



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3422
Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 138th meeting held on 24.06.2025, the Board of Governors at its 216th meeting held on 24.06.2025 approved the recommendations of the 130th meeting of Building and Works Committee held on 03.06.2025. 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: 216-3, FC:138-3



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3423

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 138th meeting held on 24.06.2025, the Board of Governors at its 216th meeting held on 24.06.2025 approved the Annual Accounts for the year 2024-25 for submission to the C&AG for examination and certification.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)

Copy to :

1. Joint Registrar (Audit)
2. Secretary to Director
3. Secretary, Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG: 216-3, FC:138-4



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3425
Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 138th meeting held on 24.06.2025, the Board of Governors at its 216th meeting held on 24.06.2025 approved the matter of withdrawal of the HEFA Loan Applications and arrangement of alternative funding options.

The Board also approved the proposal of loan arrangement from endowment fund for "construction of 2MGD Water Treatment Plant for IIT Kharagpur.

Further, the Board directed that the details of loan, whenever availed, be reported to the Finance Committee at its next meeting.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)
2. Deputy Registrar (Accounts)

Copy to :

1. Secretary to Director
 2. Secretary, Deputy Director's Office
 3. Secretary, Registrar's Office
 4. Web Notice Board
- BoG: 216-3, FC:138-6



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3428

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 138th meeting held on 24.06.2025, the Board of Governors at its 216th meeting held on 24.06.2025 approved 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)
2. Deputy Registrar (Accounts)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 216-3, FC:138-9



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3432

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 216th meeting held on 24.06.2025 approved the terms and conditions for appointment of International Visiting Professor in 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 Inter Disciplinary and Biotechnology & Biosciences (FoID&BTBS)
3. Dean, Faculty of Sciences (FoS)

Copy to :

1. Senior Executive Officer Grade-I (Recruitment)
2. Senior Executive Officer Grade-II (E-I)
3. Secretary to Director
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office
6. Web Notice Board

BoG: 216-6

Terms & Conditions of appointment of International Visiting Professor

A. Existing provisions in the Institute-

- (a) As per decision of **190thBoG held on 12.07.2018 (F/A** for ready reference) the Institute norms for Selection procedure:
 - i) Selection: The selection is carried out through an internal selection committee. The Director shall be the Chairman of the committee.
 - ii) Compensation: The committee shall have the power to fix the consolidated compensation based on the years of teaching and research experiences keeping in view revised salaries (7th CPC) of the regular faculty of the Institute.
 - iii) Other Benefits: Other benefits such as casual leave, vacation leave etc. may also be extended to them as per the existing norms of the Institute in this regard as approved by the BoG time to time for the *Adjunct Faculty and Visiting Faculty on pro-rata basis*.
- (b) Duration of involvement per annum for academic purposes: As per decision of the **Committee of Deans & HoDs held on 03.01.2020(F/B** for perusal) the International Visiting Professor/Faculty *can stay at least 15 days in an academic year in the campus*. Institute will bear all expenses as per rules.

B. QS Ranking definitions & eligibility (F/C for ready reference):

- (a) International Faculty: Defined as those incumbents who contribute to academic teaching, research or both at a university for a minimum period of atleast 3 months a year;
- (b) Eligibility of International Professor term:
 - (i) By citizenship;
 - (ii) Visiting International Faculty staff who are of foreign origin but members of a university other than the one under submission are excluded;
- (c) Importance of engagement of International Faculty: Institutions with high numbers of international staff can also benefit from wider international research networks due to the connections that their international academics bring with them, so a high score in this indicator hints at an open and collaborative academic environment.

C. Guidelines of GIAN and SPARC Programme: Please attached the highlighted document as attached.

Proposed modified guidelines -

After considering the existing provision of the Institute, Guidelines SPARC & GIAN, as well as norms of QS ranking, the following guidelines are proposed to be implemented for the appointment of an International Visiting Professor:

1. Selection: May be appointed by the duly constituted internal Selection Committee with the Director as the Chairman of the Committee;
2. Duration of appointment : May be appointed for 1 - 3 year (s) - to be decided by the Selection Committee;

3. Duration of involvement per annum for academic purposes:

Considering the importance of engagement of International Faculty as specified in the QS ranking parameters [kindly refer B(c) above] and as per terms of the QS ranking parameters [as stated at B (a) above], it is proposed that the Visiting International Professor shall contribute for teaching and/or research purposes in the Institute for a minimum period of 3 months in an academic year, out of which at least 15 days must be spent in person on the campus and the activities for the remaining period may be carried out in online mode.

4. Compensation: Consolidated compensation may be fixed at a stage in the following range depending upon the years of experience (in academics/industries) by the Selection Committee –

For Offline Mode of Academic/Research Contribution

- *In case of International Visiting Professor at the level of Professor and above – US\$ 350 per day.*

- *In case of an International Visiting Professor at the level of Associate/Assistant Professor –US\$ 250 per day.*

For Online Mode of Academic/Research Contribution-

- *In case of an International Visiting Professor at the level of a Professor and above–US\$ 200 per hour (Limited to US\$ 4000 per semester, maximum of 20 Lectures).*

- *In case of International Visiting Professor at the level of Associate/Assistant Professor-US\$ 150 per hour (Limited to US\$ 3000 per semester, maximum of 20 Lectures).*

In any case, total compensation paid should not exceed US\$ 15000 per year.

5. Travel assistance: Travel tickets by Air in Economy class will be paid for 1 round trip or 2 round of trips per academic year (to be specified by the Selection Committee) from the country of work to Kharagpur. The part of the travel not accessible by Air may be covered by a train or by road. The actual cost of the travel will be reimbursed.

6. Accommodation :

- Accommodation- Free accommodation in the Technology Guest house (TGH) alongwith food shall be made available for a maximum period of 15 days.
- For a longer duration of stay beyond 15 days, unfurnished quarters or guest house, subject to availability, may be provided at applicable charges.

7. Medical benefits :

- Basic medical facility as available in the B. C. Roy Technological Hospital (BCRTH) shall be provided.
- The incumbent should carry their own medical / travel insurance to meet specialized treatment not available at BCRTH.



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Notification No. 6 / 2020 Dated January 17, 2020

The undersigned is to convey that the Committee of Deans and Heads of the Department/Centre/School at its meeting held on 3rd January 2020 decided that each Department/Centre/School must appoint at least one visiting foreign faculty from top reputed Institutions/University of world for teaching and research who can stay at least 15 days in an academic year in the campus following the laid down procedure for such appointment. The Institute will bear all expenses as per Institute norms.

This is for information and necessary action.


