 'Centres for Disability Studies' and 'Centre for Public Policy, Law and Governance' be put forth in the next BoG meeting.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Faculty of Engineering & Architecture (FoE&A)
2. Dean, Faculty of Bio-Technology & Bio-Sciences (BTBS)
3. Dean, Faculty of Sciences (FoS)
4. Dean, Rajiv Gandhi School of Intellectual Property Law
5. Chairperson, Centre of Excellence in Public Policy, Law and Governance

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 213-13

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(213)/2024/3350
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 approved the revised guidelines for pursuing higher studies by the non-teaching employees of the Institute as recommended by the committee constituted for the purpose.

Details are given in the **Annexure.**

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Human Resources
2. Registrar
3. Joint Registrar (Establishment)

Copy to :

1. All Deans/Associate Deans/Heads of the Academic Units
2. Chairman, ERP
3. Head, Institute Information Cell
4. All Joint Registrars/Deputy Registrars/Assistant Registrars/ Administrative Officers
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-15

GUIDELINES RELATING TO Ph.D/MS/M.TECH/M.C.P/M.B.A/C.A PROGRAMME IN RESPECT OF NON TEACHING STAFF OF THE INSTITUTE:

Non Teaching Staff members may be permitted to join the Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A programme of the Institute provided that prior permission has been obtained from the Competent Authority before applying for admission to programme subject to the following terms and conditions:

- **Primary Eligibility Criteria:**

a) Non teaching staff members seeking permission to join the Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A program must hold a permanent post in the Institute and worked at least 05 years of continuous service in the Institute.

b) Should maintain average grade of 8.0 in Annual Performance Appraisal Report (APAR) for preceding 05 years.

c) No Major/Minor disciplinary action imposed or pending or contemplated.

d) Maximum 10% of the staff members in the same cadre subject to a minimum of 1 (one) may be permitted at any point of time from any Department/School/Centre/Section/Unit. Preference will be given to the seniority in case of multiple applications from the same Department/School/Centre/Section/Unit.

e) The person being recommended should not have been engaged in any other academic programme at the Institute or outside for the past two (02) years. After completion of one degree there should be a cooling off period of two (02) years for pursuing another degree.

f) The person being recommended should not have been on long leave at least for the past two years.

g) The person should have at least 05 years of service left in the Institute after the award of respective degree.

h) The concerned staff member is not permitted to register more than one regular course at any point of time (may be online or offline).

- **Requirement of Courses & Examinations:**

a) The area of research should be related to the profession of the employee.

b) The coursework will be as per requirement of the Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A regulations of the Institute, as the case may be.

c) A plan of study shall be prescribed by the DAC, PG&R (constituted as per the prevalent norms) which may include besides the available courses in the Institute. Courses of MOOCS/NPTEL/Virtual Classrooms/Interactive Exercises and active learning programs offered only by IIT/IISc/IIM/IISER/AIIMS. The GIAN coursed may also be specified, if found relevant. For ongoing MOOCS courses the grade assigned at the end of the course will be directly transferred to the candidate's coursework. For all other courses the concurrence from a faculty member to set the question paper and evaluate the performance of the candidate should be obtained.

d) Self study courses with standard format (weekly or bi-weekly assignments and the uploading in the ERP) will be mandatory to ensure progress and rigor. The candidates will have to appear for only the end semester examinations, preferably during the regular examination period of IIT Kharagpur. For self study course the consent of the subject teacher must be obtained before registration.

e) At the end of the online and contact courses listed above the candidates should submit the course completion certificate(s) with grades/marks for record in his/her course work.

f) All members of staff permitted to join Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A must pay the prescribed enrollment cum registration fee and also the thesis evaluation fee before submission of the thesis on completions of the work.

g) All members of staff enrolled for the Ph.D/MS/M.TECH/M.C.P in the Institute shall be exempted from payment of any tuition and other fees except the (a) Admission fee and (b) Thesis fee. Members of staff permitted and enrolled for the Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A shall not be entitled to any Assistantship.