कुलसचिव / Registrar

To
All Heads of the Department/Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Establishment-I
3. Deputy Registrar, Establishment-III (Recruitment)
4. Secretary to the Director
5. Secretary, Deputy Director's office
6. Secretary, Registrar's office



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Notification No. 13 / 2020 Dated January 28, 2020

With reference to the Administrative Notification No. 6/2020 dated January 17, 2020, the undersigned is to convey that the guidelines as approved in the 190th meeting of Board of Governors held on 12th July 2018 (copy enclosed) be utilised for appointment of visiting foreign faculty from top reputed Institutions/University of world for teaching and research who can stay at least 15 days in an academic year in the campus.

This is for information and necessary action.

Encl. As stated

कुलसचिव / Registrar

To
All Heads of the Department/Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Establishment-I
3. Deputy Registrar, Establishment-III (Recruitment)
4. Secretary to the Director
5. Secretary, Deputy Director's office
6. Secretary, Registrar's office



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(190)/2018/2964
Dated, 21st August, 2018

M E M O

The undersigned is directed to convey that the Board of Governors at its 190th meeting held on 12th July 2018 approved the proposal regarding the terms of engagement of Visiting Faculty, Visiting Professors & Distinguished Visiting Professor & Distinguished Professor etc. submitted by the Deputy Director, Chairman of the committee constituted by the Director of the Institute, as detailed in the **Annex**.

This is for information and necessary action please.

Encl: As stated


Registrar &
Secretary, BOG

To
Director
Dean (Faculty)
Deputy Registrar (E)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG : 190-7

Agenda Item No. 190-7 (placed on the table)

To augment the teaching and research experience of students and scholars and in order to broaden and invigorate their learning experience the Institute engages Adjunct Faculty and Visiting Faculty both from within the country and from abroad besides the regular faculty at the levels of Assistant Professor, Associate Professor and Professor to meet out the requirements of the Institute time to time.. The consolidated compensations for these categories of faculty is computed based on the prescribed salary structure of regular faculty members either on monthly or pro rata basis depending upon the experience and duration of engagement.

Now, for the purpose of internationalization and for better branding in line with reputed international Universities and academic Institutes it is proposed to expand the nomenclatures of Adjunct and Visiting faculty engagements as International Visiting Faculty, International Visiting Professor, Faculty/Professor of Practice, International Distinguished Professor, Scholar-in-Residence, Distinguished Professor, Visiting Emeritus Professor, Emeritus Teaching Fellow, Emeritus Research Fellow, Early Faculty Development Fellow and Outreach Faculty Fellow.

The selection for these types of engagements/appointments shall be carried out through an internal selection committee duly constituted for the purpose as per the needs of the departments/centre/Schools etc. The Director shall be the chairman of the committee. The committee shall have power to fix the consolidated compensation based on the years of teaching and research experiences keeping in view the revised salaries (7th CPC) of the regular faculty of the Institute. Other benefits such as casual leave, vacation leave etc may also be extended to them as per the existing norms of the Institute in this regard as approved by the BoG time to time for the Adjunct faculty and Visiting Faculty on pro-rata basis.

From: "Prof. B. C. Meikap" <bcmeikap@che.iitkgp.ac.in>
To: "Dean FoS" <deanfos@iitkgp.ac.in>
Sent: Monday, February 24, 2025 4:39:58 PM
Subject: Re: Request for infor about GIAN

Dear Professor Krishna Kumar

Thanks for your email.

Regarding GIAN remuneration for online lectures :

Remuneration for Foreign Faculty (Virtual Mode)

- Honorarium: Up to a maximum of \$250 per hour (or as per norms of the host institute, whichever is less)
- Total honorarium limited to:
 - \$3000 for a one-week course (≥ 12 hours)
 - \$5000 for a two-week course (≥ 20 hours)

Please note that foreign faculty is not entitled to get travel allowance. Only honorarium for foreign faculty teaching in virtual mode will be paid.

Now IIT Hyderabad is the GIAN Coordinating institute.

With Thanks and Best Regards

B. C. Meikap

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**National Coordination Center SPARC
Indian Institute of Technology Kharagpur**

January 2025

Call for Proposals for SPARC – GIANT

German Indian Academic Network for Tomorrow under the Scheme for Promotion of
Academic & Research Collaboration (SPARC - GIANT)

Preamble:

Since the inception of the program in 2018, "The Scheme for Promotion of Academic and Research Collaboration" (SPARC) aims at improving the research ecosystem of India's Higher Educational Institutions by facilitating academic and research collaborations between Indian Institutions and the best institutions in the world from 28 selected nations to jointly solve problems of national and / or international relevance.

Recognizing the importance of fostering academic cooperation and enhancing research and innovation on an international scale, the Indian Institute of Technology Kharagpur (IIT Kharagpur), on behalf of the Ministry of Education, Government of India and the German Academic Exchange Service (DAAD) - have agreed to initiate the program titled German Indian Academic Network for Tomorrow (GIANT) incorporating it with the existing SPARC program of the Ministry of Education, Government of India.

Purpose

The program is aimed at fostering academic mobility (students and faculty members), promoting joint research and deepening academic collaboration that will contribute to the knowledge-based economy and societal progress in both countries. Greater linkage in the field of education and research would be mutually beneficial and contribute to the development of sustainable solutions to global challenges.

Objectives

The primary objectives of the SPARC – GIANT program are as follows:

- To enhance long-term partnerships between German and Indian institutions of higher education by promoting and supporting academic and research collaboration.
- To enhance the academic and research mobility between Germany and India.
- To contribute significantly to the internationalization strategies of the participating institutions of Higher Education to promote Germany and India as study and research destinations
- To support the development of innovative curricula and courses for internationally trained students and early career researchers
- To empower women by ensuring their participation and developing inclusive formats focusing on their talent and research skill development.

Schemes and Areas of Cooperation

The program intends to cooperate around the following schemes:

1. **Student Mobility Programs:** Facilitate the exchange of students from India and Germany at various academic levels.
2. **Research Collaborations:** Encourage joint research projects and initiatives that align with the academic and developmental priorities of both countries. This includes sharing knowledge, data, resources and having joint publication.
3. **Faculty Exchange:** Promote the exchange of faculty members to foster knowledge sharing and collaboration in teaching and research activities.
4. **Capacity Building and Curricula Development:** Organize workshops, training programs, and seminars that enhance teaching methodologies, research capabilities, and innovation processes.
5. **International Workshops:** Increase visibility of Germany and India as study and research destinations and disseminate the outcomes of the academic collaboration

The joint partnership program SPARC - GIANT will be open in the following areas:

- Energy, Sustainability and Climate
- Smart Cities & Mobility
- Healthcare and MedTech
- Supercomputing, AI, Quantum Computing
- Advanced Manufacturing & Industry 4.0
- Semiconductor and New Materials

The proposal will address a topic in any of the above six themes and address a challenging issue of theoretical, experimental and/or translational value. The proposal will be evaluated upon quality / relevance of the area proposed, joint strength of the teams, proposed outcome & deliverables, available and complementary experimental/ infrastructure in the institutions.

Applications are not limited to STEM disciplines; Faculty members from the field of social sciences and humanities are also welcome to apply, provided their projects are aligned with the specified areas, such as examining the ethical, socio-economic, or legislative implications of the respective scientific teaching and research.

Preference will be given to teams that do not have/had any SPARC projects presently/ before.

Eligible Institutions

For Germany: All government-recognized institutions of Higher Education in Germany may apply.

For India: All Indian Institutions ranked in the overall top 100 or category-wise top 100 in the India Rankings (NIRF), all Central Universities and Institutes of National Importance, as per SPARC eligibility criteria are eligible to apply.

German universities need to submit their application via the DAAD portal upon the opening of the GIANT program call. Indian universities need to submit their application to the SPARC portal maintained by IIT Kharagpur.

Only applications that have been submitted parallel to both portals will be considered. Late or incomplete applications will not be accepted.

Project Team

For each project, there has to be:

- 1) One Indian Principal Investigator (PI), who has to be from one of the Eligible Institutes and must have a permanent position. Assistant Professors on Contract and Post docs are not eligible to become PI.
- 2) One faculty member from Germany, as per eligibility criteria set by DAAD.
- 3) From Indian side, upto two students visit can be supported. The minimum duration of a student visit can be 1 month and maximum duration can be 6 months. Only post graduate/ PhD student who are registered as full-time students in their respective institution (institute of the PI) are eligible. Undergraduate students can be considered under exceptional circumstances, only when their visit to Germany will be a part of a "Semester Away Program". This will require approval from the National Coordinator of SPARC and will be approved on a case to case basis only.

Project Execution:

- Essential Components:
 - i. At least two visits by the German Faculty to the Indian Institutes (Institute of the PI) totaling a combined duration varying between 15 days to 2 months over the two years.
 - ii. Each visit can be of a duration varying between 07 days to 1 month.
 - iii. During each visit, in addition to carrying out the project related collaboration and research the Foreign Faculty will Co-develop course content and teach one course on the topic of the proposal for 8 to 36 hours depending on the period of stay and participation in SPARC workshops.
 - iv. Visits by Indian students for training and experimentation in premier laboratories in Germany. Support to Indian research students for long term visits of up to 6 months to the partner German collaborator for carrying out experiments and getting trained in an advanced laboratory facility
 - v. Visit of German students to the Institute of the PI.

IPR Clause

The IPR developed out of the project will be decided as per norms of the participating Institutes. The Indian Institute should get the benefits out of Patents / Royalty, rather than the foreign institute or the individual faculty. All disputes must have Indian jurisdiction and applicable laws of India (for any act taking place in India) to be clearly defined by the parties. Any special deviation must be resolved by MOE through the SPARC Liaison cell and approved by the Apex Committee.

Undertaking:

Each proposal will clearly state that this proposal does not duplicate any other similar proposal funded by the Government of India which funds the same aspects of SPARC including but not limited to those partially or fully funded by MOE, DST, DBT and other Ministries of the Government of India. Complementary ongoing projects will be separately indicated.

Mid Term Review:

All projects will be monitored and reviewed once mid-way and once at the end of the project to evaluate progress and final outcome. Institutes will keep on updating real time progress on the SPARC portal.

Clearance from Ministry of External Affairs, Government of India:

For every visit by a German Faculty member, appropriate clearance must be taken from the Ministry of external Affairs, GoI by the Institute of the Indian PI.

Financial Framework and Timeline

Project funding will initially be granted for one year starting from April 1st, 2025. The continuation of funding beyond April 1st, 2026, is subject to the availability of funds on both sides.

Funding from SPARC

- i. The minimum duration of the visit of an international faculty is 07 days (7 days stay in the Indian Institute of PI) for a research project. The maximum duration of stay for an international faculty can be up to 1 month.
- ii. The German faculty can visit up to a maximum of two times over the entire duration of the project.
- iii. For German faculty members and students visiting India, air fare will be paid by DAAD.

iv. Allowance for German Faculty visiting India:

- a) For 7 days stay: USD 5,000 (Minimum duration of stay is 7 working days in the Institute of PI). No honorarium will be paid if the faculty stays for less than 7 days)
- b) For any duration more than 7 days:

USD 5,000 + USD 333 per day for (n – 7) days, where n is the number of days spent in the Indian Institute, excluding days of travel.

The above payment will include the charge of accommodation and lodging at the Indian host Institute and any national travel within India, which will be deducted by the host Institute at actuals. The rest of the amount will be paid to the German Visiting Faculty as honorarium **after deduction of tax at source as per Government of India norms.**

- v. For the visit of an Indian student to the German Institution, the funding support will include return international air fare by economy class, visa charges, and travel insurance (all at actuals), and the total

amount will be limited to USD 2,000. German partner will provide support i.e. local hospitality (boarding/lodging) as per DAAD rate. Duration of the student visit will be up to six (6) months. Minimum duration of an Indian student visit to Germany must be 1 month.

- vi. Up to Rs 10 lakhs will be approved for workshops and conferences. Institutions may invite participants from other relevant universities, institutions, polytechnics, etc. A maximum of 2 workshops can be hosted as a part of one project. Workshop must be held when the German PI is physically present in India. There is no separate honorarium to the International Faculty for participating in the workshop.
- vii. No travel money shall be paid for the visit of a foreign student to India from SPARC funds. However, during their visit they will be entitled to a Daily allowance will be Rs 1,000/- per day for Ph.D students and Rs 400/- per day for master students. It is expected that the International student will be provided free hostel facility. It can also be reimbursed from the contingency grant of the project.
- viii. For visit of Indian faculty abroad in connection with a research project or workshop or training, Cumulative Professional Development Allowance (CPDA) have to be utilized.
- ix. However, if the Indian PI Institute does not have the provision of CPDA, additional funds will be provided from SPARC grant for the visit of the PI. A formal certificate signed by the Registrar of the PI Institute must be submitted to the National Coordinator of SPARC to avail this additional funding. Such a PI can get support only once during the entire duration of the project. The funding support will include return international air fare by economy class, visa charges, and travel insurance (all at actuals), and the total amount will be limited to USD 2,000. German partner will provide support i.e. local hospitality (boarding/lodging) as per DAAD rate. The maximum of stay for an Indian faculty will be up to 1 month.
- x. The above clause (written in point ix) will also be applicable to a PI from an Institute which have the provision of CPDA but the PI has exhausted/ does not have adequate balance in the CPDA account. In such a case a formal certificate signed by the Registrar of the PI Institute must be submitted to the National Coordinator of SPARC to avail this additional funding. Such a PI can get support only once during the entire duration of the project. The funding support will include return international air fare by economy class, visa charges, and travel insurance (all at actuals), and the total amount will be limited to USD 2,000. German partner will provide support i.e. local hospitality (boarding/lodging) as per DAAD rate. The maximum of stay for an Indian faculty will be up to 1 month.
- xi. Overheads and contingency expense of up to 20% of the sum cost of other items mentioned above or Rs 15 lakhs (whichever is lower). Out of the total money identified for "Overheads and contingency", 20% will be earmarked as "contingency" which can be used for purchasing accessories, consumables, chemicals, video recording, field work, documentation, local travel in India and so on. The remaining 80% of this grant will be treated as "Overhead" and will be considered as institutional costs.