- **General Conditions:**

a) The concerned staff members must execute an undertaking on non judicial stamp paper worth of ₹100/- that he/she will serve IIT Kharagpur for 05 (five) years after the award of Ph.D/MS/ M.TECH/M.C.P/ M.B.A/C.A degree.

b) The application for administrative permission to join a Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A program by a member of non- teaching staff must be submitted through the Head of the Department/ Centre/ School or the Section in Charge, as the case may be. While submitting the application she/he must give an undertaking in the form appended hereto (Schedule-A) to the effect that she/he will abide by all rules and regulations.

c) Every applications for permission under these rules shall be examined by the Competent Authority taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability.

d) The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and course and that it should contribute to the efficiency of the government servant.

e) After the permission is granted s/he will submit her/his application on prescribed form against regular notice for admission in Ph.D/MS/M.Tech/M.C.P/M.B.A/C.A.

f) If the exigencies of Institute work so require, the permission granted to a member of non-teaching staff under these rules can be withdrawn by the Institute at any time.

g) The maximum period to be spent in the research work by a member of non-teaching staff registered for Ph.D shall be 08 years, and for MS/M.Tech/M.C.P shall be 05 years in the Institute.

h) The aforesaid conditions will also apply to non-teaching staff members seeking permission to join Ph.D/MS/M.TECH/M.C.P/ M.B.A/C.A outside the Institute. The concerned staff members shall be permitted to register only one course at a time (may be online or offline).

i) Staff members shall be granted Extra Ordinary Leave without pay and allowance to attend the classes, taking examination etc., if any, for completion of their required course work for Ph.D/MS/M.TECH/ M.C.P/ M.B.A/C.A if any, from other Institute/ University. The maximum period of Extra Ordinary Leave with pay and allowance shall be granted for 02 (two) years.

- **Requisite Qualifications for Ph.D programme:**

  The concerned employees must meet the following criteria to be shortlisted for interview and test. She/He should be having (at least) B.Tech/BE/MBBS/M.SC/MBA/M.Com/MA degree or equivalent degrees from a reputed educational institution with a minimum CGPA of 7.0 in a 10 point scale or 65 percentage of marks in his/her qualifying degree. Candidates with higher academic qualifications can also apply subject to maintaining the CGPA/ percentage criteria as mentioned above. They have to qualify standard tests such as written test, interview etc. as the case may be as prescribed by the Institute and Dept./Centers and Schools as well for admission in the respective Dept./Center/School.

- **Requisite Qualifications for MS programme:**

  The concerned employees must meet the following criteria to be shortlisted for interview and test. She/He should be having (at least) B.Tech/BE/MBBS/M.SC/MBA/M.Com/MA degree or PG Diploma in Management (done after B.A/B.SC/B.Com) or equivalent degree from a reputed educational institution with a minimum CGPA of 6.5 in a 10 point scale or 60 percentage of marks in his/her qualifying degree. Candidates with higher academic qualifications can also apply subject to maintaining the CGPA/ percentage criteria as mentioned above.

- **Requisite Qualifications for M.Tech/M.C.P programme:**

Non Teaching staff members seeking admission must have obtained at the qualifying degree examination:

  a) at least 60 % marks or equivalent CGPA in the case of Bachelor's degree examination in Engineering, Technology or Architecture and Master's degree examination a Science subject, or

  b) a minimum of 55 % marks or equivalent CGPA if the student passed master's degree examination in Arts or Social Science subject.

- **Requisite Qualifications for M.B.A/C.A:**

As per the qualification required by the University/Institution from where the employees wishes to pursue the aforesaid courses.

GUIDELINES RELATING TO GRANTING PERMISSION TO NON TEACHING STAFF MEMBERS FOR PURSUING COURSES THROUGH OPEN & DISTANCE LEARNING MODE :

Non-Teaching Staff members may be permitted to join the courses offered through ODL mode from recognized Institute/organization provided that prior permission has been obtained from the Competent Authority before applying for admission to such courses subject to the following terms and conditions:

a) Non-teaching staff members seeking permission to join any courses offered through ODL mode from recognized Institute/ Organization must hold a permanent post in the Institute and worked at least 03 years of continuous service in the Institute.

b) The non-teaching members seeking permission to join the distance/correspondence/ online courses should have to submit their application through proper channel. While forwarding of such application it has to be ensured by the respective Dept./Section that more than 10 % of the-non teaching staff members of that Dept./Section are not allowed to pursue at any point of time.

c) The course must be relevant to the field of work of the staff members concerned and there should be direct nexus between the functions of the post and also should be in the interest of the Institute.