- xii. As mentioned in the "financial framework part" the funds are available till 31st March 2026 as of now, the proposals must be planned and the budget must be split up in two parts, which must include visits/ workshop in first year and second year separately.
- xiii. No equipment of any sort will be supported under any SPARC - GIANT project. International travel of Indian Faculty will not be supported under this project.
- xiv. No scholarship/stipend of Indian scholars will be supported under this proposal. They will continue to receive their regular mode of remuneration (as applicable) from their respective institutions.

Review and Selection of Proposals:

The review process will be as follows:

- a) National coordinator (NC) will select a coordinator for reviewing each theme, who will act as the chair of the "Thematic Review Committee" (TRC).
- b) The chair of the TRC will select other members of the committee (at least 3 more members), in consultation with the NC.
- c) The National Coordinator will assign all the projects submitted to a particular theme to the respective "Thematic Review Committee".
- d) The "Thematic Review Committee" will invite peers and assign the projects to them for review.
- e) Based on the referee input there will be provision for submitting a revised version of the project.
- f) The projects will be graded based on the referee input, and the decision of the "Thematic Review Committee" will be forwarded to the National Coordinator of SPARC.
- g) There will be a coordination meeting with DAAD for finalization of the results.
- h) The final approval of the projects will be given by SPARC Apex Committee.

Expected Outcomes

The SPARC - GIANT Scheme is expected to have a major impact in the following areas:

1. Providing the best international expertise in solving major national problems.
2. Help Indian academicians and researchers unravel deep and open research problems with the help of the best collaborators in Germany.
3. Enable long-term stay for international faculty the simultaneously helps in academic interactions, research collaborations, niche course development.
4. Produce a large volume of educational and research content in terms of high quality journal publications, text books, research monographs, patents, demonstrable technologies, products that are jointly authored by Indian and Foreign collaborators.
5. Have strong thematic interactions which enable students in the country interact with high quality research groups through Workshops held in India

6. Enable most of the top ranked Indian Institutions to develop academic and research collaboration with institutions in Germany.
7. Improve International Rankings of Indian Institutions through a combination of internationalization, research outcomes and academic interactions. Develop a set of success stories that can enable International agencies, Indian industries, partner ministries support follow up projects.
8. Develop strong Bilateral relationships in academics and research with top countries in Germany.
9. Create a major International impact for catapulting Indian Academics and Research and help make it competitive with the best worldwide.
10. A set of tangible earmarked deliverables of the collaborative efforts on the proposed topic consisting of joint research outcomes including but not limited to two or more of the following: - top journal publications, text books, research monographs, patents, products, scaled up pilot plants/ demonstration units, course materials, etc.

For any further clarification please mail to support@sparc.iitkgp.ac.in with a copy to rabibrata@che.iitkgp.ac.in



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3433

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 216th meeting held on 24.06.2025 approved the reconstitution of Endowment Advisory Board (EAB) for the purpose of mobilizing donations and contributions from well-wishers, alumni, industry and philanthropy, as under :-

1.	Director	Chairperson (ex-officio)
2.	Deputy Director	Member (ex-officio)
3.	Dean, Outreach	Member (ex-officio)
4.	Dean, Research and Development	Member (ex-officio)
5.	Dean, Alumni Affairs	Member (ex-officio)
6.	Dean, Students Affairs	Member (ex-officio)
7.	Registrar	Member (ex-officio)
8.	Vice-President, TSG	Member (ex-officio)
9.	President, IIT Foundation, USA	Member (ex-officio)
10.	President, IIT KGP Foundation, India	Member (ex-officio)

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

The Chairperson and
All Members of the Advisory Board

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 216-7



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3434

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 216th meeting held on 24.06.2025 approved the signing of Memorandum of Understanding (MoU) between Indian Institute of Technology Kharagpur and Department of Higher Education, Ministry of Education, Government of India for the year 2025-26. Details are given in the **Annexure**.

This is for information and necessary action please.

Encl: As stated


Registrar &
Secretary, BOG

To

1. Director
2. Registrar

Copy to :

1. Dean, Faculty of Engineering & Architecture (FoE&A)
2. Dean, Faculty of Inter Disciplinary and Biotechnology & Biosciences (FoID&BTBS)
3. Dean, Faculty of Sciences (FoS)
4. PIC, Ranking & IOE
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG: 216-8



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3436

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that the Board of Governors at its 216th meeting held on 24.06.2025 approved the guidelines for selection and award of Endowed Chair Professorship Award. 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 Inter Disciplinary and Biotechnology & Biosciences (FoID&BTBS)
3. Dean, Faculty of Sciences (FoS)

Copy to :

1. Joint Registrar, F&A
2. Deputy Registrar, Accounts
3. Senior Executive Officer Gr. I (Recruitment)
4. Senior Executive Officer Gr. II (E-I)
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 216-11

GUIDELINES FOR SELECTION AND AWARD OF ENDOWED CHAIR PROFESSORSHIP AWARD

In order to recognize accomplishments of Faculty members of the Institute in teaching, research and pedagogy, sponsored research and technology development, administrative contributions and student activities as well as to facilitate engagement of eminent academicians/scientists/engineers/ technologists/ industry experts, the Institute has established a large number of Endowed Chair Professor positions, in addition to the Institute Chair Professor positions. The Endowed Chair Professorships have been created with the generous financial support from the industry partners, public and private sector organizations, alumni and individuals to promote excellence in specific areas. It helps to attract the best and brightest minds thus ensuring the Institute's continued growth and leadership in higher education. It also honors the donors by associating their name with the achievements of the distinguished academicians/researchers.

A well established procedure is followed to appoint the Chair Professors in the Institute. The Institute strives to appoint individuals with outstanding credentials to the prestigious Chair Professorship. Selection is based on peer reviews of the overall teaching and research achievements as well as notable accomplishments in other fields in the recent past. Contributions made to the growth of the Institute are also given due weightage. The selection and award of such Endowed Chair Professors are normally guided by the terms and conditions specified in the corresponding Memorandum of Understanding (MoU) as signed between the Institute and the external funding agency. However, the following general guidelines governing the Endowed Chair Professorship as made in line with the Institute Chair Professor positions may be followed unless and otherwise specifically defined in the MoU of the particular Chair Professor Award.

-: GENERAL TERMS AND CONDITIONS:-

(1) Eligibility: Anyone with a track record of an outstanding teacher or researcher in the rank of **Professor** OR a person with R& D experience from industry AND/OR as defined in the MoU signed between the Institute and the concerned funding agency, would be eligible to be considered for “appointment” against the Chair having the following minimum criteria, subject to the condition that in case the corresponding MoU explicitly identifies a discipline, area or an expertise, then only those who possess the requisite expertise etc. as stated in the MoU would be eligible.

I. For the Institute Faculty Members:

(i) Any existing **Professor** of the Institute satisfying the following criteria as on the last date of submission of application or nomination:

- a) At least 01 (one) year of service as **Professor**.
- b) Good teaching records in both UG and PG levels.
- c) **Professor** on Institute roll are eligible to apply in their respective category till superannuation.
- d) No disciplinary case is pending or contemplated against the candidate in last 06 (six) years of service.

(ii) Other Criteria for consideration of “appointment” against the Chair:

Existing **Professor** of the Institute should also satisfy any of the followings as on the last date of submission of application or nomination:

- A. (a) Fellow of 02 (two) National / International Academies / Bodies (like FRS, IEEE, ASME etc.) /OR/ Fellow of 01 (one) National / International Academy + Bhatnagar (or equivalent) Award and (b) Minimum 2 Ph.D. guidance and 10 publications^
- B. (a) Fellow of at least one National / International Academy or International bodies like FRS, IEEE, ASME etc. and (b) Minimum 4 Ph.D. guidance and 10 publications^
- C. Minimum (a) 5 Ph.D. guidance (b) 20 publications^ and (c) 1 sponsored project as PI in the last 06 (six) years
- D. Minimum (a) 4 Ph.D. guidance (b) 25 publications^ and (c) 2 sponsored projects as PI in the last 06 (six) years

Important Note:

- In case **C.(a)** above has a minimum of 4 Ph. D guidance + **C.(b)** and **C.(c)** as above **OR** in case **C.(b)** above has a minimum of 15 publications[^] + **C.(a)** and **C.(c)** as above, a weightage based matrix will be adopted with the following components and the total score of weightage matrix is ≥ 120 (out of 180)
 - In case **D.(a)** above has a minimum of 3 Ph. D guidance + **D.(b)** and **D.(c)** as above **OR** in case **D.(b)** above has a minimum of 20 publications[^] + **D.(a)** and **D.(c)** as above, a weightage based matrix will be adopted with the following components and the total score of weightage matrix is ≥ 120 (out of 180)
- [^] Publication in reputed International journals (indexed in ISI or similar reputed databases)/International and National Patents / Research Monograph with International Publishers.

The criteria for being 'equivalent', 'reputed', 'recognized' may be determined by Standing Committee and/or Apex Committee, independently.

II. For the Faculty Members or Eminent Researchers or Industrialist outside the Institute: Eminent academicians/scientist/engineer/technologist/industry experts in the relevant areas outside the Institute, preferably below the age of 70 years may also apply or be nominated.

(2) Recognition: (a) Designation: The faculty member who has been "appointed against the Chair" will be called "(Named) Chair Professor".

(b) Salary and Benefits: There shall be no change in the salary or in any other benefit, including housing, LTC, medical coverage, pension benefits, increments, leave, etc. In addition to the salary and benefits, the incumbent may, at his/her option, draw a top-up salary of Rs. 25,000/- (*Rupees twenty-five thousand only*) per month or the honorarium/remuneration as specified in the MoU for the duration he/she is appointed against the Chair to fulfil the charter laid out in the corresponding MoU. No other allowances are admissible, unless otherwise specified in the MoU.

(c) Research Grant: (i) For each individual Chair the research grant will depend upon the earning that accrues from investing the corresponding corpus of the Chair, or as agreed upon in the MoU that provided for the establishment of the Chair. In case where the donor or a fund is expected to provide an annual contribution towards the Chair, the amount of the research grant will be the same as the annual contribution to the Chair.

(ii) The research grant may be used for any academic purpose (including hiring of research students/staff, undertake domestic or international travel by him/her or his/her students or his/her colleagues, or incur expenses towards specialized training in India or abroad, or procure equipment, supplies and books, or source support services, or invite his/her collaborators for short visits to IIT, etc.). The faculty so appointed as "(Named) Chair Professor" will operate the research grant in a manner similar to the way he/she currently operates a sponsored research project. "Institute overheads", normally charged from sponsored projects or consulting projects, may not be deducted from the research grant. The unutilized funds at the end of the tenure of the appointment against the Chair, if any, shall be ploughed back to the endowment fund.

(3) Duration:

(i) Any of the Endowed Chair Professorships shall be awarded for a period of 03 (three) years from the date of joining or as specified in the corresponding MoU. However, it shall not extend beyond his/her term of employment as Professor of the Institute.

(ii) One candidate may be considered for a maximum of 03 terms for any such Endowed Chair Professor Award during the entire service period at this Institute.

(iii) Also holding of two Chair Professor Awards (including Institute Chair Professor and Endowed Chair Professor) concurrently are not permitted.

(iv) **Cooling-off period**: Unless otherwise defined in the MoU, there shall be a cooling-off period of 03 years for the same Endowed Chair Professorship. However, no such cooling-off period is applicable in case of holding of any other Chair Professor Award held by the incumbent even in the recent past.

(4) Teaching/research commitments:

There will be no change in the stipulated responsibilities of the faculty member in respect of teaching/ research/ or administration, for the “appointment” against the Chair. Additionally, however, the faculty so “appointed” as “(Named) Chair Professor” will be expected to fulfill the charter laid out in the corresponding MoU that provided for the establishment of the Chair.

(5) Intellectual property rights:

As a result of the “appointment” against the Chair, there shall be no change in the rights applicable to intellectual property developed by the faculty member and/or his/her students/scholars and/or his/her collaborators as per Institute norms or as specifically agreed upon in the MoU that provided for the establishment of the Chair.