d) The concerned staff member shall not be permitted to register more than one course offered through ODL mode at any point of time.

e) Non Teaching staff members shall be permitted to undergo the courses at his own cost, risk and responsibility without jeopardizing their normal Institute works and there shall be no financial involvement whatsoever of the Institute in this matter and doesn't have any bearing upon the request for leave etc.

f) There should be 02 years' cooling off period after completion of each course through ODL mode.

g) If the exigencies of Institute work so require, the permission granted to a member of non teaching staff under these rules can be withdrawn by the Institute at any time.

h) In case of any doubt in the interpretation of these rules and/or in case of exceptions, if any, the decision of the Competent Authority will be final.

SCHEDULE-A

UNDERTAKING

I , Mr/Mrs./Ms._____ member of the teaching/ non teaching staff holding a permanent post of_____ in the Department/Centre/School of_____ at Indian Institute of Technology Kharagpur hereby give the underaking that I shall abide by the rules and regulations as may be laid down by the Senate of the Institute from time to time for undergoing the Ph.D/M.S./M.Tech/M.C.P. programme.

I also undertake hereby that since I shall be on duty while undergoing the programme of studies/research I shall ensure that all normal official duties assigned to me are executed without any handicap.

I further understand that the permission granted to me for joining the programme can be withdrawn at any time if the exigencies of official duties so require of if I cause breach of any of the provisions off rules and regulations.

I also undertake that I will serve the Institute for 05 years after completion of Ph.D/M.S./ M.Tech/ M.C.P./M.B.A/CA programme.

Date:_____

Signature:

Name:

EC:

Designation:

Department/Section/Centre/School:

No. MS/B-3(213)/2024/3351
Dated: 18th September, 2024

M E M O

The undersigned is directed to convey that, the Board of Governors at its 213th meeting held on 17.08.2024 approved the revised guidelines for participating in short term (Maximum 02 weeks) training courses/ programmes/ workshops conducted by external Institutes/ Organisation in India or abroad for non-teaching staff members as recommended by the committee constituted for the purpose.

Details are given in the **Annexure.**

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Human Resources
2. Registrar
3. Joint Registrar (Establishment)

Copy to :

1. All Deans/Associate Deans/Heads of the Academic Units
2. Chairman, ERP
3. Head, Institute Information Cell
4. All Joint Registrars/Deputy Registrars/Assistant Registrars/ Administrative Officers
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 213-16

GUIDELINES FOR NON TEACHING STAFF MEMBERS FOR PARTICIPATING IN SHORT TERM (MAXIMUM 02 WEEKS) TRAINING COURSES/ PROGRAMMES/ WORKSHOPS CONDUCTED BY EXTERNAL INSTITUTES/ ORGANISATION IN INDIA OR ABROAD.

Background:

Over the years many modification/amendment have taken place in the G.O.I rules and regulations. The role of the Non Teaching Staffs have been also increased to cater the needs of the Institute within purview of rules and regulations. In this regard, it has become necessary to grow their knowledge in G.O.I rules & regulations and improve job skills to become more effective in the workplace to overcome new challenges at the time of discharging official duties. It is imperative to mention that there is a need of on job training to the Institute employees to upgrade their skill/knowledge in their respective domain. A comprehensive guidelines for Non Teaching Staffs of this Institute for attending short term (Maximum 02 Weeks) training courses/ programmes/ workshops by external Institutes/ Organisation in India and Abroad are being proposed as under:

- The Non Teaching Staff members willing to attend a short term (Maximum 02 Weeks) residential/non residential training courses/ programmes/ workshops conducted by external Institutions/ Organization in India or Abroad are required to submit their applications through proper channel well in time.

- Deputation for courses in India in the selected areas of work, should be linked with promotion (immediately after promotion to some pre decided levels).

- Deputation of courses aboard, specially, should be on selection basis and not a matter of right.

- The application for such participation shall have to be submitted through proper channel with specific recommendation of Head/PIC/Controlling Officer of the concerned staff members.

- The respective Head of the Department/School/Centre/Section shall also decide the suitability & nature of training courses/ programmes/ workshops before forwarding of such applications.

- Non Teaching Staff members should hold permanent position and have completed at least 03 years of services in the Institute.