-: SELECTION AND/OR NOMINATION PROCESS :-

- A. ***Assessment methodology:*** The achievements of the candidates on the following parameters for the last 10 (ten) years (from the last date of submission of application or nomination) shall be considered for assessment and evaluated as per the ***Guidelines for Scoring of Nominations*** given at ***Annexure-A***.
- A. For excellence in academic and fundamental research, quality and quantity of publications, citations, impact, national and international recognition etc. will be considered.
 - B. For teaching and pedagogy, consistently good (above Institute average) teaching feedback, feedback from the alumni, pedagogical contributions such as text books or reference books, laboratory manuals, e-learning activities and software, contributions to Continuing Education Programmes etc. will be considered.
 - C. For sponsored research and technology development, leadership roles in large and significant sponsored research projects and programmes, industrial collaborations, the amount of research fund generated through sponsored research, technologies generated and transferred, national and international patents granted, major facilities generated, major consultancy activities, activities related to innovation and entrepreneurship etc. will be considered.
 - D. Leadership roles in Institutional Development through student activities, various administrative positions, as well as in professional communities, national bodies and societal service recognized by the Institute etc. would be considered.
- B. ***Application, Approval and Final Selection Process:*** Unless otherwise specified in the MoU, the following process shall be followed:
- A. Internal nomination including self-nominations (including Score Sheet at ***Annexure-A***) duly forwarded by the HoDs/HoSs/HoCs and application from external candidates, if any, shall be received by the Office of the Deans of the respective Faculty.
 - B. Application/Nominations will be shortlisted first by a ***Standing/Screening Committee*** appointed by the Director based on the eligibility criteria mentioned in the notification. The standing / screening committee may invite subject expert(s) from the Institute and/or outside and interact with the shortlisted candidates to prepare a list of candidates whose application/nomination papers would be sent to the ***Apex / Selection Committee***.
 - C. An ***Apex / Selection Committee*** comprising of external expert(s) appointed by the Director and under the Chairmanship of Director will review the application/nomination papers and make the final recommendation for consideration and approval by the Chairman, BoG.
 - D. Norms already specified in the BoG approved documents shall be applied in all stages of processing.

Guidelines for Scoring of Nominations

Parameters of consideration		Max. Points
(A) Research and Teaching (Max. 90 points)		
(i)	For each paper (published from India after becoming Professor) of citation more than 25 (in Scopus / WOS, without self citations): Max. 5 points for each paper	20
(ii)	For writing text / reference books under Intl. Publishing Houses: Max. 5 points for each book	10
(iii)	For each subject, obtaining a students' evaluation score of more than 4.0; Class strength <30 : Max. 3 Points <90 : Max. 4 Points >90 : Max. 5 Points	25
(iv)	For each additional Ph. D guidance after becoming Professor: Max. 2 points for each of (iv)	10
(v)	For each additional publication after becoming Professor (with foreign collaboration if the person is a corresponding author/without foreign collaboration) is ISI Indexed high impact journal: Max. 2 Points for each of (v)	10
(vi)	(a) For each technologies generated and transferred: 2.5 points for each	Max. 5 points
	(b) For each national & international patents granted: 1 point for each	Max. 5 points
(vii)	For service after becoming Professor (>15 years): Max. 5 points for each of (vii)	5
(B) Resource generation and other professional activities (Max. 70 points)		
(i)	TPC Chair / Organizing Chair of a conference : (a) National Conference : Max. 10 Points (b) International Conference : Max. 20 Points	20
(ii)	PI of sponsored projects totaling >Rs. 50 L (in 3 yrs.) and >Rs. 75 L (in 5 yrs.) : Max. 10 Points	10
(iii)	Organizing short-term courses / conferences / symposia / workshops contributing to Institute overhead of >Rs. 10 L in last 6 yrs: Max. 10 Points	10
(iv)	Coordinator of any National Mission Project : Max. 10 Points	10
(v)	Serving in Editorial Boards of reputed Journals (Publishers IEEE, ACM, Elsevier, Springer, etc.) : Max. 10 Points	10
(vi)	Any other awards conferred by National bodies of respective Engineering / Science / Professional Discipline : Max. 10 Points	10
(C) Institute activities (Max. 20 Points) (completed terms/minimum of 2 years of service)		
(i)	HMC Chairperson: Max. 10 Points	20
(ii)	TSG President : Max. 10 Points	
(iii)	Chairperson of Spring Fest / Kshitij : Max. 10 Points	
(iv)	Chairperson / Vice Chairperson of Career Development Centre: Max. 10 Points	
(v)	PIC of different activities : Max. 10 Points	
(vi)	Examination-In-Charge : Max. 10 Points	
(vii)	Warden / Assistant Warden : Max. 10 Points	
(viii)	Head of Dept. / Centre / School, Associate Dean, Dean, Deputy Director: Max. 10 Points	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3439

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that the Board of Governors at its 216th meeting held on 24.06.2025 approved the guidelines for Non-Teaching Employees of the Institute on the following :-

- (i) Leave for accepting Foreign Assignments,
- (ii) Joining Time, Joining Time Pay and Relocation Charges for the newly joined employees.

Details are given in the **Annexure**.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Human Resources
2. Registrar

Copy to :

1. Joint Registrar, F&A
2. Joint Registrar, Audit
3. Senior Executive Officer (E-I & E-II)
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG: 216-14

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED TO CONSIDER THE
LEAVE GUIDELINES FOR ACCEPTING FOREIGN ASSIGNMENTS BY NON TEACHING
EMPLOYEES OF THE INSTITUTE

Date: 13th June, 2025

A Committee comprising of the following members was constituted by the Hon'ble Director to examine and consider the guidelines on leave to be granted to Non Teaching employees of this Institute for accepting foreign assignments.

- | | |
|-----------------------------|-------------|
| 1. Deputy Director - | Chairperson |
| 2. Dean, Human Resources - | Member |
| 3. Joint Registrar, SRIC - | Member |
| 4. Joint Registrar (E-II) - | Member |

The Committee met on 13th June, 2025 at 03:30 PM in the office of the Deputy Director.

The Committee noted the BoG approved guidelines on Extra-ordinary leave and special leave on deputation to be sanctioned to the staff members of this Institute vide Memo no. MS/B-1(106)/724/90 dated 24.01.1990 and also referred to BoG minutes dated 29.05.1965.

The Committee deliberated on the consolidated guidelines on technical resignation and lien for accepting foreign assignments by Central Govt. employees vide DoPT OM No. 28020/2/2018-Estt.(C) dated 27.08.20218.

The Committee also deliberated on the guidelines of Deputation vide DoPT OM F. NO. 2/6/2016-Estt.(Pay-II) dated 22.04.2016 and its ammendment vide OM No. 2/6/2023-Estt.(Pay-II) dated 22.03.2023 and the GoI rules regarding grant of joining time.

After detailed deliberation on the Institute guidelines and the DoPT guidelines on the aforesaid subject, the Committee receommends the revised guidelines on leave for accepting foreign assignments by the Non Teaching employees of the Institute and grant of joining time for consideration of the Competent Authority and its further aproval by the Board of Governors.

The meering ended with vote of thanks to the Chair.

Joint Registrar (E-II)
(Member)

Joint Registrar, SRIC
(Member)

Dean, Human Resources
(Member)

Deputy Director
(Chairperson)



**GUIDELINES ON JOINING TIME FOR STAFF MEMBERS JOINING THIS INSTITUTE
FOR FIRST TIME**

A. Joining Time:

Joining Time is admissible in the following cases:

- a. To join on transfer in public interest, a new post either at the same or new station.
- b. To permanent staff member of the Institute on the results of a competitive examination/interview open to Government servants and others, if such Government servants opt for having their past service in the Central Government or State Government counted for all purposes in the Central Government.

i. Amount of Joining Time:

- a. Maximum one day is admissible to join a new post for the internal candidates of the Institute.
- b. In case of candidates from other Institute/Organization, maximum of five (05) days joining time will be admissible depending upon distance between this Institute and old organization.

ii. Joining Time Pay:

- i. Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition, Dearness Allowance appropriate to the pay and House Rent Allowance as applicable to the old headquarters, are admissible.
- ii. Permanent Travelling Allowance and Coveyance Allowance are not admissible during joining time.
- iii. The sanction of the admissible joining time shall be accorded by the Competent Authority exercising the administrative control over the employee proceeding on transfer.

iii. Reckoning Joining Time for the purpose of Increment, leave etc.:

- a. Joining Time will count for increment in the substantive post and the post for which pay is paid during that period.
- b. Joining time in continuation of leave counts for increments in the time-scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increments.
- c. Journey period availed on transfer at one's own request not regularized as leave is treated as dies non and does not count for increment, leave or pension.
- d. When increment falls due during the period of joining time, the increased pay will be drawn only on joining duty afetr joining time, but the period will count for increment.

iv. Joining Time shall not be granted to a staff member proceeding on foreign assignments. The joining time in respect of such employees, if any, shall be regulated as per rules of the borrowing organization.

B. In case of premature reversal to this Institute before expiry of period lien, deputation or EOL granted to him/her, regular leave may be availed of to cover the period from the date of relinquishing charge of the old post to the date of assumption of charge in the substantive post at this Institute. If, however, holidays intervenes between the date of relief at the old station and joining at this Institute, the intervening holidays may be availed as holidays and the staff member need not to take any leave for such period.

C. T. A on Transfer:

For staff members working in permanent capacity in any Central Govt./Autonomous Bodies/ PSU etc. joining this Institute shall be reimbursed the followings:

- (i) For self and dependent family members the travelling charges shall be reimbursed as per actual in entitled mode of journeys as per GoI norms.
- (ii) Relocation charges including luggage and transportation of conveyance charges as per GoI norms limited to the rates mentioned below:

Pay Level at this Institute	Relocation charges payable
Level - 10 and above	Up to a maximum of ₹ 1.0 lakh
Level- 6 to Level- 9	Up to a maximum of ₹ 0.8 Lakh
Level- 5 and below	Up to a maximum of ₹ 0.6 Lakh

D. Composite Transfer and Packing Grant:

The Composite Transfer Grant shall be paid to an Institute staff member joining from any Central Govt. / Autonomous Bodies/ PSUs etc. at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**GUIDELINES ON LEAVE FOR ACCEPTING FOREIGN SERVICE BY NON-TEACHING
EMPLOYEES OF THE INSTITUTE**

A comprehensive guidelines on grant of lien, deputation and Extra-ordinary Leave (EOL), for accepting foreign service by the Non-Teaching staff members of this Institute that are made on temporary basis provided the appointment is outside normal field of deployment and is in public interest, are being proposed as under:

Guidelines on Leave for accepting Foreign Service:

I. Applicability:

The guidelines shall be applicable to all Non-Teaching staff members of the Institute (herein also referred to as staff members). In case of any ambiguity with the norms of DoPT, GoI or any area remained uncovered in this guidelines the clauses(s) of the Statutes of the Institute will prevail.

II. General rules for Lien & Deputation:

- A. The staff members should hold a permanent position at this Institute.
- B. Staff members requesting to grant lien/deputation for accepting foreign assignment in a Central Govt./State Govt. /Autonomous Bodies/ PSU etc. must have forwarded their applications for respective post(s) following the Institute guidelines related to forwarding of applications for outside employment.
- C. Norms on Pension/NPS contribution:
 - i. Leave salary / Pension / NPS contribution: Leave salary (except the period of leave availed of on foreign service) @ 11% of pay per month to be drawn during the deputation period, shall be paid to the Institute either by the concerned staff member or by the concerned borrowing organization.
 - ii. NPS Contribution: Staff members covered under NPS scheme shall make arrangements for payment towards subscriptions of self and employers' contribution to their respective NPS account (PRAN).
 - iii. Pension contribution / CPF (Employer's share) contribution: In case of staff members governed under GPF cum Pension and Gratuity scheme, contributions towards pension and leave Salary and in case of governed under CPF scheme, contributions of self and employer as per GoI norms shall be paid to the Institute either by the concerned staff member or by the borrowing organization.
- D. Admissibility of allowances and other fringe benefits:

Children Education Allowances, Medical facility, Leave Travel Concession, Transport Allowance, Joining time pay, Joining time, Travelling allowance & Transfer TA etc., shall be regulated as per the rules of the borrowing organization.

III. Norms for grant of Lien:

If a permanent employee is selected on the basis of his/her application for post(s) in a Central Govt./State Govt./Autonomous Bodies/PSU, his/her lien may be granted in the Institute. Lien represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all staff members who are confirmed in the post/service/cadre or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

The above right will, however be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service.

(a) Eligibility for lien on a post:

- (i) A permanent staff member should have completed continuous service of Five (05) years at this Institute for being eligible for consideration of lien. There is no vigilance/disciplinary case either pending or contemplated against the concerned staff member.
- (ii) The staff member who have been granted lien must submit an undertaking on non judicial stamp paper worth ₹100/- as per the prescribed format (Annexure-I) before issuance of final order to the effect that on failure to revert back to the substantive post at this Institute on expiry of the lien period, the service of the staff member shall stand terminated and he/she will deemed to have resigned from the post at this Institute with effect from the date preceding the date of proceeding on lien.
- (iii) The period of lien that can be sanctioned initially shall be for two (02) years on year to year basis or the prescribed period of probation of the post for which lien has been granted not exceeding two (02) years. In exceptional circumstances lien for a maximum period of three (03) years (i.e 2 years initially granted plus additional 01 year) may be sanctioned with specific approval of the Director. In such cases a fresh undertaking on a non judicial stamp paper worth ₹100/- as per the prescribed format (Annexure-I) should be submitted by the concerned staff member.
- (iv) The benefit is also admissible to the staff member who have applied for any position in any other Institute before joining this Institute and on the account, the application(s) was/were not forwarded through proper channel or NOC was not issued from this Institute. Both in such cases the incumbent should have to intimate the Institute about such application(s) at the time of joining this Institute.
- (v) A staff member on acquiring lien on a post will cease to hold any lien previously acquired on any other post.
- (vi) Transfer of service liability in respect of the staff member who have been granted lien and subsequently absorbed at the foreign service on permanent basis shall be regulated as per Gol rules and its amendments made time to time, on specific request of the concerned employer of the foreign service.
- (vii) There shall be normally a cooling off period of three (03) years after every period of lien. The decision of the Competent Authority in this regard keeping in view of the exigencies shall be final.

(viii) In case of temporary employees willing to join outside post consequent upon their selection, no lien will be retained at this Institute.

(b) Retention of lien:

- (i) A staff member granted lien to join in any Central Govt./State Govt./Autonomous bodies/PSUs has to resign from his parent post at this Institute unless he/she reverts to this Institute within a period of two (02) years, or three (03) years in exceptional cases, as the case may be.
- (ii) No lien shall be retained beyond the maximum limit admissible i.e two (02) years and three (03) years in exceptional cases.

(c) Termination of lien:

- (i) Lien granted to a staff member shall stand terminated at this Institute on his/her immediate absorption to the post at the borrowing organization with effect from the date preceding the date of proceeding on lien.
- (ii) In case of failure to revert back to the substantive post at this Institute on expiry of the lien period, the service of the staff member shall stand terminated and he/she will be deemed to have resigned from the post at this Institute with effect from the date preceding the date of proceeding on lien.

(d) Reversion to parent organization:

In case a staff member who has been granted lien for accepting foreign service, wish to revert back to the substantive post at this Institute shall have to apply well in advance for such reversal. The staff member shall only be allowed to join his/her substantive post on approval from the Competent Authority.

IV. Norms for grant of Deputation/Foreign Service:

The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest.

(a) Eligibility for deputation on a post:

- (i) A permanent staff member of the Institute shall be eligible for deputation / foreign Service to post(s) in State Government/ State Government Organisations/Government of UTs/Autonomous Bodies, Trusts, Societies, PSUs etc. set up / controlled by the Central Government only after completion of Five (05) years of service and is clear from the vigilance angle.
- (ii) The staff member who has been granted deputation must submit an undertaking on non judicial stamp paper worth ₹100/- as per the prescribed format (Annexure-II) before issuance of final order to the effect that on failure to revert back to the substantive post at this Institute on expiry of the period of deputation, the service of the staff member shall stand terminated and he/she will be deemed to have resigned from the post at this Institute with effect from the date preceding the date of proceeding on deputation.
- (iii) The period of deputation/ foreign service shall normally be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.
- (iv) A staff member working in a post with higher Pay level at this Institute shall not be allowed to be appointed on deputation to a post with lower Pay level, and also in cases where the scale of

pay and dearness allowance in the substantive position of the Institute and ex-cadre post are dissimilar.

- (v) In case the borrowing organizations wish to retain an official beyond five (05) years, it shall initiate action for seeking concurrence from this Institute, individual concerned etc. well in advance preferably three (03) months before the date of expiry of tenure. The tenure of deputation in such cases may be extended where such deputation is absolutely necessary in public interest, up to a period not exceeding seven (07) years at a stretch. The decision of the Competent Authority of the Institute is final in this regard, keeping in view of the exigencies and subject to fulfillment of pension & gratuity calculation.
- (vi) There shall ordinarily be a cooling off period of three (03) years after every period of deputation. However, in exceptional cases the decision of the Competent Authority shall be final in this regard.

(b) Premature reversion to parent cadre:

Whenever a situation arises for premature reversion to this Institute of the concerned staff member, his/her services could be so returned after giving an advance notice of preferably three months before expiry of the tenure to this Institute through the borrowing organization by the staff member concerned.

V. Extra-ordinary Leave:

On his / her request, the staff member accepting full time assignment in foreign service, may be granted Extra-ordinary Leave (EOL) without pay and allowances subject to the following norms:

- (i) Staff members seeking for such leave to accept any foreign assignments must hold a permanent post at this Institute.
- (ii) The maximum period of Extra-ordinary Leave (EOL) without pay and allowances that can be sanctioned shall be two (02) years on year to year basis. The maximum number of times such leave can be sanctioned shall not ordinarily be more than twice during the entire period of service.
- (iii) The qualifying service normally required for grant of leave for second time shall ordinarily be three (03) years from the date of return from the first spell of leave.
- (iv) The staff member granted Extra-ordinary Leave for the aforesaid purpose must submit an undertaking on non judicial stamp paper worth ₹100/- as per the prescribed format (Annexure-III) before issuance of final order to the effect that on failure to revert back this Institute on expiry of the period of Extra-ordinary leave without pay and allowances so granted, the service of the staff member shall stand terminated and he/she will be deemed to have resigned from the post at this Institute with effect from the date preceding the date of proceeding on Extra-ordinary Leave (EOL).



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3442

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that the Board of Governors at its 216th meeting held on 24.06.2025 noted the implementation of enhancement of the rate of Dearness Relief payable to Institute Pensioners/Family Pensioners w.e.f. 01.01.2025.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Joint Registrar, F&A
2. Deputy Registrar, Accounts
3. Senior Executive Officer Gr. II (Establishment)

Copy to :

1. Joint Registrar, Audit
 2. Secretary to Director
 3. Secretary, Deputy Director's Office
 4. Secretary, Registrar's Office
 5. Web Notice Board
- BoG: 216-18



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-2(216)/2025/3445

Dated: 21st July, 2025

M E M O

The undersigned is directed to convey that the Board of Governors at its 216th meeting held on 24.06.2025 approved the final results of various courses for the session 2024-2025 based on which the degree will be awarded at the forthcoming 71st Convocation 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 Inter Disciplinary and Biotechnology & Biosciences (FoID&BTBS)
3. Dean, Faculty of Sciences (FoS)
4. Joint Registrar, Academic
5. Deputy Registrar, Academic

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 216-23