- The training courses/ programmes/ workshops must be relevant to the field of work of the staff members concerned and there should be direct nexus between the functions of the post and also should be in the interest of the Institute.

- The training courses/ programmes/ workshops should be conducted by any authorized Govt./Semi-Govt./Autonomous/PSUs /Private etc. Institutions /Organization such as ISTM, NCT&SR, NAHRD, INGAF etc. established to deliver competency- enhancing learning to officials of government staffs and having experience of conducting training courses/ programmes/ workshops in large numbers in the past.

- Non Teaching Staff members permitted to attend the training courses/ programmes/ workshops under this rule shall be entitled for financial assistance such as TA/DA as admissible as per rules including the reimbursement of the registration/course fees, residential fees etc.

- The Institute may send staff members to attend the training courses/ programmes/ workshops alone or in a group as may be decided by the Competent Authority.

- The total period of absence including journey time, if permitted by the Competent Authority to attend the training courses/ programmes/ workshops under this rule, be treated as <u>On Duty</u>.

- In case of Group A Officers permitted to attend any such training courses/ programmes/ workshops etc. Abroad, their further case of participation may be considered after a cooling period of five (05) years.

- The Competent Authority may permit the non teaching staff members of this Institute to attend any training courses/ programme/ workshop conducted by external Institute in India or Abroad irrespective of any limitation and restriction made under this rules, if training courses/programme/workshops are in the interest of the Institute.

- Non Teaching staff members of the Institute should attend at least 01 (one) training course/ programme /workshop of his relevant field in every level of Group 'C', 'B' & 'A' during the entire service at IIT Kharagpur or in a span of 05 years.

- The Competent Authority may not consider the request of non teaching staff members made under this rules, if the request to attend the training courses/ programmes /workshops are not found in the interest of the Institute/not relevant to the field of work of the staff members concerned etc. or any other administrative reasons/exigencies.

- The non teaching staff members should deliver seminar /presentation in the respective Dept./Section/Centres within 15 days after return from the training programme. The staff members should also submit a brief report about his participation of his/her training to the Institute for record.

- A minimum tenure (as per the course) as detailed below has to be served by the staff members upon attending the course. An undertaking on non judicial stamp paper worth ₹100/- is to be submitted by him/her before the commencement of course. Failing to serve the Institute for the requisite tenure/ resignation/ lien etc. the expenditure training fees/TA with interest shall have to be refunded by the employee concerned prior to his proceeding on lien/long leave/resignation etc.

Particulars	Minimum tenure to be served
Training courses /workshops/ seminars are for the period of 01 week or less	06 Months from the completion of training courses / workshops/ seminars
Training courses /workshops/ seminars for more than 01 week and in case of 02 weeks.	01 Year from the completion of training courses / workshops/ seminars

- In case of any doubt in the interpretation of these rules and/or in case of exception, if any, the decision of the Competent Authority of the Institute shall be final.

UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF OF IIT KHARAGPUR WHILE PROCEEDING TO PARTICIPATE IN SHORT TERM (MAXIMUM 02 WEEKS) TRAINING COURSES/ PROGRAMMES/ WORKSHOPS CONDUCTED BY EXTERNAL INSTITUTES/ ORGANISATION IN INDIA OR ABROAD.

WHEREAS, I, _____ (EC:_____), S/W/D/ of _____, employed as _____ in the _____ of Indian Institute of Technology, Kharagpur has applied to participate in short term training course/programme /workshop i.e._____for the period from _____to_____conducted by_____at _____ with financial assistance and T.A/D.A etc., as per rules.

AND WHEREAS, Indian Institute of Technology Kharagpur has agreed to permit me to participate in short term training course/programme/workshop i.e. _____ for the period from _____to_____ conducted by_____at_____ with financial assistance and T.A/D.A etc., as per rules on the condition that I will serve the Institute for the minimum period of _____ after completion of the aforesaid training course/programme/workshop.

I hereby, also undertake that in case of non fulfillment of the above criteria I shall be liable to refund entire amount to the Institute drawn by me for the aforesaid training course/programme/workshop along with interest.

Date:_____

Signature:_____

Name:_____

Designation:_____

Department:_____

Signed in the presence of:-

1. Signature:

   Name:

   Designation:

   Department:

2. Signature:

   Name:

   Designation:

   Department: